

**Alaska Department of
Environmental Conservation
Division of Spill Prevention and Response**

REQUEST FOR PROPOSAL 180000038

**Risk Assessment, and Risk Assessment Support and
Review
AMENDMENT 1**

Date of Issue: January 31, 2018

Amendment 1 to Risk Assessment, and Risk Assessment Support and Review RFP serves to respond to inquiries, provide pre-proposal conference minutes, and amend RFP language.

The inquiries and responses begin on page 2 and end on page 3 of this Amendment, the pre-proposal minutes begin on page 4 and end on page 6, and the amended language begins on page 7 and end on page 8. This Amendment is hereby made part of the RFP and is a total of 8 pages.

Issued by: Shawn M. Olsen
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Item 1: Inquiries and Responses

Inquiry 1: During the pre-proposal teleconference, ADEC answered a question regarding the order/structure of the technical proposal. The answer indicated that proposals should follow the numerical order of the RFP, which means that the proposal should lead with a narrative for 5.02 (Experience and Qualifications) followed by a narrative for 5.03.01 (Risk Assessment, Support, and Review and Project Team), followed by a cover letter (6.04). Please confirm this order.

Response 1: See response 7 on page 3.

Inquiry 2: Does a master's degree or greater in biology qualify as a field related to the quantitation of the effects of various chemicals on human health and the environment, as listed in the minimum qualifications discussion in Section 5.03.01?

Response 2: A Master's Degree in Biology can represent a broad field of study, but can qualify if course work thesis supports meeting the "field related to the quantitation of the effects of various chemicals on human health and the environment" requirement in subsection 5.03.01. Supporting documentation must clearly demonstrate how the offeror meets the required criteria in order to be found responsive.

Inquiry 3: Could you clarify the proposal format as described in Section 6.03 and 6.05?

Response 3: See response 7 on page 3.

Inquiry 4: Could you clarify that the Workers' Compensation Insurance requirement does not apply to companies (including subcontractors) without employees, such as sole proprietors, single person corporations, etc.?

Response 4: Workers Compensation Insurance requirements apply to companies (including subcontractors) with at least one employee, to include sole proprietorship.

Inquiry 5: Is it the intent of the RFP that the majority of the risk assessment work performed under Task 1 would be performed by personnel identified in the three required positions?

Response 5: Yes.

Inquiry 6: Will the State please consider granting offerors an extension until 15 February 2018?

Response 6: Yes, See amended language on page 7.

Inquiry 7: Reference, RFP 6.03 “Proposal Format: Proposals shall follow the numerical order of this RFP starting at the beginning and continuing through the end of the RFP. Proposal sections and subsections shall be identified with the corresponding numbers and headings used in this RFP. All proposal pages shall be typed, single spaced, and sequentially numbered.” The phrase “...shall follow the numerical order of this RFP...” indicates that the Cover letter (6.04) and Executive Summary (6.05) would be inserted *after* the Mandatory Evaluated items (5.02, 5.03.01) rather than at the beginning of the proposal as one would normally expect. Would the State please consider revising RFP section 6.03 to allow for the Cover Letter and Executive Summary to be placed in front of the Mandatory Evaluated items in the proposal submission?

Response 7: DEC will approve the request to modify the sequencing of proposal documents. The amended language is on page 7. Follow normal business proposal layout when preparing your proposal. For example, start with the cover letter, then include the executive summary, then the narrative, then Attachment 1. Be sure to identify in the narrative in your proposal the and subsection number and heading for which you are providing a response, to ensure it is clear that particular narrative belongs with that particular ME criteria.

Item 2: Pre-Proposal Conference Minutes

Greetings, my name is Shawn Olsen and I am the Procurement Officer point of contact for RFP 180000038 – Risk Assessment, and Risk Assessment Support and Review.

Introduction of RFP

The following are key areas of the RFP that are highlighted for you. Inquiries are due Thursday, January 25, 2018 at 4:00pm. Deadline for receipt of proposals is Wednesday, February 7, 2018 at 4:00pm AKST.

