**RFP 25-81445**

**TECHNICAL PROPOSAL**

**ATTACHMENT F**

**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included to support your responses.**

**Ability and Desire to Perform Work**

1. Please provide an overview of your ability and desire to perform the work described in this RFP and that generally addresses Attachment D1.A. List and/or describe exceptions to services requested in the RFP and RFP Attachments.

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**Subcontractors, Responsibilities, and Qualifications**

1. Detail any subcontractors proposed and describe their responsibilities and qualifications in meeting the RFP requirements. Reference RFP sections and requirements as needed. Is the subcontractor a part of your corporation or an external, third party contractor?

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**Key Personnel**

1. List the key personnel from the Respondent and proposed subcontractor(s) that will be executing the work and describe their experience and qualifications performing the proposed test methods. How will the respondent ensure that all personnel (respondent and subcontractor(s)) working on the contract will meet the minimum requirements for the respective procedure as listed in the Technical Requirements?

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**Quality Assurance/Quality Control Program**

1. Please provide the Respondent’s and subcontractor’s Quality Assurance/Quality Control (QA/QC) Program that is capable of demonstrating that data generated meets quality level specified by any Task, method or condition of this RFP. Contractors must be able to validate each method used and each analysis performed by that method using the QA/QC Program. The Respondent Contractor’s agent(s) at each location must submit separate QA/QC documentation.

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**Analytical Reporting/Explanations Available**

1. What is the Respondent’s plan and capability of supplying IDEM/OWQ with an analytical report, in both written and electronic formats and in accordance with the specifications outlined in the Attachments D1, D4, D5 and each Task outlined in Attachment D2, for each analysis conducted? Provide examples of a report or report format that meets IDEM/OWQ minimum Data Quality Assessment (DQA) reporting requirements for DQA3. When explanations of reports are necessary, they will be provided by the Contractor’s personnel.

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**Facilities Diagram, Description, and Instrumentation**

1. Provide a facilities diagram, description, and instrumentation information that is up-to-date, and suitable for the test methods proposed. Include a detailed, descriptive list of the major instrumentation that will be used to perform Contract work.

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**Plan to Participate in a Proficiency Testing (PT) Sample Program**

1. What is the Respondent’s plan to participate in a Proficiency Testing (PT) sample program (formerly known as a Performance Evaluation (PE) sample program) that incorporates all contract analytes available from commercial PT sample providers? Each location must submit separate PT sample studies. In the event a contract is awarded, results of all PT studies participated in during the contract period must be reported to IDEM/OWQ.

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**Previous Two (2) Years’ Proficiency Testing (PT) Results**

1. Respondents must submit the previous two (2) years’ PT results for the PT sample program, and for PT programs equivalent to EPA’s former Water Pollution (WP), and Water Supply (WS) round robin. If the Respondent is participating in the USEPA’s Quarterly Blind Sample Evaluations, these results must be submitted. Include any standard reference material evaluation results for the appropriate biological or sediment matrix.

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**Method Detection Limit (MDL) Studies**

1. Please supply MDL studies for each method and analyte in a Bid Group that the Contractor is bidding per Attachments D1.B.2.c – *Technical Specifications* and Attachment D8.B – *Methods and Analytical Parameters*. The MDL studies must have been performed within the previous year, have associated Chemical Abstracts Registry Numbers™ (if assigned), and be uploadable to Microsoft Excel. Include MDL’s from each instrument that might be used for analyzing IDEM samples.

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**Contract Require Reporting Limits (CRQL) for Each Analyte**

1. Please supply current CRQL’s for each method and analyte in a Bid Group that the Contractor is bidding per Attachments D1.B.2.c – *Technical Specifications,* Attachment D8.B – *Methods and Analytical Parameters,* and Attachment D10 – *CRQL Summary Template*. The list of CRQL’s must be in a single file and have associated Chemical Abstracts Registry Numbers™ (if assigned).

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**Laboratory Capacity**

1. Please detail the Respondent’s laboratory capacity. Contractors must be able to meet a minimum quantity requirement of 20 samples per month with a maximum quantity of 100 samples per month for all Tasks in the complete Bid Groups I & II. Some Tasks require a larger sample quantity during specified months of the year. Contractors must be able to meet the sample quantity requirements of those Tasks during these months.

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**Hours of Delivery/After-Hour Deliveries/Friday Deliveries**

1. Please provide the Respondent’s normal hours of delivery. How will the respondent ensure services will be available at all reasonable hours? How will arrangements for after-hour deliveries be managed? What arrangements will the Respondent make for shipping and receiving samples when delivery by IDEM is not possible?   How will the Respondent ensure that samples are received and processed within holding times that may be as short as 24 hours?  Respondent should list any special conditions for samples and/or sample types delivered on a Friday, after normal business hours or for samples requiring immediate attention upon receipt such as E.coli, BODs, or Dissolved Reactive Phosphorus; otherwise sample delivery and analysis will be treated as any normal weekday.

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**Maintaining All Documentation and Data**

1. Please explain how the Respondent will maintain all documentation and data for the use of IDEM/OWQ for five (5) years after the expiration date of this Contract.

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