ATTACHMENT O

SCOPE OF WORK

Scope of Work

The Contractor shall provide laboratory analytical services to support the regulatory activities of the State and to meet State program needs related to the areas of sampling and analysis. The Contractor shall perform the following tasks relative to performing analytical laboratory services and electronically submit documentation of sample analyses.

Task A. General Services and Responsibilities

1. The Contractor shall provide analytical laboratory services and reporting for the analysis of samples submitted by the Indiana Department of Environmental Management (IDEM), Office of Land Quality (OLQ).
2. The Contractor shall perform laboratory analysis on samples collected and submitted by IDEM OLQ staff for the SW-846 protocols, the SW-846 Special Analytical Services (SAS) protocols, the Drinking Water protocols, the Drinking Water SAS protocols, the Ambient Air Monitoring Protocols and, and PFAS protocol provided in the Technical Specifications, Section III. “Protocol Analyte Lists”.
3. The Contractor shall maintain a current Quality System capable of demonstrating that the data have a specified degree of reliability as described under the Technical Specifications, Section XI. “General Technical Requirements”, A. Quality System.
4. The Contractor shall validate each method used and each analysis performed through this Quality System.
5. The Contractor shall participate in a Proficiency Testing (PT) sample program that incorporates all analytes in this contract, with the exception of the US EPA Office of Water Methods, available from commercial PT sample providers. Within thirty (30) days of request by the State, the Contractor shall report the results of all PT studies for which the Contractor has participated in during the term of the contract.
6. The Contractor shall maintain a sufficient number and type of functional analytical instruments as listed in the Technical Specifications, Section XI. “General Technical Requirements”, B. Instrumentation.
7. The Contractor shall notify the IDEM/OLQ Quality Assurance Officer (QAO) in the event of a merger, reorganization or major modification for possible audit.
8. The Contractor shall make laboratory services available 8AM to 5PM (ET) Monday through Friday except for holidays. This includes sample containers deliveries to the State and samples delivered to the laboratory. The Contractor shall make arrangements with the State for any pick-up outside of these hours.

Task B. Personnel Availability

1. The Contractor shall provide qualified personnel that meet the minimum qualifications and requirements as specified in the Technical Specifications, Section X. “Personnel Requirements”.
2. The Contractor shall make personnel available for enforcement actions or litigation at no additional cost to the State.
3. The Contractor shall notify the State in writing of any personnel changes within thirty (30) days of the change.

Task C. Sample Containers, Preservatives and Holding Times

1. The Contractor shall provide USEPA-approved containers and chemical preservatives (when applicable) for all samples to be analyzed at the laboratory unless notified differently at the time of scheduling. The Contractor will be notified at the time of scheduling a sampling event, the number of container sets required for a sampling event plus coolers. The Contractor shall deliver these items by the requested due date. The technical specifications pertaining to the SW-846 protocols, the SW-846 Special Analytical Services (SAS) protocols, the Drinking Water protocols, the Drinking Water SAS protocols, and PFAS protocols are listed in the Technical Specifications, Section IV. “Sample Containers, Preservatives, and Holding Times” A. Containers and Preservatives – Mandatory Specifications. The containers (canisters or sorbent devices) and holding times required for the Ambient Air Monitoring protocols are listed separately in Section IV. “Preservatives and Holding Times” A. Containers and Preservations – Mandatory Specifications. The containers (canisters or sorbent devices) and holding times required for the Ambient Air Monitoring protocols are listed separately in Section IV.
2. The Contractor shall provide sufficient containers so that one (1) matrix spike/matrix spike duplicate (MS/MSD) set can be measured per every twenty (20) samples per matrix and per parameter, for all requested analytes.  [This Task item does not apply to the Ambient Air Monitoring protocols.]
3. The Contractor shall provide an aqueous trip blank, if volatile organic analysis (VOA) is requested for aqueous samples, consisting of two (2) VOA vials filled with organic-free reagent water and preserved as specified in the Technical Specifications, Section IV. Table 1. “Sample Containers, Preservatives and Holding Times”.  [This Task item does not apply Ambient Air Protocols.

4. The Contractor shall provide an overnight or one-day courier service to transport samples from the sampling location to the laboratory and shall be included in the cost of the analyses.