Key proposal submittal information includes:

Page 9, subsection 2.01 states “offerors shall submit 1 original and 3 complete, sealed, and signed copies of its written technical proposal with the Cost Proposal included with the original. In addition to the copies, include a complete copy on a CD or USB. An offeror’s failure to submit its proposal prior to the deadline will cause the proposal to be rejected.”

Page 15, subsection 3.01 Contract Type, the contract type shall be a Cost Plus Fixed Fee contract.

The primary contract resulting from this RFP will be a Term Contract that sets forth the governing terms and conditions. The secondary contract, issued under the Term Contract, will be a Task Contract(s) awarded through the issuance of a Notice to Proceed (NTP) that sets forth Task specific work, deliverables, and compensation. For the purposes of this RFP, “contract” collectively refers to both Term Contracts and Task Contracts. The contract type shall be a Cost Plus Fixed Fee contract. All price adjustments will be considered in accordance with subsection 3.12 Contract Compensation and Payment.

Page 15, subsection 3.02 Contract Term, contract term will be for 5 years from service commencement date. The contract may be renewed for 1 additional 2 year term as executed through a written amendment.

Page 17, subsection 3.04 Technical Support and Services Tasks/Subtasks, please read through this section thoroughly, to include subsections 3.04.01 and 3.04.02.

Page 26, subsection 5.02 details the required Experience and Qualifications. In your response to this section, we want you to list all the staff in your firm who will work on a term contract. Experience and qualifications will be evaluated on your firm as a whole, as well as the three who are listed as the project manager and Human Health Assessor/Toxicologist, and Ecological Risk Assessor/Toxicologist staff.

Page 27, subsection 5.03 Scope of Work has two subsections. Subsection 5.03.01 is a Mandatory Evaluation (ME) task. Task 1 provides the scope of work for Risk Assessment, and Risk Assessment Support & Review. Additionally, it defines the minimum qualifications, and list the 3 required positions listed on the Attachment 1.

Attachment 1 – Offeror's Personnel, please make sure you complete the first 3 columns in each row for all positions proposed. Complete the remaining 5 fields in each columns if the position is currently staffed. Attachment 1 needs to include all positions being proposed as part of your team, not only the 3 required positions.

Page 30, Section 6 Proposal Format and Content, we will evaluate the ME criteria– which means mandatory and evaluated specifications.

Page 32 section 6.06 Cost proposal, Offerors shall submit Appendix D Cost proposal with fully burdened rates.

Page 33, Section 7 Evaluation criteria and selection, 7.01 Evaluation of Proposals. All proposals will be reviewed to determine if they are responsive. Once they are determined responsive, we will evaluate them according to the following categories:

- ME 5.02 Experience and Qualifications – Narrative for Team and Projects – 25 points
- ME 5.03.01 Task 1 Narrative Response – 25 Points
- ME 5.03.01 Task 1 Project Team Experience, Attachment 1 – 30 points
- Cost Proposal – 10 points.

Opening the floor to questions

Q: There will be no escalation on the rates and the rates are set for the entire term?

A: That is correct.

Q: Does the rates apply for only the 3 personnel listed or for everybody on the project team.

A: It applies only to the 3 personnel listed, which are factored into the Cost Proposal.

Q: Can you explain how rates for the non-key personnel may change through the life of the contract?

A: When you will be submitting your Task Request for Proposals (TRFP), the rates you list for the non-key personnel may change upon your discretion for each TRFP.

Q: How would a vendor handle a conflict of interest for a TRFP?

A: The offeror must not have a conflict of interest. Though if there is any question on if there is a conflict, you can contact the procurement officer to make the determination.

Q: In regards to Section 6.03 Proposal Format, are we supposed to follow the numerical order of the RFP.

A: See response 7 on page 3.

Q: What page is that on in the RFP?

A: Page 30.

Q: Is there a predetermined number of Term Contractors you are looking to select.

A: Section 7.01.01 states in part, The DEC intends to award up to 5 Term Contracts.

Q: In Section 7.01, the example table on cost proposal normalization reflects the lowest total hourly rate will be multiplied by 40 points, is that an example?

A: This will be amended to show 10 points.

Q: Can you walk through what you are looking for if Key personnel are not identified by name?

A: If you do not have a position filled at the time you submit a proposal, you will need to identify the minimum requirements what you would use to hire for the position.

