

# INDIANA FINANCE AUTHORITY

## REQUEST FOR PROPOSALS

(1)

FOR THE

DEVELOPMENT OF TECHNOLOGICAL RESOURCES TO FACILITATE THE  
LEAD SAMPLING PROGRAM'S DATA MANAGEMENT EFFORTS

AND

(2)

FOR THE

PLANNING, COORDINATION AND TRAINING  
ASSOCIATED WITH LEAD SAMPLING ACTIVITIES AT SCHOOLS

AND

(3)

FOR THE

MANAGEMENT & OPERATION OF  
THE LEAD SAMPLING PROGRAM'S  
LABORATORY ANALYSIS PROCESS

DUE TO THE INDIANA FINANCE AUTHORITY BY:

MARCH 22, 2017

5:00 P.M. EDST

## REQUEST FOR PROPOSALS OVERVIEW

The Indiana Finance Authority (the “IFA”) is issuing this Request for Proposals (“RFP”) to solicit proposals from firms interested in providing services under a proposed Indiana Finance Authority Professional Services Agreement (“Agreement”) in connection with the Authority’s Lead Sampling Program for Public Schools (“Program”).

The IFA is looking for creative solutions to meet the State of Indiana’s (“State”) objective of testing all public schools that are interested in determining the presence of lead in their drinking water systems. Currently, the State is collecting information from all interested public schools for the purpose of estimating the scope of resources necessary to successfully execute the Program. The Program’s objectives currently include each of the following:

- (i) collect facility information for all buildings where children are present;
- (ii) coordinate with schools to establish a sampling plan and timeline;
- (iii) perform all sample collection;
- (iv) coordinate with labs for sample analysis;
- (v) communicate results with school administration; and
- (vi) work with school communities to communicate results to students, parents and the local community in a timely, sensitive manner.

The IFA is interested in creative, cost-effective solutions that will provide an overall benefit to the State. Proposals may include creative solutions for (a) technological resources to manage data, enhance the timeliness of communication and keep schools informed regarding the status of the testing Program; (b) establishing relationships with state-certified water testing laboratories and ensure that all samples are analyzed accurately and expeditiously. The scenarios listed below represent various options identified by the State, but should not limit Respondents’ proposed solutions.

The following Program components (along with options) are included in this RFP. Respondents are encouraged to provide a solution for any combination of options (which may range from meeting one solution to all solutions). Please identify in your response to which component(s) you are responding.

1. Provide technological solutions to meet the data management requirements of the Program. Solutions may include (but are not limited to) the following:
  - (a) development of software/database to manage the data collection, sampling and communication needs for all participating public schools;
  - (b) development of interactive, online training for school personnel to ensure trained individuals are collecting drinking water samples, with a final assessment to gauge individual level of understanding;
  - (c) development of a mobile application to enable the creation of school lead sampling plans by walking facility grounds and assigning codes to each sampling location;
  - (d) provide tech support for school and State personnel using Respondent’s technology;
  - (e) communicate test results to schools and discuss potential options for remediation; and
  - (f) other creative solutions to enable the State to conduct and track lead testing in public schools in a timely, efficient manner.

Note: A technical specifications/functional requirements guide will be required.

2. Provide education and support to schools regarding program logistics and the sample collection process. Examples may include (but are not limited to) the following:
  - (a) conduct on-site training sessions for school districts regarding the Program, while answering specific questions and addressing concerns;
  - (b) coordinating with schools in the development of site-specific lead sampling plans, prior to the day of sampling;
  - (c) training staff to collect samples and oversee school lead sample collection, ensuring that only appropriate locations are being tested for lead content;
  - (d) attend each school lead sampling event to be sure that appropriate chain of custody procedures are followed; and
  - (e) transport or mail samples to correct laboratory based on volume of samples and laboratory capabilities.
3. Provide creative solutions to manage the laboratory analysis process for testing all drinking water samples from Indiana's Public Schools.

This RFP is intended to publicize the availability of contracting opportunities for the services described herein. The IFA creates no obligation, expressed or implied, by issuing this RFP or by receipt of any submissions pursuant hereto. The award of any contract(s) as a result of this RFP shall be at the sole discretion of the IFA. Neither this RFP nor any proposal submitted in response hereto is to be construed as a legal offer.

The purpose of this RFP is to seek information from firms with experience in any of the fields described above. No contract will be awarded without further discussion and negotiation with the Respondent(s). The IFA will not be responsible for any expenses incurred by any entity in preparing and submitting information responding to this request.

The IFA reserves the right to modify or amend this RFP for any reason at any time. In the event that the IFA determines that it is beneficial to the IFA or process to modify or amend this RFP, the IFA will release a written addendum and/or supplemental instructions to this RFP and post them to the IFA website.

#### **A. Confidential Information**

The IFA will obtain all rights necessary to use any information, process or solution proposed in any response regardless of which Respondent or Respondents, if any, are selected at the conclusion of this RFP process. Nothing contained in this RFP will impair this right of use on behalf of the IFA.

