

Christos Tsiamis
Room 23-102



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION II

JACOB K. JAVITS FEDERAL BUILDING
NEW YORK, NEW YORK 10278

JAN 3 0 1989

Ms. Sandra J. Weston, Chairman
Fulton Safe Drinking Water Action Committee
for Environmental Concerns, Inc.
819 West Third Street South
Fulton, New York 13069

Re: Telephone Conversation of January 30, 1989

Dear Sandy:

As we agreed on the phone, I am writing this to summarize the items discussed in the conference call held today, which included yourself, Christos Tsiamis, Marilyn Fast, and myself. While Christos was on the phone, we discussed the Procurement Action Plan for the Fulton Terminals Site, and subsequently discussed the application for the Clothier Site. The following summarizes the key points of our discussions:

Fulton Terminals Site

- The Public Notice, as read over the phone, sounds good.
- Most of the changes to the Procurement Action Plan that we had previously requested were included in the revisions that you read over the phone. However, several additional changes are needed, as follows:
 - Section #3 of the Procurement Action Plan concerning the Public Notice needs to include a statement that the public notice will allow at least 30 days from the publication date for proposals to be submitted.
 - The Procurement Action Plan needs to be amended to show that interviews of all candidates in the "competitive range" will take place, if necessary. Upon selection of a technical advisor, unsuccessful candidates will be notified in writing.
 - The RFP needs to include language stating that all candidates in the "competitive range" will be interviewed, if necessary, and that further negotiations are to take place after receipt of proposals, for all candidates in the "competitive range."

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Clothier Site

- The narrative needs to be clarified regarding whether one or two newsletters are envisioned for Fulton and Clothier Sites, and needs to be consistent with the site's budget.
- The narrative needs to be clarified regarding whether the bookkeeper is a volunteer or is being paid, and needs to be consistent with the budget.
- The revised budget submitted January 6, 1989 shows fringe benefits of \$125 for the typist. As we had discussed before, if fringe benefits are included, you need to show how fringe benefits were calculated. I believe you stated that your preference is to revise the budget to eliminate the fringe benefits.

General

- Upon receipt of your revised Procurement Action Plan for the Fulton Terminals Site, which includes the revisions you read over the phone and the items described above, EPA will promptly send you written notice of approval, and you may proceed with the actions in the plan.
- All costs incurred may be charged to one site only, and separate records must be kept for each site's expenditures. The only exception would be for general FSDWAC expenditures which may be allocated between sites. Such allocations need to be determined by a formula that reflects relative cost per site, and which is included in your accounting records and payment documentation.
- As agreed by the participants in the conference call, FSDWAC should submit documents requested by EPA to me, with a copy provided to the relevant Site Manager (i.e., Christos for Fulton Terminals Site and Herb King for Clothier).

This summary should provide a mutual plan of action for resolving the remaining issues on the Fulton procurement plan and the Clothier application. Please let me know if you have any comments or questions. I look forward to receiving the additional materials described above, and moving forward on these projects.

Sincerely,

Carol A. Hemington

Carol A. Hemington, Chief
Grants Operations Section

cc: C. Tsiamos, L. Johnson, M. Fast, H. King

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