Task D. Analytical Protocols and Methods

1. The Contractor shall receive samples in sample delivery groups called cases. All sample identification numbers listed on the chain-of-custody (COC) form accompanying a particular sample delivery group will be considered one case. The Contractor shall ensure that the analyses requested on the COC form and the request provided during the sample setup on the Laboratory Request Form agree. The Laboratory Request form will be used to convey electronically the requested services. The Contractor shall contact the IDEM/OLQ Quality Assurance Officer (QAO) if there are any discrepancies.
2. The Contractor shall perform analysis by the method specified within the SW-846 protocols, SW-846 Special Analytical Services (SAS), the Drinking Water protocols, the Drinking Water SAS, Ambient Air Monitoring protocols, and PFAS protocols when requested by the State at the time of analysis setup. See Technical Specifications, Section III. “Protocol Analyte Lists” for details. The Contractor shall obtain approval to substitute alternative methods or equivalent methodology from the IDEM/OLQ QAO.
3. The Contractor shall provide the State two (2) days for sample collection and delivery to the laboratory as sample holding times begin at the time of sample collection. Holding times are specified in the Technical Specifications, Section IV. Table 1. “Sample Containers, Preservatives, and Holding Times”.

4. The Contractor shall perform matrix spikes and matrix spike duplicates (MS/MSD) at the frequency specified in the Technical Specifications, Section XII. “Analytical and QA/QC Requirements” for the SW-846 protocols, SW-846 Special Analytical Services (SAS), the Drinking Water protocols, the Drinking Water SAS, and PFAS protocols. The Contractor will not be paid for “batch” MS/MSDs that are not from the IDEM/OLQ sample delivery group. [This Task item does not apply to the Ambient Air Monitoring protocols.

1. The Contractor shall contact the IDEM/OLQ QAO if a case is delivered to the laboratory that has no samples designated for MS/MSD analysis. The Contractor shall not spike identified field blanks. [This Task item does not apply to the Ambient Air protocols.]
2. The Contractor shall not bill for all other samples analyzed for QA/QC purposes such as method blanks, calibration standards, standard reference materials, laboratory control samples, quality control check samples.

Task E. Reporting

* + - 1. The Contractor shall electronically submit results for each individual case in a separate analytical report. The Contractor will have a separate SharePoint site set up by OLQ exclusively for their use in submitting analytical reports to OLQ. OLQ will provide instructions and guidance for submitting reports upon award. The report shall be as specified in the Technical Specifications, Section V,” Reporting Requirements”.

2. The Contractor shall report all analytes listed for a particular analysis type, method or method grouping as specified in the Technical Specifications, Section III. “Protocol Analyte Lists”, for the SW-846 protocol, the SW-846 Special Analytical Services (SAS), the Drinking Water protocol, the Drinking Water SAS, and the Indoor Air and Ambient Air protocol. The Contractor shall not modify any methods unless approved by IDEM/OLQ QAO.

3 The Contractor shall provide results via fax or e-mail when requested by the IDEM/OLQ QAO.

4 The Contractor shall retain all documentation for five (5) years after the expiration of this contract.

5 The Contractor shall provide internal chain-of-custody (COC) documentation when requested by the IDEM/OLQ QAO.

6 The Contractor shall provide all documentation as specified in the Technical Specifications, Section V. “Reporting Requirements” and Section VI. “Deliverables List” for the SW-846 protocol, the SW-846 SAS, the Drinking Water protocol, the Drinking Water SAS, and the Indoor Air and Ambient Air protocol.

7 The Contractor shall analyze samples and submit a completed written analytical report as specified in Technical Specifications, Section VII. “Turnaround Times for Delivery of Full Analytical Reports”

Task F. Invoicing and Payment Reduction

1. The Contractor shall provide itemized invoices as specified in the Technical Specifications, Section IX. “Payment for Analytical Services”.

1. The Contractor shall receive payment for services when all required data and documentation has been received. Penalties shall apply for late delivery as specified in the Technical Specifications, Section IX. “Payment for Analytical Services”.
2. The Contractor shall, upon written work assignment by the State, provide pricing on SW-846 SAS, the Drinking Water SAS, and Additional Analytical Services as detailed in the Technical Specifications, Section III. “Protocol Analyte Lists”, C. and D.