**Instructions: Please supply all requested information in the areas shaded yellow and indicate any attachments that have been included to support your responses. Please list all attachments in Summary of Attachments, Attachment K.**

1. Please state your ability and desire to perform the work as described 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 biota 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 substantially the same requirements presented in RFP 21-66919.  The Pace Green Bay, WI, Indianapolis, IN, Minneapolis, MN, Duluth, MN, and Sheridan, WY laboratories, with the assistance of minor subcontractors, propose to provide analytical services as described in the Statement of Work for RFP 21-66919. The Green Bay facility is being proposed for Tasks 1, 2 (partial), 3, 4, 5 (partial), 6, 6A, 6B, 6D, 6F (partial), 6G, 7(partial), 8(partial), 9, and 10. The Minneapolis facility is being proposed for Tasks 3B, 3C, 11, and 12. The Pace Indianapolis facility is being proposed for the sediment testing for Tasks 2B(partial), 5, and 6C, Pace Duluth Task 6F and Sheridan, WY Task 2(partial). A subcontractor will be utilized for Task 6E, 7(partial), 8(partial), and 11(partial). |

1. Detail any subcontractors proposed and describe their responsibilities and qualifications.

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| Subcontracted services will be required for the following:  Task 6E Tributyltin (biota and sediment)  Task 7 Acid Extractable SVOCs (biota only)  Task 8 Base/Neutral Extractable SVOCs (biota only)  Task 11 PBDE (sediment only)  Analytical Resources, Inc. (ARI), Tukwila, WA, a small business, will perform Tasks 6E, 7, and 8 as detailed above. They are accredited in the National Environmental Laboratory Accreditation Program (NELAP). ARI’s information is presented in Appendix F10.  Vista Analytical (Vista), El Dorado Hills, CA, a women owned small business (WBE/SBE), will perform Task 11 as detailed above. They are accredited in the National Environmental Laboratory Accreditation Program (NELAP). Vista’s information is presented in Appendix F10.  Due to the specialty nature of the analyses requested, subcontractor documents beyond those provided are considered proprietary. |

1. List the key personnel that will be doing the work and describe their experience and qualifications performing the proposed test methods. How will you ensure that all personnel working on this contract will meet the minimum requirements for the respective procedure as listed in the Technical Requirements?

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| The analytical chemists at Pace have extensive laboratory experience in all aspects of modern analytical chemistry and related technologies. Most of the technical staff has undergraduate degrees in chemistry or a related discipline. Their academic experience is enhanced and maintained through both internal and external technical activities.  This technical experience includes a successful record of effective program management at all levels within the organization. The analytical chemistry staff at Pace has experience in managing small programs, as well as multi-phased programs involving routine analyses of 1,000+ samples.  Pace designates Tod Noltemeyer as the Project Manager responsible for the day-to-day communication and coordination of activities of operations relative to the work under the RFP. Mr. Noltemeyer has worked with IDEM/OWQ staff for several years in this capacity and is thoroughly familiar with the IDEM/OWQ project requirements. This consistency of project management ensures the laboratory support required by IDEM/OWQ.  Key staff proposed to work on this contract all meet or exceed the qualifications indicated in the Technical Specifications of RFP 21-66919. The table below lists staff and the Tasks they will support. Resumes for management and analytical staff support the qualifications and are provided in Appendix F1, Organizational Charts are provided in Appendix F11. Pace’s internal training program requirements for staff further ensures the successful execution of work under this contract.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **IDEM Defined Functional**  **Area** | **Minimum**  **Experience per RFP**  **21-66919** | **Green Bay Staff**  **Biota Tasks**  **1,3,5,6,6A,6B,6F,10**  **Sediment Tasks**  **2,4,5,6D,7,8,9,10** | **Minnesota**  **Staff**  **Tasks 3B, 3C,**  **6F, 11,12** | **Indianapolis Staff**  **Sediment Tasks**  **2B,5,6C** | |  | Project Manager |  | Tod Noltemeyer\*  \* Lead PM | Scott Unze | Olivia Deck | | 1 | Quality Assurance Officer | 2 yr. of QA/QC exp  plus 3 yr. lab analyst experience | Kate Verbeten | Janielle Ward | Beth Schrage | | 2 | ICP/ICPMS Spectroscopist | 1 yr. exp tissues, soil,  sediment | Donovan Sieloff | N/A | N/A | | 3 | CVAA Spectroscopist | 9 months operation  of CVAA biota, soil, sediment | Lori Stevens | N/A | N/A | | 4 | Inorganic Sample  Preparation Expert | 3 months experience  metals prep of biota, soil, sediment | Lori Stevens | N/A | N/A | | 5 | General Inorganics  Techniques Analyst | 6 months exp  Inorganics analysis of biota, sediment, soils | Don Wills  Tyler Jenson | N/A | Sarah Potts  Zohreh Mostafavi | | 6 | GC and GC/MS, HiRes  GC/MS Analysts | 1 yr. experience in  instrument operation biota, sediment, soils | Randy Naidl | Chuck Sueper  Sue Thorson | N/A | | 7 | Extraction/Concentration  Specialist | 6 months experience  prepping biota, sediment, soil | Desirae Hughes  Alyssa Fields | Matt Hogenson | N/A | | 8 | PCB/Pesticide Analyst | 1 yr. exp instrument  operation and cleanup procedures for biota, sediment,  soils | Brian Schweder  Bryan Meyerhofer | N/A | Karen Vest | | 9 | GC/MS Analyst – Purge  and Trap (P&T) Volatiles | 1 yr. experience in  instrument operation sediment, soils | Scott Turner | N/A | N/A | | 10 | HPLC  Note that Pace will use GC/MS-SIM for this analytical requirement | 1 yr. experience in  instrument operation biota, sediment, soils | Jeffrey Bushner | N/A | N/A | | 11 | Biota Sample Prep | 3 months exp in  prepping and extraction of frozen biota samples | Judy Lipsky | Pete Demas | N/A | | 12 | Sediment Prep  Technician/Conc. Specialist | 3 months exp  prepping/extracting sediments | Andy Douangmala  Penny Lee | Pete Demas | N/A | |

