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| **INSTRUCTIONS** |
| * Please supply requested information ***in the blue-shaded areas*** and indicate any attachments that have been included. * Document all attachments with which section and question they pertain to. |

* + 1. **General (optional) -** Please introduce or summarize any information the Respondent deems relevant or important to the State’s successful acquisition of the products and/or services requested in this RFP.

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| Pace proposes to provide analytical laboratory services to the State of Indiana Department of Environmental Management (IDEM), Office of Water Quality (OWQ) under RFP 21-66919.  The laboratory services proposed will be in support of the State of Indiana’s various investigations evaluating Fish Consumption Advisories and determining the extent of contamination in biological tissue and aquatic sediment.  Pace’s Mission Statement, which drives the company – “Working together to protect our environment and improve our health.” – is aligned with the purpose of this RFP.  The strong Quality Assurance program and record keeping system utilized by Pace will support the reliability of the data generated.  Pace fully understands the methods, reporting requirements, and responsibilities required for the performance of the work listed in the RFP.   Pace is currently working with the State of Indiana Office of Water Quality (Ali Meils) under contract #35918.  Laboratory analyses of tissue and sediment samples for environmental contaminants are provided to IDEM under this contract meeting the same requirements presented in RFP 21-66919. Additionally, Pace successfully serves the State of Indiana under the Office of Land Quality Contract # 24533 for David Harrison and State of Indiana Office of Water Quality under Contract #18620 for Tim Bowren. |

* + 1. **Respondent’s Company Structure** - Please include in this section the legal form of the Respondent’s business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization. If the organization includes more than one (1) product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization. Please enter your response below and indicate if any attachments are included.

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| Pace’s W-9, Certificate of Authority, and Corporate Organizational Chart are attached as Appendices E1, E2, and E3, respectively  Pace Analytical is a large, privately held, full-service sampling and analytical services corporation.   The company consists of three divisions: Analytical Services, Field Services and LabOps.  The Analytical Services division is a nationwide network of 50 laboratories and 40 service centers.   All our full-service laboratories are NELAC accredited.  Our laboratories utilize U.S. EPA, ASTM, Standard Methods, and other accepted test procedures and methods, in accordance with federal and state regulations.    In addition to offering full service environmental analytical services, Pace Analytical provides the following specialty environmental testing services:     |  |  | | --- | --- | | * **Air Toxics** * **Dioxins/Furans** * **PCBCongeners** * **PFAS** | * **Biological Tissue** * **Sediment** * **Radiochemistry** |   To become strong businesses, the laboratories of Pace Analytical have worked to increase efficiencies, hire and nurture strong analysts, maintain high quality and utilize the most modern instrumentation and systems. As a service provider, our bottom-line has been to assist in meeting business objectives. With this goal in mind, we worked with our customers to develop sound solutions by utilizing our skills, experience and modern instrumentation.  Pace Analytical evolved from a network of environmental laboratories, into a company of solution providers.    Undoubtedly, the ultimate benefit to our customers is the total integration of all our service offerings into one dominant company, Pace Analytical.  While some companies can offer some of the same services, our offerings are unmatched by anyone.  Our complement of environmental testing services, outsourced chemistry services and experienced problem solvers makes Pace Analytical uniquely qualified.  Pace Analytical offers extensive capacity for organic and inorganic analysis as well as a broad range of specialty services, which allow us to meet the environmental analytical needs of IDEM OWQ. In addition, our investments in consistency and standardization provide us with the ability to maximize the capabilities and capacity of all the laboratories.    In October 2004 Pace purchased En Chem, Inc. This acquisition broadened the service offerings of Pace by securing a strong position in the biological tissue testing market.  The Wisconsin based laboratory continues to operate its facilities under Pace.  The experience Pace has with IDEM goes back more than 30 years of successfully performing work consistent with the areas identified in the RFP. Every possible effort to ensure a successful program for IDEM OWQ will be provided. |

* + 1. **Company Financial Information** - This section must include documents to demonstrate the Respondent’s financial stability. Examples of acceptable documents include: most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, explain why and include an income statement and balance sheet, for each of the two most recently completed fiscal years.

