Request for Proposals # 21-66919

Clarification Questions for  
Pace Analytical Services, Inc.   
  
**Responses Due: APRIL 22, 2021 by 3:00PM EST**

***Instructions:*** *Please provide responses to the clarification questions below. Information provided in the clarification responses will be considered as part of the respondent’s proposal. Where appropriate, supporting documentation may be referenced by specific page and/or paragraph number(s). If any of the responses contain confidential information, as defined by IC 5-14-3, please reference the attached confidential material and separate from the rest of this response document. Otherwise, a redacted version of this clarification document will need to be submitted.*

*The questions below are in reference to the Pace Analytical Services response to the Laboratory Analytical Services for Fish Tissues and Sediment Analyses RFP (21-66919). Please provide a detailed explanation for each question/inquiry.*

Cost Proposal Assumptions, Conditions, and Constraints Response

1. As stated in the Technical Proposal template (Attachment H1 – Section C.3.c ), “Standard QA/QC items required in a method or listed in ***Attachment H3 – Quality Assurance/Quality Control***must be accounted for in the bid price and will not be treated as separate billable items.”

In the Cost Proposal Assumptions, Conditions, and Constraints response, Pace Analytical Services states, “Analysis and reporting of all Quality Control (QC) samples required during the course of analysis of a sample batch (defined in the RFP as billable samples). These QC samples will be billed at the unit price.”

The State’s expectation is that only the Lab Dups will be billable for fish tissues. For sediments, the field blank and field dup will be the only billable QC samples. All other QC samples including MS/MSDs are required by the test methods or controlling QC instructions like (SW846-8000) and are not billable.

Please clarify which QC samples are billable.

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| Pace agrees with the State’s expectation detailed above. |

1. “Sample Shipments to Pace: Ground shipment of biological tissue samples will be facilitated by Pace such that samples remain in a frozen state throughout the shipping process. Pace will not facilitate ground shipment of sediment samples unless they are shipped along with biological tissue samples. Overnight shipment of sediment samples may be billed to Pace’s shipping vendor account number. This service will be provided to at no additional cost to IDEM per RFP requirements. Appropriate shipping forms will be provided to IDEM.”

Please provide clarification on the shipment process. Please clarify if courier shipments for fish tissues will be used or if a different shipment process will be used.

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| Courier shipments for fish tissue samples will be used, similar to what is being done under the existing contract. |

For the Cost Proposal (Attachment D), please clarify the following:

1. Task 1, 3, 5 – Lipids, Solids, Total PCB and Pesticides vs. Task 1, 3 – Lipids, Total PCBs

Please provide clarification on these Tasks. The States expectation is that Task 1, 3 will include Lipids, Solids and Total PCBs and the only difference between task groups is the pesticides analysis.

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| That is correct. Pace did not populate the description cells on the Cost Proposal (Attachment D), those were pre-populated and protected cells. Please note that Task 1 on Attachment D is defined as Percent Lipid, however on Attachment H6 Task List it is defined as Percent Lipid and Percent Moisture. Pace’s pricing is based on Task 1 = Percent Lipid and Percent Moisture. |

For the Technical Proposal (Attachment F), please provide a response to the following:

1. Quality Assurance / Quality Control Program (2.4.4)

Please submit the SOPs for the Green Bay Lab for the following methods:

* 1. 8082A
  2. 1668
  3. 8270
  4. 8081

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| The SOPs are attached. Please note that 1668 is performed in the Pace-Minneapolis laboratory.  Please let us know if there are any other SOPs that did not upload properly in our original response. |

1. Plan to Participate in a PT Sample Program (2.4.7)

Pace Analytical Services states, “Analysis of Standard Reference Materials (SRMs) is included as part of the Pace Quality Assurance Program. SRMs are analyzed regularly with tissue samples for metals analysis and periodically for organics dependent on availability, appropriate materials, and reasonableness of cost. When SRMs are analyzed for organics they are paid for by the client. Examples of how SRMs are reported with QC Level 4 data packages are included in Appendix 8.”

Which SRMs and for what test methods and parameters would SRMs be billable?

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| SRMs for any of the organic analyses would have to be specifically requested by IDEM and all would be billable, both for the purchase of the SRM, and each individual analysis of the SRM. Please note that SRMs are not commercially available for all organic analyses. The specific SRMs used for metals are at Pace’s discretion as vendors periodically add or discontinue specific SRMs. |

1. Laboratory Capacity (2.4.10)

Please describe in detail how Pace Analytical Services will manage the project to ensure that reporting is completed within the required 90 day turn around time.

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| Pace has agreed to the requested turnaround time of 90 calendar days. The analysis of Pesticides on fish tissue has been the limiting time factor impacting turnaround on past IDEM samples due to the complexities of the extraction/cleanup/analysis process of the Pesticide fractions to report the list of compounds required. Due to the significantly reduced number of samples requiring Pesticides on the Scope for 21-66919, as compared to previous contract scopes, Pace is confident in on time delivery. The Green Bay laboratory can handle 20-40 samples per month for the Pesticide analysis on tissue. The expected number of Pesticide tissue samples to be received under 21-66919 is 100 samples over 2 years. To help facilitate on time delivery, Pace requests that IDEM submit tissue samples for Pesticides separately on one Chain of Custody. |