1. Please provide your Quality Assurance/Quality Control (QA/QC) Program capable of demonstrating that data has a specified degree of reliability. You must be able to validate each method used and each analysis performed by that method using the QA/QC Program. Contractor’s agent(s) at each location must submit separate QA/QC documentation.

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| Pace Analytical is committed to providing the highest quality product, while maintaining good professional practices. The management of Pace is responsible for maintaining the highest possible standard of service by following a documented quality system. The overall objective is to provide reliable data by adhering to rigorous quality assurance policies and quality control procedures as documented in the Quality Assurance Manual (QAM).  The integrity of data produced by Pace is ensured by the Quality Assurance staff which acts independently of the laboratories to monitor laboratory operations through periodic audits of analytical data or facilities for compliance with Standard Operating Procedures (SOPs) and project requirements.  Pace’s Quality Assurance Program includes the annual determination of Method Control Limits for all analytical methods used in the laboratory. Method Control Limits regulate acceptability of data based on the recovery of analytes from spiked samples. Control limits are established for the allowable recovery range of Surrogate Spikes, Matrix Spikes and Control Spikes. The control limits are based on historically obtained data from the analysis of the spiked samples and are updated on an annual basis or more often if required.  The documented Quality Assurance Program will be followed for the analysis of samples under this contract. Evidence of validation of each method to be used for sample analysis will be provided upon request of IDEM OWQ.  Pace’s overall Quality Assurance program demonstrating adherence to procedures required by IDEM is detailed in the QAMs in Appendix F2. Standard Operating Procedures that Pace will perform the analyses under are included in Appendix F3. |

1. What is your 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 Technical Specifications – Reporting (Attachment H5), for each analysis conducted? When explanations of reports are necessary, they will be provided by the Contractor’s personnel.

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| Pace will provide analytical reports meeting the specifications of the RFP, consistent with format that has been delivered under Contract #35918. These reports will include copies of supporting raw data in a CLP-like format and in conformance of the Technical Specifications of the RFP where applicable. This format will include all information that will allow validation of the results by IDEM staff or a third party designated by IDEM.  All required Level 4 Quality Assurance/ Quality Control data will be presented in the analytical data package. It will include results from the analysis of the various control samples and analyses required by the methods and laboratory SOPs.  In some instances, Pace’s Reporting Limit and method citation are different than those listed in the RFP. Pace’s proposed methods, analyte listing, and MDL/RL summaries are presented in excel tables in Appendix F4. This information is consistent with the most recent sample set analyzed for IDEM under Contract #35918.  Pace will also continue to provide electronic data to IDEM in the format described in the RFP, except for the identified analyses detailed in the Cost Proposal Clarifications.  Because IDEM has current copies of pdf reports and electronic data in the format required they have not been duplicated for inclusion in this proposal. |

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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| Pace offers both state-of-the-art instrumentation and facilities. The inventory of instrumentation ensures sufficient capacity for the work under this RFP. Instrumentation lists for the proposed Pace laboratory facilities are included in Appendix E of the attached Quality Assurance Manuals (QAMs). Floor Plans are attached to the proposal in Appendix F5 . |

1. What is your plan to participate in a PT sample program (formerly known as a Performance Evaluation (PE) sample program) that incorporates all contract analytes available from commercial PT sample providers? Each of your locations performing work 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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| Pace participates in the National Environmental Laboratory Accreditation Program (NELAP) as well as various State specific laboratory certification programs. Pace carries NELAP accreditation, where available, in water, soil, and biota matrices. Certification summaries for each facility are provided in Appendix A of their respective Quality Assurance Manuals presented in Appendix F2. Example NELAP Certificates are supplied in Appendix F6.  As required by NELAP, Pace participates in a defined Proficiency Testing (PT) program. Pace contracts with a commercial PT provider for available analytes for soil and water matrices and has incorporated this program into its Quality Assurance process. PT providers do not have PT samples in a biota matrix. |

1. You 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 you are 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 tissue or sediment matrix.