If the documents being provided by the Respondent are those of a parent or holding company, additional information should be provided for the entity/organization directly responding to this RFP. That additional information should explain the business relationship between the entities and demonstrate the financial stability of the entity/organization which is directly responding to this RFP.

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| As completed in previous IDEM RFP submittals, Pace Analytical Services, LLC (including its affiliates and subsidiaries) is a privately held company owned by Aurora Equity Partners. The 2020 audited financial statements include other entities and are, therefore, not useful for the purposes of your qualification request.  A clarification letter from Pace’s CFO is referenced as Appendix E4. |

* + 1. **Integrity of Company Structure and Financial Reporting** - This section must include a statement indicating that the CEO and/or CFO, of the responding entity/organization, has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

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| The statement detailed in Section 2.3.3 in this Business Proposal from the CFO and the Authority letter governing responsibility to the General manager (Appendix E5) is sufficient evidence to acknowledge corporate responsibility for a private company. Pace currently operates under contract #35918 without any responsibility issues. Additionally, Pace is successfully providing similar services under two State of Indiana contracts (Office of Land Quality (Contract ID #24533) and Office of Water Quality (Contract ID #18620) with no major responsibility issues. Based on client service interviews conducted on a regular basis, the feedback provided indicates Pace operates at or above the integrity and character as firms in the marketplace. The reputation of Pace in Green Bay, as well as throughout the Pace network, is a core value within the company. Please refer to the references section for contact information of persons that will verify these statements. |

* + 1. **Contract Terms/Clauses** - Please provide the requested information in RFP Section 2.3.5. Indicate the name of the document in the space provided.

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| Pace has reviewed the sample contract document provided in the RFP Attachment B and accepts the State’s mandatory contract clauses. Pace also substantively agrees with the non-mandatory language and suggests similar modifications to that language as were mutually agreed upon with IDEM under contract #35918. Pace reserves the right to review and discuss the official contract submitted upon award of the work. Pace doesn’t understand IDEM’s request for name of document in this section. |

* + 1. **References** - Reference information is captured on **Attachment L**. Respondent should complete the reference information portion of the **Attachment L** which includes the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information if the State elects to do so. The rest of **Attachment L** should be completed by the reference and **emailed DIRECTLY** to the State. The State should receive three (3) **Attachment L’s** from clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. **Attachment L** should be submitted to [idoareferences@idoa.in.gov](mailto:idoareferences@idoa.in.gov). **Attachment L** should be submitted no more than ten (10) business days after the proposal submission due date listed in Section 1.24 of the RFP. Please provide the customer information for each reference.

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| **Customer 1** |  |
| Legal Name of Company or Governmental Entity | Oak Ridge National Laboratory Aquatic Sciences |
| Company Mailing Address | PO Box 2008 Mail Stop 6351 |
| Company City, State, Zip | Oak Ridge, TN  37831-6351 |
| Company Website Address | www.ornl.gov |
| Contact Person | Teresa Mathews, PhD |
| Contact Title | Group Leader – Aquatic Ecology Group |
| Company Telephone Number | 865-241-9405 |
| Company Fax Number |  |
| Contact E-mail | mathewstj@ornl.gov |
| Industry of Company | Government |
| **Customer 2** |  |
| Legal Name of Company or Governmental Entity | St. Johns River Water Management District |
| Company Mailing Address | 4049 Reid Street |
| Company City, State, Zip | Palatka, FL  32177 |
| Company Website Address | www.sjrwmd.com |
| Contact Person | Jennifer Anders |
| Contact Title | Data Quality Specialist III |
| Company Telephone Number | 386-643-1931 |
| Company Fax Number |  |
| Contact E-mail | janders@sjrwmd.com |
| Industry of Company | Government |
| **Customer 3** |  |
| Legal Name of Company or Governmental Entity | Tennessee Department of Health |
| Company Mailing Address | 630 Hart Lane |
| Company City, State, Zip | Nashville, TN  37243 |
| Company Website Address | www.tn.gov |
| Contact Person | Timothy Morris |
| Contact Title | Quality Assurance Manager |
| Company Telephone Number | 615-262-6474 |
| Company Fax Number |  |
| Contact E-mail | timothy.morris@tn.gov |
| Industry of Company | Government |