Respondents are advised that materials contained in their responses are subject to the Indiana Public Records Act, IC 5-14-3 et seq., and after the execution of a related contract, may be viewed and/or copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Indiana Public Records Act must indicate on their proposal that confidential materials are included and specify which statutory exception applies. The IFA reserves the right to make determinations of confidentiality. If the IFA does not agree with the information designated confidential under one of the disclosure exceptions to the Indiana Public Records Act, it may either reject the

proposal or discuss its interpretation of the allowable exceptions with the Respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the IFA will remove the proposal from consideration for award and return the proposal to the Respondent. The IFA will not determine price to be confidential information.

## **B. Scope of Work Design**

### **1. Development of Technological Capabilities**

#### **Objectives**

Provide solutions for the Program to effectively manage school data, develop school lead sampling plans, train sample collection staff, communicate test results to appropriate individuals and provide program resources to multiple hierarchies of users. Provide technical support for school and State personnel using technology.

### **2. School Education, Lead Sampling Management and Communication**

#### **Objectives**

Provide solutions for the Program to effectively present program details to school districts, answer questions and alleviate concerns. Develop curriculum and platform for training individuals in lead sampling procedures. Coordinate lead sampling schedules with schools to ensure that consideration is given to school calendars. Work with schools to develop/verify lead sampling plans, ensuring only appropriate sampling locations are selected for testing. Oversee sampling activities to ensure collection is done properly, and all forms are completed correctly.

### **3. Laboratory Analysis Management**

#### **Objectives**

Establish relationship(s) with state-certified drinking water testing laboratories to test large volumes of drinking water samples. Establish a Service Level Agreement, negotiate competitive rates, ensure timeliness of results, and coordinate entry of test results into program database.

## **C. Terms**

### **Overview of Process**

This RFP is open to all prospective Respondents capable of and qualified to meet the objectives and requirements described in this RFP. Upon receipt, all RFP submissions will be reviewed for completeness in accordance with the submission criteria highlighted in Section F of this RFP. At the end of the completeness review, the IFA will assess each Respondent's qualifications in the areas listed in Section E of this RFP. The IFA reserves the right to disqualify and/or reject any or all Respondents at any time for any reason. After the review of RFP submissions, Respondents that are deemed qualified by the IFA will receive correspondence providing additional information on the design and/or management & operation submission process.

If the final responses received at the conclusion of the solicitation process meet the objectives and requirements described in this RFP, the IFA expects to enter into an agreement or agreements with the successful Respondent(s). The IFA reserves the right to

modify or terminate this solicitation at any time for any reason. The IFA reserves the right to terminate this RFP process and commence a similar or different procurement approach. The receipt of the responses or other documents at any stage of either the RFP, proposal, or bidding process will in no way obligate the IFA to enter into any contractual agreement of any kind with any party. The IFA accepts no liability or responsibility for any fees or costs incurred to the Respondent during and related to this process. The IFA reserves its right to take any action permitted under Indiana law.

### **General**

Respondent shall certify within the letter of transmittal that all information provided herein is accurate and complete to the best of its knowledge. Any false or misleading information may result in disqualification of the Respondent, at the discretion of the IFA. The IFA reserves the right to modify or terminate this solicitation at any time for any reason. The receipt of responses or other documents at any stage of the RFP process will in no way obligate the IFA to enter into any contract of any kind with any party.

### **D. Responses**

Prospective firms that anticipate responding to this RFP shall indicate so as soon as possible by providing contact information (Respondent's full name, company name, phone number and e-mail address) via e-mail to Staci Orr at the IFA at [sorr@ifain.gov](mailto:sorr@ifain.gov).

Respondents should submit:

1. An electronic version of the written response (in .pdf format) should be sent via e-mail to Staci Orr at [sorr@ifain.gov](mailto:sorr@ifain.gov); and
2. An original and six (6) copies of their written response (please make sure permanent bindings are not used) should be delivered to:

Indiana Finance Authority  
100 North Senate Avenue, Suite 1275  
Indianapolis, IN 46204  
Attn: Staci Orr

**Responses must be received no later than 5:00 p.m. EDST on March 22, 2017. Responses received after 5:00 p.m. EDST on such date are at the discretion of the IFA as to whether or not they are considered.**

The outside should be clearly marked:

**“RESPONSE TO REQUESTS FOR PROPOSALS – (1) FOR THE DEVELOPMENT OF TECHNOLOGICAL RESOURCES TO FACILITATE THE LEAD SAMPLING PROGRAM’S DATA MANAGEMENT EFFORTS AND (2) FOR THE PLANNING, COORDINATION AND TRAINING ASSOCIATED WITH SCHOOL LEAD SAMPLING ACTIVITIES AND (3) FOR THE MANAGEMENT & OPERATION OF THE LEAD SAMPLING PROGRAM’S LABORATORY ANALYSIS PROCESS”**

The Respondent’s response should clearly indicate which of the project(s), as set forth in 1 to 3 of the fourth paragraph of this RFP, it is responding to. Each response should designate one person as the principal contact for the Respondent. Please provide the contact information for that person including email address. Following a review of the responses, some of the Respondents may be requested to make oral presentations and/or provide additional written information.

