



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: May 30, 2013

HSS 13 032

CERTIFIED LABORATORY SUPPORT FOR THE SAFE DRINKING WATER ACT (SWDA)
COMPLIANCE MONITORING FOR THE OFFICE OF DRINKING WATER IN THE DIVISION OF
PUBLIC HEALTH

FOR

DIVISION OF PUBLIC HEALTH

Date Due: June 27, 2013

11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

Responses to questions submitted by the due date of May 16, 2013 are
attached.

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QUESTIONS FROM POTENTIAL BIDDERS

For

CERTIFIED LABORATORY SUPPORT FOR THE SAFE DRINKING WATER ACT (SWDA) COMPLIANCE MONITORING FOR THE OFFICE OF DRINKING WATER IN THE DIVISION OF PUBLIC HEALTH

RFP # HSS 13 032

Question 1 - Can the proposer bid partially on each analytical section, or is it required to bid on the whole section?

Answer: The lab can bid on partial or whole sections of the analytical section of the proposal.

Question 2 - Would the agency be able to provide report examples to use as a reference for the results format needed?

Answer: Information for the requirement of electronic report can be found at <http://water.epa.gov/scitech/datait/databases/drink/sdwisstate/current.cfm>. Just look under Lab-to-State for more information. We are currently not using Lab-to-State but hope to be using it by the end of 2014. See Appendix 1 for an example of the sample request page we use when collecting chemical samples. I have highlighted all the areas that need to be included in the results. There is no formal format; we just need to have the highlighted information included on the result page. We do ask that there be a page break between sample sets.

Question 3 - Is there an incumbent contract for this work? If so, would the agency be able to provide the awarded company and line item pricing so that we can be a more competitive bidder?

Answer: The previous RFP was actually awarded to more than one contractor. Their names are Analytical Laboratory Services, Inc., QC Laboratories, Inc. and Underwriter Laboratories, Inc. The line item pricing will have to be obtained through a Freedom of Information Act request by sending the details of the request to jay.lynych@state.de.us and put "FOIA request" as the email subject.

Question 4 - Page 8 II. SCOPE OF SERVICES A. Disinfection Byproducts - does the Division contract out all HAA requirements? If not, approximately how many of the cited "less than 200" are typically sent out to the contractor?

Answer: The Delaware Public Health lab is currently working on performing this test. They will be the primary source for these samples. If the lab were to go down or cannot keep up with demand then we will subcontract out those samples.

Question 5 - Page 8 II. SCOPE OF SERVICES B. Synthetic Organic Compounds - does the Division contract out all SOC requirements? If not, approximately how many of the cited "1,100 SOC samples are anticipated per year" are typically sent out to the contractor?

Answer: Yes, all of the SOC requirements are contracted out.

Question 6 - Page 9 II. SCOPE OF SERVICES C. Radiological Compounds- does the Division contract out all Rad requirements? If not, approximately how many of the cited "200 Radium 226 and 228 samples per year" are typically sent out to the contractor?

Answer: Yes, All of the Rad requirements are contracted out.

Question 7 - Page 9 II. SCOPE OF SERVICES E. Volatile Organic Compounds (VOCs) including MTBE - are the 100 VOC samples cited those that the Division normally sends out to the contract lab, or does in conjunction with the Delaware Public Health Lab?

Answer: This method is currently being preformed Delaware Public Health Lab. All samples will go to the Delaware Public Health Lab unless the machine goes down. At that time the samples will be subcontracted out.

Question 8 - Page 9 II. SCOPE OF SERVICES F. Routine Chemicals - are the 100 samples cited those that the Division normally sends out to the contract lab, or are the 100 samples shared with the Delaware Public Health Lab?

Answer: This method is currently being preformed Delaware Public Health Lab. All samples will go to the Delaware Public Health Lab unless the machine goes down. At that time the samples will be subcontracted out.

Question 9 - Page 24 A. Proposal Evaluation Criteria 1. Qualifications of vendor a) Administrative Oversight - please describe on what items of a contractor's Admin Oversight the Division will base its criteria and what it defines as Admin Oversight (e.g. corporate and regional management controls, financial).

Answer: Please just provide a resume or a list of their qualification. i.e. any degrees and certifications they have showing they are qualified to be in that position.

Question 10 - Page 24 A. Proposal Evaluation Criteria 1. Qualifications of vendor d) Available resources - please describe on what items of a contractor's resources the Division will base its criteria (e.g. lab equipment lists, age of facility, lab floor space, and hours of operation).

Answer: Please provide a list of equipment, employees, sample space, hours of operation. Basically we are looking to see if you have the proper equipment and are able to handle large amount of samples or if we will be limited on how many samples we can send at one time.

Question 11 - Page 24 A. Proposal Evaluation Criteria 2. Methodology Proposed d) builds on existing work of the Division's planning efforts - please describe the Division's current planning efforts so that proposers can understand how to address the criteria.

Answer: We are currently working on getting electronic reporting up and running. It is important that the lab currently has that capability or can quickly get it once we are able to do electronic reporting.