* + 1. **Registration to do Business -** Selected out-of-state Respondents providing the products and/or services required by this RFP must be registered to do business within the State by the Indiana Secretary of State and the Indiana Department of Administration, Procurement Division. The address contact information for this office may be found in Section 1.18 of the RFP. This process must be concluded prior to contract negotiations with the State. It is the successful Respondent’s responsibility to complete the required registration with the Secretary of State. Please indicate the status of registration, if applicable. Please clearly state if you are registered and if not provide an explanation.

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| Pace Analytical is authorized to conduct proposed work in the State of Indiana. The following information was retrieved from the Indiana Secretary of State website. Pace Analytical Services, Inc.’s control number is listed as 1998050180. |

* + 1. **Authorizing Document -** Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement. Please enter your response below and indicate if any attachments are included.

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| The authority letter provided in Appendix E5, is designated as the respondent personnel able to commit Pace contractually. |

* + 1. **Subcontractors -** The Respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. Any Respondent’s proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor’s related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State’s evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor’s name, address and the state in which formed that are proposed to be used in providing the required products or services. The subcontractor’s responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor’s form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority, Women, or Veteran Owned Business under IC 4-13-16.5-1 and Executive Order 13-04 and IC 5-22-14-3.5. See Sections 1.21, 1.22 and Attachments A/A1 for Minority, Women, and Veteran Business information.

IVOSB entities (whether a prime or subcontractor) must have a bidder ID. If registered with IDOA, this should have already been provided (as with MWBEs). IVOSBs that are only registered with the Federal Center for Veterans Business Enterprise will need to ensure that they also have a Bidder ID provided by IDOA (please see section 2.3.7, Department of Administration, Procurement Division for details).

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| Pace understands the responsibility for the performance of obligations that may result from this RFP.  The following firms are included as a subcontractor in this proposal.    Analytical Resources, Inc.  4611 S. 134th Place  Tukwila, WA  98168  ARI, a WA corporation, will provide analysis of Task 6E Tributyltin (biota/sediment), Task 7 Acid extractables (biota), and Task 8 Base Neutral Extractables (biota).  The anticipated dollar amount for this subcontractor is approximately $2,000.  ARI’s information is attached in Appendix F10.    Vista Analytical  1104 Winfield Way  El Dorado Hills, CA  95762  Vista, a WBE/SBE CA corporation will provide analysis of Task 11 PBDEs (sediment).  The anticipated dollar amount for this subcontractor is approximately $7,500.  Vista’s information is attached in Appendix F10. |

* + 1. **Evidence of Financial Responsibility** – Not Applicable
    2. **General Information** - Each Respondent must enter your company’s general information including contact information.

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| **Business Information** |  |
| Legal Name of Company | Pace Analytical Services, LLC |
| Federal Identification Number (FIN) | 41-1821617 |
| Contact Name | Mary Christie |
| Contact Title | SAS Program Manager |
| Contact E-mail Address | Mary.Christie@pacelabs.com |
| Company Mailing Address | 1700 Elm Street |
| Company City, State, Zip | Minneapolis, MN |
| Company Telephone Number | 612-607-1700 |
| Company Fax Number | 612-607-6444 |
| Company Website Address | www.pacelabs.com |
| Federal Tax Identification Number (FTIN) | 41-1821617 |
| Number of Employees (company) | 3,275 |
| Years of Experience | 100+ |
| Number of U.S. Offices | 50 |
| Year Indiana Office Established (if applicable) | 1993 |
| Parent Company (if applicable) |  |
| Revenues ($MM, previous year) | 440 |
| Revenues ($MM, 2 years prior) | 385 |
| % Of Revenue from Indiana customers | 4% |

* 1. Does your Company have a formal disaster recovery plan? Please provide a yes/no response. If no, please provide an explanation of any alternative solution your company has to offer. If yes, please note and include as an attachment.