Any questions regarding this RFP must be submitted via email to Staci Orr at [sorr@ifa.in.gov](mailto:sorr@ifa.in.gov) no later than **5:00 p.m. EDST on March 15, 2017**. Depending upon the content and scope of the question, responses to questions will be promptly prepared and provided to each entity that has shown an interest in responding (as described above).

**OTHER THAN AS PROVIDED ABOVE, INQUIRIES ARE NOT TO BE DIRECTED TO ANY STAFF MEMBER OR OTHER MEMBER OF THE IFA, THE INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT OR ANY OTHER STATE-RELATED EMPLOYEE. SUCH ACTION MAY DISQUALIFY THE RESPONDENT FROM FURTHER CONSIDERATION FOR A CONTRACT AS A RESULT OF THIS RFP. RESPONDENTS MAY NOT RELY UPON VERBAL RESPONSES TO ANY INQUIRY.**

#### **E. Selection Process and Criteria**

The IFA will review all of the responses in the following manner:

1. Each response will be evaluated on the basis of the Specific Criteria listed below.
2. Based on the results of the evaluation, the response(s) determined to be most advantageous to the State, taking into account all of the evaluation criteria, may be selected by the IFA for further action.
3. The IFA supports the “Buy Indiana” initiative. It is a strong preference that Respondents meet the definition of an Indiana Business. Please refer to the following website to see if you fit within the definition and to learn more about the “Buy Indiana” initiative: <http://www.in.gov/idoa/proc/2467.htm>.
4. The IFA must approve changes in the composition of a Respondent team after submission if the team is comprised of more than one entity.
5. A single Respondent or a limited number of Respondents may be selected for interviews and/or contract negotiations. In the event that negotiations are not

satisfactory, IFA reserves the right to interview and/or negotiate with additional Respondents, but is not obligated to do so. *Note:* A standard Form of IFA Professional Services Agreement is attached to this RFP and will be modified based upon responses. All Respondents, by their response, acknowledge their acceptance of the standard provisions included in the IFA standard Form of Professional Services Agreement.

6. IFA will determine which response offers the best means of servicing the interests of the State. Greater consideration will be given to those responses that set forth detailed descriptions as to their roles and responsibilities and associated costs.

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFP in a cost-effective manner. Specific Criteria include:

1. Demonstrated ability to work with an entity similar to the State and Indiana Public Schools.
2. Demonstrated experience and ability in the prior development of a similar project.
3. Technical qualifications, experience, and reputation of development team.
4. Ability to manage, coordinate and react to diverse project requirements, evolving design, conceptual alternatives, plans, specifications, and financial considerations.
5. Demonstrated experience in developing and managing a timeline and an aggressive schedule.
6. Current workload and composition of team.
7. Evidence of readiness of the team to begin substantive work upon receiving notice of being the successful Respondent, as early as April 1, 2017.

## **F. Required Information**

The IFA requires the following information be included in the response. Additional information may be and is encouraged to be submitted in order for the IFA to better evaluate the selection criteria listed above. A concise yet thorough presentation of information is requested.

1. Company name and address of principal location and office(s).
2. Please describe:
  - (a) A brief history of your entity or team members and how the selection of your entity or team would benefit the IFA.
  - (b) Your entity's or team's experience, background, or expertise that qualifies your entity or team for this project.
  - (c) Number of full-time regular employees, their licenses, degrees and qualifications.

3. List names, titles, and experience of the team members and/or consultant's team members who would be assigned to perform significant work under this contract (including laboratories, consultants, and sub-contractors). The IFA would like to have one individual assigned to plan and coordinate all work under this contract. Also provide the names and experience of supervisory personnel who will be assigned to the performance of this contract. Briefly outline the roles of the team members and key personnel.
4. Indicate how your entity or team will provide the services requested in this RFP and an outline of procedures to be used by the entity or team in providing a unified team approach. The response should include a statement of the philosophy of the team's approach to this project.

Provide any project histories or other information available that would indicate past performance on similar types of projects (especially that which would address the selection criteria).

5. References:
  - (a) List three (3) persons who can provide information about similar work your entity or team has completed (references may be contacted).
  - (b) Provide a list of financial references that can provide information about the entity or team.
6. Submit a list of work similar to the proposed project and a list of other similar work completed within the last five years. The list should be of comparable projects in which team members have participated. Respondents should specify how these comparable projects relate to the project being responded to.
7. Submit a list of any projects your entity or team members have failed to complete within the last five years.
8. Proposal must include options as to how the State can protect its investment for the technological solution, such as establishing an escrow account, cloud insurance, or some other defined alternative to ensure solution viability and service continuity for the entire program proposed in this RFP.
9. Provide separate costs associates with each project for which you are responding.
10. Proposal must include a preliminary project timeline, including significant milestones and completion dates.