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| Because this contract is specific to solid matrices, e.g., sediment and biota matrices, the PT results presented are from the soil studies Pace has participated in over the last two years. Results for water matrix PT’s will be supplied upon request. PT providers do not have PT samples in a biota matrix. The PT results are provided in Appendix F7.  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 F8. |

1. Please supply MDL studies for each analyte in a Bid Group that the Respondent is bidding. The MDL studies must have been performed within the previous year and in accordance with the Technical Specifications - Methods and Analytical Parameters*,* Part B (Attachment H4).

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| For reliable method performance and results, it is important to conduct Method Detection  Limit (MDL) Studies specific to the matrix that the analysis will be run on. Pace conducts its MDL Studies for the tissue methods on a tissue matrix and uses a soil matrix for the soil methods. An exception to this is VOCs. Tissue samples require extensive handling and mechanical homogenization prior to analysis. There is no practical way to control VOC losses in this process, nor accurately measure Quality Control parameters. For these reasons, Pace does recommend performing VOC analysis on tissue samples. If requested to do so, VOC tissue samples will be analyzed like methanol preserved soils for VOCs, MDLs for methanol preserved soils will be applied, and a single analysis will be performed and reported. If there are QC failures in the analysis Pace will not reanalyze tissue samples as there is no way to accurately assess these failures.    MDL studies are presented for all applicable parameters in excel format in Appendix F9.  Pace routinely conducts MDL studies and updates the limits used for reporting accordingly. The information on calibration, instrument conditions, and acceptance limits is referenced in the respective SOPs in Appendix F3. |

1. Please detail your laboratory capacity. Samples for this laboratory service will be submitted to you on a seasonal basis, primarily in the autumn and early winter months. You must be able to meet a minimum quantity requirement of 200 samples per year during those months of the year as a general rule with an expected standard turnaround timeframe of 90 days for an analysis set.

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| Pace has extensive capacity and systems as is evidenced by the supporting documents referenced throughout this proposal. The facilities, instrument lists, and staffing detailed can process the anticipated quantity of samples, supply the necessary deliverables, and provide experienced Project Management. |

1. Please provide your normal hours of delivery. How will you ensure services will be available at all reasonable hours? How will arrangements for after-hour deliveries be managed? You should list any special conditions for samples and/or sample types delivered on a Friday; otherwise sample delivery and analysis will be treated as any normal weekday.

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| Normal business hours for the Green Bay facility are 8 am to 5 pm CST Monday – Friday, except holidays. Samples are received during these times as well as Saturday 8 am to Noon. Arrangements can be made for after-hours delivery of samples if necessary. The Indianapolis facility, with normal business hours 8 am to 5 pm EST Monday-Friday, is available for local pick up or drop off services. |

1. Please explain how you 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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| Pace QA Manual Section 4.13 Control of Records addresses the maintenance of records.  Specifically:  Records are archived and stored in a way that they are retrievable. Access to archived records is controlled and managed.  For records stored electronically, the capability to restore or retrieve the electronic record is maintained for the entire retention period. Hardcopy records are filed and stored in a suitable environment to protect from damage, deterioration, or loss.  Hardcopy records may be scanned to PDF for retention. Scanned records must be checked against the hardcopy to verify the scan is complete and legible. Records are kept for a minimum of 10 years unless otherwise specified by the client or regulatory program.  The date from which retention time is calculated depends on the record. In general, the retention time of technical records of original observation and measurement is calculated from the date the record is created. If the technical record is kept in a chronological logbook, the date of retention may be calculated from the date the logbook is archived. The retention time of test reports and project records, which are considered technical records, is calculated from the date the test report was issued.  The retention time of quality records is usually calculated from the date the record is archived. |

1. Please explain your capabilities and/or arrangements to provide sample containers including appropriate sediment sample jars for analysis tasks selected, heavy duty 18-inch and 24-inch wide roles of aluminum foil for wrapping prepared tissue samples, plastic bags, zip-lock bags of quart gallon and 2-gallon sizes, bubble wrap to protect sediment jars during transport, shipping containers, 48-60 quart coolers, dry ice and other coolants to preserve samples at appropriate storage temperatures after collection and during shipments, overnight shipping arrangements, etc., at your expense, for the collection, preparation and proper storage of samples, and their transportation from IDEM to the your laboratory facility.

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| Sample shipment coolers, sample containers, packaging materials, ice, and other coolants necessary to preserve samples in a cold state during shipment will be provided to IDEM upon a minimum of a 5-business day prior notice. All items will be provided on an as-needed basis. Expedited shipments may be requested, however, IDEM will be responsible for charges for overnight or 2-day expedited shipments of sample containers to field locations.  Sample containers and preservatives will be compliant with the appropriate analytical method required.  The laboratory will notify IDEM immediately when samples are not received at the appropriate temperature. In this instance analyses will be conducted only upon receipt of an order to proceed from IDEM OWQ. |