



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT & CONSERVATION

**REQUEST FOR PROPOSALS # 32701-05394
AMENDMENT # 1
FOR GOODS OR LEAD TESTING IN SCHOOL AND
CHILDCARE PROGRAM**

DATE: September 23, 2024

RFP # 32701-05394 IS AMENDED AS FOLLOWS:

1. **This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.**

EVENT	TIME (Central Time Zone)	DATE
1. RFP Issued		August 14, 2024
2. Disability Accommodation Request Deadline	2:00 p.m.	August 19, 2024
3. Pre-response Conference	10:00 a.m.	August 21, 2024
4. Notice of Intent to Respond Deadline	2:00 p.m.	August 22, 2024
5. Written "Questions & Comments" Deadline	2:00 p.m.	September 3, 2024
6. State Response to Written "Questions & Comments"		September 23, 2024
7. Response Deadline	2:00 p.m.	October 28, 2024
8. State Completion of Technical Response Evaluations		November 15, 2024
9. State Schedules Respondent Oral Presentation		November 18, 2024
10. Respondent Oral Presentation	8 a.m. - 4:30 p.m.	December 2, 2024
11. State Opening & Scoring of Cost Proposals	2:00 p.m.	December 4, 2024
12. Negotiations (Optional)	4:30 p.m.	December 5, 2024 – December 10, 2024
13. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	December 11, 2024
14. End of Open File Period		December 18, 2024

15. State sends contract to Contractor for signature		December 19, 2024
16. Contractor Signature Deadline	2:00 p.m.	December 20, 2024

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	QUESTION/COMMENT	STATE RESPONSE
ProForma A.3.2. Data Management Platform	In Section A.3.2, Data Management Platform, the RFP states “All lab results data shall be exported to an electronic format acceptable with the State’s Records Disposition Act”. Would the state like electronic data deliverables emailed once results are uploaded, or is it acceptable to store these results throughout the duration of the contract in a secure cloud-based storage software?	The State would like data stored throughout the duration of the contract in a secure cloud-based storage accessible to the State and capable of export, upon request.
	Has the State recently contacted eligible facilities regarding the availability of the program? If so, what was the extent of this communication?	Yes. Lead sampling in schools informational letters have been mailed to eligible facilities, as outlined in the work plan.
	Under the project to date, how many schools and child care facilities have been tested? What was the average number of samples collected per school? Per child care facility?	The number of facilities has not been tracked; however, total number of samples = 15,344. This is inclusive of charter schools, child care facilities, Head Start facilities, other schools, and public schools. The estimated average number of samples per school is 20-50 and the estimated average number of samples per child care facility is 3-5.
	Is there a current wait list of facilities that have expressed interest to the state in sampling but have not been able to be sampled?	No

<p>QAPP Section 15 Data Management / ProForma A.5.7 Participant Result Reporting, Guidance on Response to Results, and Provision of Action Plan</p>	<p>Section 15 “Data Management”, on Page 10 of the QAPP (or page 87 of the RFP), states that the “TDOH Laboratory Director will provide testing results to the facilities and to the TDOH Project Management who will enter the results into an excel database shared with TDEC, TDHS, and TDOE. [...]. TDEC staff will contact facilities with results that are equal to or above the action level of 15 ppb and provide guidance on remediation and resampling”. However, Section A.5.7. of the RFP states that “the contractor shall deliver to the participant sample analysis results and guidance on a response to results in an action plan [...]”. Could the State please clarify who is responsible for the upload of results, and results communication to participating facilities?</p>	<p>The State is seeking contractor support primarily for the current TDEC work plan and QAPP responsibilities. The state would like the contractor to upload results, communicate results, and deliver guidance to participating facilities. TDEC would like to be notified prior to communicating with the facilities when sample results exceed the action level.</p>
<p>RFP Section 2 RFP Schedule of Events</p>	<p>Could the State provide a list of all pre-bid meeting attendees?</p>	<p>This can be requested during the "RFP Files Opened for Public Inspection" timeframe</p>
<p>RFP Section 2 RFP Schedule of Events</p>	<p>Could the State provide a list of all firms that submitted a Notice of Intent to Respond?</p>	<p>This can be requested during the "RFP Files Opened for Public Inspection" timeframe</p>
<p>ProForma A.3.5. Laboratory Services</p>	<p>Page 2 of the Contract states that the Contractor “shall make laboratory services available to supplement the State Lab as needed.” What is the State lab’s monthly capacity and turnaround time?</p>	<p>The estimated state lab capacity is approximately 200 samples per month with a 25-day turnaround.</p>
<p>RFP Attachment 6.3 Cost Proposal & Scoring Guide</p>	<p>The cost proposal asks for the pricing of the State Lab’s analysis – is the contractor responsible for contacting the State Lab to get pricing for the proposal and including the State Lab as a subcontractor?</p>	<p>The State intends for the contractor to subcontract with both the State Lab and other private labs. Therefore, the respondent is responsible for getting pricing from the State Lab for the proposal.</p> <p>Craig Edwards Assistant Director, Environmental Laboratories Division of Laboratory Services</p>

