



Alliance
Communication

Post-it® Fax Note 7671		Date 2-4-98	# of pages 6
To Kevin Cahill		From Nancy Pollock	
Co./Dept.		Co.	
Phone #		Phone #	
Fax #		Fax #	

February 4, 1998

To: Jim Hart
Solutia Inc.

From: Nancy Pollock
Alliance Communication

RE: CAP Planning for J.F. Queeny and W.G. Krummrich Sites

Thanks for meeting Tuesday to discuss Solutia's need for communications services at the Queeny and Krummrich sites.

As requested, I'm sending scope of services and fees for a site strategic communications plan and ongoing CAP facilitation. A timeline for action items leading to CAP development is included. A more detailed timeline going to June of 1999 and beyond will be part of the strategic plan. I've sent a copy of the Queeny document to Bob Cheever.

Thanks for choosing Alliance Communication as your CAP consultant. We look forward to working with you.

Call if you have questions about the attached. As soon as we hear from you we'll proceed.

Nancy

Enhancing Quality
Through Communication

616 Old Orchard Parkway, Suite 200
St. Louis, Missouri 63111
314 394-2225
314 394-4107 Fax

DSW 137899

STLCOPCB4037856



SOLUTIA INC.
J.F. Queeny Site
Scope of Services
February 4, 1998

This document outlines work Alliance Communication will do with Solutia's J.F. Queeny Site to create a strategic communications plan and develop and facilitate a Community Advisory Panel.

Alliance Communication will:

- Conduct interviews with appropriate Solutia team members, retirees, residents, business, community, and political contacts to determine priority issues and perceptions/misperceptions of J.F. Queeny Site.
- Develop a strategic communications plan incorporating what is learned from the interviews. The plan includes goals, audiences, messages, and suggested CAP agenda items.
- Create a timeline from the present time to June of 1999 and beyond to track deadlines for action steps.
- Recommend CAP members based on interviewees and other sources.

The fee for this portion of the work is: \$4,500

For further details
Please call Alliance Communication

Alliance Communication
314 394-2225
314 394-4107 Fax

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Once those steps are completed, we will:

- Write an invitation to a pre-CAP meeting
- Set agenda and format for pre-CAP meeting
- Facilitate pre-CAP meeting
- Submit debriefing memo after the meeting

The fee for this portion of the project: \$2,000

Regular, ongoing CAP meetings will begin once the pre-CAP session is over. For each regular CAP meeting Alliance Communication will:

- Set agendas
- Suggest employee or community presenters
- Facilitate meetings
- Submit debriefing memo after the meeting

The fee for this portion of the project is: \$2,000 per meeting

We undoubtedly will uncover other opportunities to deliver key messages to key audiences throughout the community. Work outside the scope of services described here is billed at \$150 per hour.

Invoices are submitted at the first of each month for the work completed the previous month or after each CAP session. Payment is due in 30 days.

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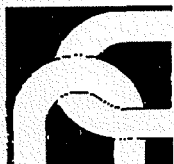
Strategic Plan and CAP Development Timeline

Alliance Communication will begin work on the project immediately after receiving approval from Solutia. This tentative timeline indicates when action steps will be completed.

<u>Action Steps</u>	<u>Target Completion Date</u>
Set strategic communication goal	2-13-98
Identify interview subjects	2-13-98
Begin interview process	2-16-98
Complete interview process	3-10-98
Develop messages, identify community boundaries, write strategic plan	3-20-98
Recommend CAP members	3-27-98
Develop invitation to pre-CAP meeting	3-27-98
Call guests and mail invitation to pre-CAP mtg.	3-30-98
Host pre-CAP meeting	Wk of 4-6-98
Begin regular CAP meetings	By late April/early May

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Alliance
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SOLUTIA INC.
Krummrich Plant
Scope of Services
February 4, 1998

This document outlines work Alliance Communication will do with the W.G. Krummrich Plant to redirect and facilitate Community Advisory Panel meetings.

Alliance Communication will:

- Meet with Krummrich team to review goals, issues, assess CAP history and identify areas where appropriate improvements can be made

Target completion date: Week of 2-9-98

- Outline amended format, goals, audience and suggested agendas. Integrate more active participation by CAP members, adjust agendas to reflect issues important to community, and get regular feedback from members about issues important to Solutia.

Target completion date: Week of 2-27-98

The fee for this phase of the project is: \$3,000

Bill Allen, Director
Alliance Communication

W.G. Krummrich Plant
Solutia Inc.
314 394-2225
314 394-4107 Fax

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The next steps are:

- Introducing the new format and the reasons for change at the next regularly scheduled CAP meeting. Ideas suggested by members will be incorporated into improving future meetings.
- Facilitate CAP meetings on an ongoing basis with new format, goals and tactics

The fee for this portion of the project is: \$2,000 per meeting

This work includes developing agendas, suggesting presenters, facilitating meetings and submitting a debriefing memo to internal team after each session.

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