Question 12 - Laboratory service solicitations and contracts of this nature typically are written to provide line item prices and estimated quantities by test method and matrix (e.g. HAA5 EPA 552.2, estimated annual quantity 200, Unit Price \$xxx.00 per sample), rather than the staff salaries, fringe benefits, and other financial data requested on the RFP's Budget Summary Sheets. This is primarily because it is nearly impossible for a lab with hundreds of clients to account for its costs in that manner. Providing line item pricing per test method is a direct measurement of the work performed for a client, therefore may the proposers provide line item pricing on a per sample basis per the test methods cited in the RFP?

Answer: Yes, the lab can provide pricing on a per sample basis per the test method cited in the RFP.

Question 13 - What organization is the current contractor?

Answer: Analytical Laboratory Services, Inc., QC Laboratories, Inc., Underwriters Laboratory, Inc.

Question 14 - What are the current contract's unit prices?

Answer: The line item pricing will have to be obtained through a Freedom of Information Act request by sending the details of the request to jay.lynch@state.de.us and put "FOIA request" as the email subject.

Question 15 - Who is/are the incumbent lab(s)?

Answer: Analytical Laboratory Services, Inc., QC Laboratories, Inc., Underwriters Laboratory, Inc.

Question 16 - Is a planholder list available?

Answer: The only "planholders" list will be a list of bidders who submitted a bid once we have opened the bidders' submissions and recorded the respondents. This list will be available from 6/28/13 on the RFP website www.bids.delaware.gov under this RFP.

Question 17 - Is DHHS interested in contracting with 1 lab or multiple labs for each of the test categories?

Answer: We will contract with multiple labs to ensure that all sampling requirements are met.

Question 18 - With regard to the IOC requirements, can you please confirm if the total is 150 metals or 150 samples consisting of multiple metals per sample? If the latter, can you confirm how many metals per sample/identify them.

Answer: It would be 1 sample with 13 analytes and consist of 150 samples. However this method is performed by the Delaware Public Health Lab. We would only subcontract these samples out if the equipment in the Delaware Public Health Lab went down.

Question 19 - May we submit a list of SOPs or Method Summary in lieu of actual SOPs for each method?

Answer: No. We need to see an actual copy of your SOPs for each test method.

Question 20 - If SOP submission will remain to be required, may we tag these as “confidential”?

Answer: Yes you can mark the SOPs as confidential.

Question 21 - May we submit audit reports from external sources (i.e. other State regulators) in lieu of internal audit reports?

Answer: Yes, you may submit audit reports from external sources like state regulators.

Question 22 - The Budget Worksheet examples (Appendices A and B) present cost estimates as a time and materials contract but laboratory services are traditionally billed on a per sample/test basis. May we present our budget proposal as cost per sample/test including overload?

Answer: Yes, you can submit a budget proposal as a cost per sample/test including overload.

Question 23 - Item #10 of page 43 – will we be required to provide this information?

Answer: This refers to a clause in the sample contract included in the RFP. No, this will not be information required to be provided by the contractor.

Question 24 - Items 1, 4, 5 of section D, page 49 – will these be applicable for the contract?

Answer: Again, this refers to a clause in the sample contract included in the RFP. These sections do not apply to this contract.

Question 25 - Please provide the name of the firm who was awarded proposal number HSS 11 035 and a copy of the pricing they submitted.

Answer: The names of the firms that were awarded a contract as a result of RFP HSS 11 035 are Analytical Laboratory Services, Inc., QC Laboratories, Inc., and Underwriters Laboratory Inc. The line item pricing will have to be obtained through a Freedom of Information Act request by sending the details of the request to jay.lynch@state.de.us and put “FOIA request” as the email subject.

Question 26 - Regarding Item C, page 10, Radiological Compounds: please clarify whether the item listed as “Beta particle and photon activity” should be reported as “Gross Beta” or if

individual photon emitters should be reported. If photon emitters are required, please provide a detailed list of those you wish reported.

Answer: It should be report out as Gross Beta. The only photon emitters that we will be testing for separately are Strontium 89 and 90 and Tritium.

Question 27 - Regarding Item D, page 10, Inorganic Compounds (Trace Metals) including Asbestos: please provide a detailed list of the inorganic compounds you wish reported.

Answer: Arsenic, Barium, Cadmium, Chromium, Mercury, Nickel, Selenium, Antimony, Beryllium, Thallium, Asbestos

Question 28 - Please provide your estimated annual budget for this contract.

Answer: We are not able to provide this information at this time.

Question 29 - In our industry, we typically bid based on firm-fixed unit price. Is a proposal of that nature acceptable?

Answer: Yes, you can submit the bid based off of firm-fixed unit price.

Question 30 - I am requesting a copy of the past winning bid submittal, specifically copies of the pricing sheets. This information should be available to me under the Open Public Records Act and/or the Federal Freedom of Information Act.

Answer: Copies of the past winning bid proposal, specifically copies of the pricing sheets will have to be obtained through a Freedom of Information Act request by sending the details of the request to jay.lynch@state.de.us and put "FOIA request" as the email subject.

Question 31 - I intend on bidding the SDWA for Delaware due June 27. Is there a pricing sheet to go along with this? I could not locate one. Please advise.

Answer: There is no price list. We ask that you submit your best possible price you can offer us.