

LDEQ ANSWERS TO PROPOSERS QUESTIONS
RFP No. 3000006528
“Laboratory Auditing”

LDEQ’s answers to the following questions are intended to provide information to potential proposers questions to RFP No. 3000006528.

Questions and answers that may potentially result in the disclosure of information from proposals of competing bidders will not be published.

Question 1: (Attachment 1 SOW) Section 3.0 item F says that the contractor will have 60 days to conduct audits after initial request. Is this timeframe negotiable? In order to allow laboratories and the state the most flexibility in scheduling we typically schedule audits 90 - 120 days from initial request.

LDEQ’s answer: The timeframe is negotiable. The extenuating circumstances for exceeding 60 days must be documented.

Question 2: (Attachment 1 SOW) Is there any recourse for the Contractor if the laboratory does not pay in a timely manner? i.e. Is the laboratories’ certification renewal withheld until payment is made? Section 3.0 items L & M indicate that the LELAP Program Supervisor will notify the laboratory of its accreditation status and item O indicates that he contractor shall provide a copy of check or payment information.

LDEQ’s answer: The contractor is solely responsible for recovery of assessments costs.

Question 3: (Attachment 1 SOW) Section 6.1 indicates that both hard copy and electronic deliverables are required.

- How often are hard copy deliverables required? Immediately on creation/delivery? Once per assessment? Once per contract? Only when requested by LELAP?
- Is a PDF format acceptable for electronic deliverables?

LDEQ’s answer: Hard copy deliverables are required when requested by LELAP. The pdf format is acceptable for final drafts of documents and attachments. Other drafts must be submitted as editable word documents.

Question 4: The SOPs associated with the RFP reference documents (i.e. SOP 1787_r14 section 8.0) on the local LDEQ intranet. How will Contractors be given access to the latest forms and reference documents?

LDEQ's answer: Contractors will be given access to the latest forms and reference documents upon request by email or file drop.

Question 5: Appendix C – Sample Consulting Services Contract 5.b. Second paragraph re: Attachment 3, Form A LaVet/SE-HI Report. This paragraph requires we submit the Hudson report every time we send out an invoice instead of monthly. Can this be revised to reflect monthly submissions?

LDEQ's answer: If a Proposer or their subcontractor is a LaVet/SE-HI company, then Attachment 3, Form A must be submitted to the Department each time a request for payment is submitted to the lab(s) to show their good-faith efforts in this program. This is to report participation and the dollars being procured for this program. However, if the Proposer is not a LaVET/SE-HI Company or is using a subcontractor that is not a LaVet/SE-HI company, then this language will be removed when finalizing the contract with the successful proposer.

Question 6: Appendix C – Sample Consulting Services Contract 6. Fiscal Funding – Does this apply? Under 5.a. the audited laboratories are required to pay at the completion of each audit. Appropriations would not affect our payments although they may affect the Department.

LDEQ's answer: This clause will be removed when a contract is issued to the successful proposer.

Question 7: Appendix C – Sample Consulting Services Contract 27.c.(2) Can the requirement or a Waiver of Subrogation for Workers Comp be waived? If not, can the additional annual costs for this document be billed to the Department?

LDEQ's answer: Waiver of Subrogation for Workers Compensation is recommended by the state's Office of Risk Management. The requirement cannot be removed due to the RFP process. Related costs for waiver of subrogation cannot be billed to the Department since these will be \$0 contracts with all costs paid by audited laboratories.

Question 8: Appendix C – Sample Consulting Services Contract 27.c.(3)(b) All policies must be endorsed to require 30 days written notice of cancellation to the Department. We are unable to get this endorsement on ALL our insurance policies, just the General Liability policy. Can this be reworded to remove the endorsement requirement for all policies? We are happy to provide notification directly to the Department should cancellation occur. The insurance companies don't provide that service any longer in many cases.

If not, can the additional annual costs for this endorsement on our General Liability policy be billed to the Department?

LDEQ's answer: In regards to Section 27 c. (3) (b) – LDEQ agrees to remove “must be endorsed to” from the 1st sentence of this paragraph. However, LDEQ must keep the language that requires 30-day & 10-day notices of cancellation. The section will now read “All policies require 30 days written notice of cancellation to the Department. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Department of policy cancellations or reductions in limits.”

Question 9: Appendix C – Sample Consulting Services Contract 27.h.2. Can the defense requirement be waived?

LDEQ's answer: This is recommended language by the state's Office of Risk Management and is unable to be waived.

Question 10: Appendix C – Sample Consulting Services Contract 28. If we propose subcontractors in our response, do we need to also send Subcontractor requests for approval to the PM?

If so, do we include copies of these requests in the proposal?

Or send them just directly to the PM?

To whom do we send the subcontractor requests?

Is there a Subcontractor approval request form you would like us to use?

LDEQ's answer: Subcontractors included in proposals do not need additional Department approvals. If during the contract, a subcontractor not included in the proposal is needed, the request for approval shall be sent to the Department Project Manager. The request may be in the form of a letter or email. There is no required approval request form.