Q: The 3 required employees need to be employees or can they be subcontractors?

A: They can be subcontractors.

Q: Does the Project Manager have to be a Toxicologist?

A: No.

Q: Do you have an anticipation for Task Orders after you award the contract?

A: It is on a contingent, as needed basis. There are some contracts that are under the current Term Contract that will need to be resolicited once this term contract is awarded.

Q: Will the existing Contained Sites Term Contracts be resolicited?

A: Yes, they will be resolicited.

Ending the Preproposal Conference

There is still an opportunity to submit written questions by 4:00pm tomorrow, Thursday, January 25, 2018.

Item 3: Amended RFP Language

Language within RFP 180000038 Risk Assessment, and Risk Assessment Support and Review is hereby amended as follows, all other original terms and conditions remain the same.

RFP sections 1.01 RFP Administration Information, and 1.02 Purpose of the RFP are hereby amended in part as follows:

| | |
|-------------------------------------|--|
| “Deadline for Receipt of Proposals: | All proposals must be submitted by Thursday February 15, 2018 at 4:00pm AKST |
| RFP Opening Date: | Friday February 16, 2018 at 10:00 am AKST” |

RFP subsection 5.03.01 (ME) Task 1 Risk Assessment, and Risk Assessment Support & Review paragraphs 2 and 3 are hereby amended as follows:

The following project team positions are required for an Offeror to be responsive and shall be maintained for the duration of the Term Contract. In addition to the minimum of these 3 positions, proposals shall include the proposed project team. All project team positions must be identified on Attachment 1 and include qualifications as proposed by the Offeror. For the 3 required project team positions, sufficient details must be provided to be found responsive. Please note, the same personnel may be proposed for more than one of the positions listed below:

- Project Manager
- Human Health Assessor/Toxicologist
- Ecological Risk Assessor/Toxicologist

The minimum qualifications for the Human Health Assessor/Toxicologist, and the Ecological Risk Assessor/Toxicologist positions are as follows:

- a. Five years’ experience conducting risk assessment activities in accordance with applicable State and Federal guidance, and
- b. A master’s degree or greater in toxicology or a field related to the quantitation of the effects of various chemicals on human health and the environment.

RFP subsection 6.03 Proposal Format is hereby amended as follows:

“Proposals shall include all elements as required herein, such as a cover letter and response to all ME criteria. Within the proposal follow the numerical order of this RFP starting at the beginning and continuing through the end of the RFP when responding to sub/sections noted as a ME and E criteria. Proposal sections and subsections shall be identified with the corresponding numbers and headings used in this RFP. Proposals shall include a corresponding table of contents and be organized in a manner consistent with typical business documents. All proposal pages shall be typed, single spaced, and sequentially numbered.”

RFP section 7.01 Evaluation of Proposals, paragraph 3 is hereby amended as follows:

“Evaluation Categories and Weights

The table below indicates the total number of points assigned to each area of the RFP proposal evaluation.

Evaluation Categories:

| | |
|---|--------------------|
| ME 5.02 Offeror's Projects | 25 Points |
| ME 5.03.01 Task 1 Narrative Response | 25 Points |
| ME 5.03.01 Task 1 Project Team Experience, Attachment 1 | 30 Points |
| Cost Proposal | 10 Points |
| <u>Alaska Offeror Preference</u> | <u>10 Points</u> |
| Total Points Possible | 100 Points” |

RFP Section 7.01 Evaluation of Proposals, Cost Proposal Normalization paragraph, are hereby amended to read as follows:

“The scores for the cost proposal portion of the evaluation will be normalized as follows: The Offeror’s cost proposal with the lowest Total Hourly Rate will receive 10 points. All other responsive cost proposals will be assigned a portion of the maximum score using the following formula:

The lowest Total Hourly Rate shall be multiplied by 10 then divided into the next lowest Total Hourly Rate to determine the points awarded. (Example for illustrative purposes only: [Offeror 1: Total Cost Proposal of \$6,000.00] [Offeror 2: Total Cost Proposal of \$6,800.00] [Offeror 1 receives 10 points] [Offeror 2: $\$6,000.00 \times 10 / \$6,800.00$ points = 9 points]).”