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| Refer to the Pace Quality Manual for further description. |

* 1. What is your company’s technology and process for securing any State information that is maintained within your company?

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| Refer to the Pace Quality Manual for further description. |

* + 1. **Experience Serving State Governments -** Please provide a brief description of your company’s experience in serving state governments and/or quasi-governmental accounts.

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| Pace is currently providing services to IDEM under Office of Water Quality (Contract ID #35918 and #18620) as well as Office of Land Quality (Contract ID #24533). Contract #35918 has a similar scope as RFP 21-66919. Pace is also under current contracts providing biological tissue analysis to Tennessee Valley Authority (TVA), and both biological tissue and sediment analysis to St. Johns River Water Management District (SJRWMD). Additional agency work has been completed for similar services for Oak Ridge National Laboratory, the Maine Department of Environmental Protection, Wisconsin Department of Natural Resources, Michigan Department of Environmental Quality and Minnesota Pollution Control Agency to name a few.  As an example of the work performed under these contracts, the details for select projects are as follows:  TVA  Metals EPA 6020/7471M/7473 analysis of a variety of tissue types including vegetation, amphibians, eggs, insects, and fish in support of activities associated with various TVA Fossil Plants. QC Level 4 reporting and custom EDD. 2009-ongoing.  SJRWMD  Primary analyses include 8081A Organochlorine Pesticides and 6020/7471M Metals on birds, fish and soils/sediments in support of investigative and cleanup activities associated with Lake Apopka. QC Level 2 reporting and EDD. 1997-ongoing  Oak Ridge National Laboratory  Support of ORNL Aquatic Sciences tissue sample monitoring analysis and baseline ecological risk assessment analysis for PCB Aroclors EPA 8082 and PCB Congeners EPA 1668. QC Level 2 and QC Level 4 reporting and EDD. 2015-ongoing  Tennessee Department of Health  Support of various programs requiring water, soil, and tissue testing for a variety of analytical parameters including Dioxins, Pesticides, and Metals. QC Level 4 reporting and EDD. 2011-ongoing  Additional project detail will be supplied upon request. |

* + 1. **Experience Serving Similar Clients -** Please describe your company’s experience in serving customers of a similar size to the State with similar scope. Please provide specific clients and detailed examples.

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| Beyond government accounts, Pace works extensively with consulting engineering firms, industry, and other entities on a wide range of projects of similar scope to IDEM. Some examples of recent and ongoing projects that Pace has been the laboratory of choice performing analysis on sediment and biological samples include:    Lower Fox River Cleanup  Various consultants - Sediment, water, and tissue analysis for 8082 PCB’s, 8081A Pesticides, 1631 Low Level Mercury, 1613 Dioxins/Furans, 6020 Metals, and General Chemistry in support of characterization, remediation, and long-term monitoring. QC Level 2 and 4 reporting with EDD. $50K-$500K annually, 1997-ongoing.  Olin Corporation  Tissue analysis for Mercury at remediation sites. QC Level 2 reporting with EDD. $25K annually, 2005-ongoing.  River Cleanup Project  Confidential client - Sediment and fish tissue analysis for PCB Aroclors, PCB Congeners, Dioxins/Furans. QC Level 4 reporting with EDD. $50-$300K annually, 2014-ongoing  Additional project detail will be supplied upon request. |

* + 1. **Indiana Preferences -** Pursuant to IC 5-22-15-7, Respondent may claim only one (1) preference. For the purposes of this RFP, this limitation to claiming one (1) preference applies to Respondent’s ability to claim eligibility for Buy Indiana points. **Respondent must clearly indicate which preference(s) they intend to claim. Additionally, the Respondent’s Buy Indiana status must be finalized when the RFP response is submitted to the State.**

Buy Indiana

Refer to Section 2.7 for additional information.

Indicate which preference(s), if any, Respondent intends to claim.

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| Pace does not qualify under any of the Buy Indiana Preferences |

* + 1. **Payment -** Please provide the requested information in RFP Section 2.3.15.

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| Pace accepts credit cards from clients daily. The project manager can communicate expected costs at time of sample kit request/ samples received. |