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Issues Checklist
Test and Evaluation Project for CBR Technology

1. Definition of Specific Outcome Desired

- What is the specific goal or outcome desired at the end of the testing and evaluation process?
  e.g., Is the testing supposed to:
    - Answer specific technical design questions?
    - Answer specific risk/benefit questions?
    - Support specific performance claims?
    - Assure readiness for immediate deployment in specific applications?
    - Demonstrate compliance with an applicable standard?
- Are the relevant and appropriate stakeholders involved consistent with that goal?
- Will the testing plan as proposed actually produce that outcome?
- Do all stakeholders have the same goal? If not, are their goals compatible with one another?

2. Technology Selection and Justification

- Why specifically was this technology selected for rapid testing?
- What advantages exist to this new technology?
- How has the technology been proven in other applications?
- How is the technology innovative?
- What is the specific threat the technology is intended to address?

3. Technical Approach

- Is there a good concept of operations to help guide test plan? (e.g., how it is used, by whom, under what circumstances)
- What are the boundary conditions for the testing? (e.g., concentrations, scenarios)
- Is the testing best done in phases?
- What testing agents will be used, and why?
  e.g., is agent selected based on:
    - Threat?
    - Standards?
    - Difficulty of treatment?
    - Likelihood of use?
    - Toxicity?
    - Safety?
    - Cost?
- Can less costly or less dangerous surrogates be used? If so, how will they be selected?

- Are there applicable standards? If not, what standards will be used?
  - Military?
  - Civilian Workplace?
  - Public Health?
  - Technology-based?
  - Customer defined?
- Will the test plan satisfactorily demonstrate compliance with those standards?
- What sensitivity analysis is needed for each variable?
- Are the testing methods and protocols well developed, technically sound, and achievable based on the test objective?
- What assumptions are inherent in the technical plan?
- What are the input concentration variables? (e.g. quality of uncontaminated media, flow rate, pressure, temperature)
- What factors need to be tested besides efficacy?
  - Manufacturing and quality standards for production?
  - Prolonged performance of system and components?
  - Reliability and maintainability?
  - Life expectancy?
  - Scalability?
  - Toxic Industrial Materials/Toxic Industrial Chemicals?
  - Cost of operation
  - Products of incomplete destruction
- What level and type of reporting and documentation is needed?
- Will the testing be destructive of the equipment to be tested or can materials be cleaned/reused?
- Have the compatibility of the agents with materials of construction of equipment been tested or evaluated?
- Are all parties satisfied with the technical approach?

4. Health, Safety & Environment
   - Are the procedures for testing safe to persons, equipment and the environment?
   - Is the laboratory properly equipped to handle the hazards safely?
   - Is the laboratory staff trained to handle the hazard safely?
   - Is safety build into the test plan?
   - Are all necessary permits/approvals to conduct testing at this location?

5. Cost
   - Who will pay for testing? How much will each party contribute?
   - What are the specific costs involved in testing?
   - Are the costs reasonable in relation to the work to be performed?
   - Are the costs reasonable in relation to the benefits to be achieved?
   - What costs are outside the scope of the testing itself?
   - Are there alternatives that would reduce the cost?
   - Are the costs reasonably related to the benefits each party hopes to achieve?
   - How will payments be made?

6. Schedule
   - Is the schedule reasonable?
   - Is the schedule achievable?
   - Does the schedule impact costs significantly?
   - Does the schedule impact staffing and staffing availability?
   - How does the schedule relate to the availability of other possible avenues of support?

7. Risks
   - What are the risks that the costs will increase? How will those risks be managed?
   - What are the risks of harm during testing? How will those risks be managed?
   - What are the risks of delay? How will those risks be managed?
   - What are the risks of system nonperformance? How will those risks be managed?
   - What are the risks of inadequate testing? How will those risks be managed?

8. Benefits
   - What benefits will result from the outcome sought from the testing?
   - Are users committed to purchase or invest but for the completion of the test?
   - Is there assurance (e.g., letters of commitment) that these users will be satisfied by these tests?

9. Security & Access to Testing Site
   - Are there limitations on access to testing facilities because of nationality or other factors?
   - Are there security measures that can be established to permit easy and frequent access to testing? (e.g., badging)
   - Will any of the testing or results need to be classified or restricted?
   - Do participants need and have necessary security clearances to participate fully in the tests or review test results?
   - Who will hold security clearances?

10. Rights to data
    - Who will own what rights in the data generated in the test?
    - Who will own the rights in the report?
    - Will the data be publicly available? When, and under what circumstances?

11. Protection of Confidential Information
    - What obligations of confidentiality are in place?
    - How can you be sure these obligations are being met?

12. Communication
    - Who is permitted to say what to whom?
    - What rights do sponsors have to review all communications in conjunction with test?

13. Management and Staffing
    - What are important characteristics for project participants:
        - Organization?
        - Management?
        - Communication Skills?
        - Follow-through?
        - Documentation?
        - Attitude?
        - Availability?
        - Technical competence?
        - Absence of Conflicts of Interest?
        - Ability to work with others?
    - How can it be assured that the right people are on the project?
        - For the testing organization?
        - For the government project manager?
        - For the technology provider?
    - What are the alternatives?
    - Does project sponsor have a right to 'veto' testing team leaders or members?
    - Are there backups if first team is unavailable or unacceptable?

14. Products Liability Risk
    - Will the buyer be willing to accept risk of product performance?
    - Is the vendor willing to indemnify the customer?
    - What is the potential liability in the absence of an agreement?
    - Is an agreement effective in transferring liability?
    - Is there a statutory scheme to limit liability?
    - How does the new process for contractor liability protection in HR5005 affect this test?

15. Conflicts of Interest
    - Who has a conflict of interest in the testing process?
    - How is that conflict to be managed/avoided?

16. Competition
    - Should there be limits on the ability of the government program managers supporting other technologies to use the test or access to confidential information to detriment of vendor?
    - How do we prevent unfair competition?
    - How do we encourage fair competition?

17. Transparency
    - How much transparency is there in the testing process?
    - Who will have access to background papers?
    - How will peers be selected?
    - Who will have access to peer review comments?

18. Contract vehicle
    - What is the best contract vehicle for the testing?
        - CRADA
        - Technical Services Agreement
        - MOU
    - Who are the parties to the agreement?
    - Are the terms adequate to address all major concerns?