		<p>R.S. Gass Building 630 Hart Lane Nashville, TN 37216 Phone: (615) 262-6345 Fax: (615) 262-6393 craig.edwards@tn.gov</p>
	<p>If the Contractor gets competitive pricing from a Private Lab, is there a requirement to use the State Lab on the project?</p>	<p>No, however, the state prefers the contractor give priority/preference to the state lab, based on EPA's approval of the grant-funded work plan. A private lab may be necessary to supplement the workload due to increased participation. TDEC and the contractor should discuss any anticipated workload changes with the state lab as a courtesy and to ensure timely lab analysis results.</p>
<p>RFP Attachment 6.3 Cost Proposal & Scoring Guide</p>	<p>The costs outlined in the Cost Proposal indicate that the "Private Lab Analysis and Sample Kit Delivery" line item be billed at a cost per "UNIT." Can the State specify what this UNIT entails? Is it the cost of analysis, bottle, instructions, postage, etc. per one sample that is collected? Presumably each "kit" will contain multiple sample bottles and sampling materials and this number will vary by facility size.</p>	<p>The State considers a "Unit" to include bottles with caps, sample identification tags, sample instruction sheet, shipping box, and preprinted FedEx return shipping label per one sample that is collected.</p>
<p>RFP Attachment 6.3 Cost Proposal & Scoring Guide</p>	<p>If the State is paying the State Lab for analysis services should the Cost Proposal line item for "State Lab Analysis and Sample Kit Delivery" only include material costs?</p>	<p>The State will be paying the contractor for analysis services provided by either the State lab or private lab.</p>
	<p>How would the Contractor bill for a sample kit that is delivered to a participant but that does not get used for sample collection (i.e., the participant chooses not to collect the samples or drops out of the program)? In this case, material costs would be incurred, but lab analysis costs would not.</p>	<p>The contractor should put forth every effort possible to assist the facility to collect the sample. This may include hands-on assistance.</p>

RFP Attachment 6.3 Cost Proposal & Scoring Guide / RFP Section C.3.b.	Should software costs (Electronic Customer Portal and Data Management Platform) be incorporated into the cost proposal via the IT hourly rate line item or elsewhere?	The Software Cost has been added as a new line item. The amount will be bid per month.
---	---	--

3. Delete RFP Attachment 6.3 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

RFP ATTACHMENT 6.3.

COST PROPOSAL & SCORING GUIDE

NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED

COST PROPOSAL SCHEDULE— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachment 6.6., *Pro Forma* Contract and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

NOTICE: The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachment 6.6.), the State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract.

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual's authority to legally bind the Respondent.

RESPONDENT SIGNATURE:			
PRINTED NAME & TITLE:			
DATE:			
RESPONDENT LEGAL ENTITY NAME:			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)

Management	\$	/ HOUR	483	
Consultant	\$	/ HOUR	1288	
Technician	\$	/ HOUR	1288	
Information Technology (IT)	\$	/ HOUR	644	
Communications	\$	/ HOUR	644	
Administration	\$	/ HOUR	644	
State Lab Analysis and Sample Kit Delivery	\$	/ UNIT	2673	
Private Lab Analysis and Sample Kit Delivery	\$	/ UNIT	1146	
Software Cost	\$	/ MONTH	60	
EVALUATION COST AMOUNT (sum of evaluation costs above):				
The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.				
lowest evaluation cost amount from all proposals		x 30 (maximum section score)	=	
evaluation cost amount being evaluated			SCORE:	
<i>State Use – Solicitation Coordinator Signature, Printed Name & Date:</i>				

4. Delete RFP ProForma section C.3. in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

- C.3. Payment Methodology. The Contractor shall be compensated based on the payment methodology for goods or services authorized by the State in a total amount as set forth in Section C.1.
- a. The Contractor’s compensation shall be contingent upon the satisfactory provision of goods or services as set forth in Section A.
 - b. The Contractor shall be compensated based upon the following payment methodology:

Goods or Services Description	Amount (per compensable increment)
Management	\$ Number per hour
Consultant	\$ Number per hour
Technician	\$ Number per hour
Information Technology (IT)	\$ Number per hour
Communications	\$ Number per hour
Administration	\$ Number per hour
State Lab Analysis and Sample Kit Delivery	\$ Number per unit
Private Lab Analysis and Sample Kit Delivery	\$ Number per unit
Software Cost (A.3.1 & A.3.2)	\$ Number per month

5. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.