



Request for Proposal #RFP-RISK

Contract Support for ITRC's Risk Assessment (Risk) Team

November 17, 2011

Overview

The Interstate Technology & Regulatory Council (ITRC) is a public-private coalition working to eliminate barriers to the use of innovative environmental technologies and approaches so that compliance costs are reduced and cleanup efficacy is maximized. ITRC produces documents and training that broaden and deepen technical knowledge and expedite quality regulatory decision making while protecting human health and the environment. With private and public sector members from all 50 states and the District of Columbia, ITRC truly provides a national perspective. More information on ITRC is available at www.itrcweb.org.

ITRC achieves its mission through projects completed by ITRC teams. ITRC teams are composed of state and federal environmental regulators, federal agency representatives, industry experts, public/tribal stakeholders, and academics. ITRC teams typically have between 10 and 40 members; however, larger teams are possible. Projects are completed by ITRC teams over two to five years and include activities such as conducting surveys of environmental professionals, writing overview and technical regulatory guidance documents, creating training curricula, and instructing environmental professionals on technical topics. A detailed description of ITRC projects is given in "Framework for Developing Quality ITRC Technical and Regulatory Guidance Documents," available at www.itrcweb.org/rfp.asp.

Teams are led by one or two Team Leaders, who are state agency representatives. Teams are supported by technical/management contractors referred to as Program Advisors (PAs). Work is completed at several in-person meetings per year, as well as through conference calls and web-based meetings that are scheduled at regular intervals. A detailed description of the ITRC project life cycle is given in "ITRC Project Life Cycle White Paper," available at www.itrcweb.org/rfp.asp. A typical ITRC project has an active phase lasting three years, followed by an implementation phase lasting two years. However, other project life cycles are possible, depending on the specific work plan developed by the ITRC team.

This Request for Proposals (RFP) is for multiyear contract support for ITRC's Risk Assessment (Risk) Team. A brief description of the Risk Team and summary of the products it plans to complete during its life cycle are given in Appendix A. The description in Appendix A is provided for example only; project content, scope, and schedule may change as the Risk Team formalizes its work plan each year.

Background

ITRC's Risk Team will start in January 2012. The Risk Team plans to be in an active phase for three years, followed by two years of implementation of Risk Team products (e.g., training delivery, state concurrence, outreach, conference/short course presentation, etc.). The implementation phase requires contractor support but at a lower time and financial level than the

active phase. The time requirement for contract support for the active phase is approximately 650 hours per year but varies from week to week. The time requirement for contract support for the implementation phase is approximately 80 hours per year but varies from week to week. The Risk Team schedule and time requirements for each phase are provided for example only; project content, scope, and schedule may change as the Risk Team formalizes its work plan each year.

About ITRC, ERIS, and ECOS

ITRC is a program of the Environmental Research Institute of the States (ERIS). ERIS is a 501(c)(3) organization incorporated in the District of Columbia and managed by the Environmental Council of the States (ECOS). ECOS is the national, nonprofit, nonpartisan association representing the state and territorial environmental commissioners. Its mission is to serve as a champion for states; to provide a clearinghouse of information for state environmental commissioners; to promote coordination in environmental management; and to articulate to Congress, federal agencies, and the public positions on environmental issues. ECOS issues and administers contracts on behalf of ITRC.

Definitions

“Proposer” refers to the responder to the RFP and describes the person or organization seeking the contract. “Proposer” also refers to the person or organization providing the good or service in the proposal.

The words “must” and “shall” are used to designate a mandatory condition. Failure to address a mandatory condition may result in disqualification of the proposal.

The words “will,” “should,” or “would” are used to describe an advisory or permissible action.

Administrative Information

- This RFP is for a fixed price contract from January 3, 2012 to December 31, 2012. The contract is renewable for work after December 31, 2012 for four additional years via a yearly ECOS Change Order at the request of ECOS and dependent on the availability of funding and ITRC team work plan and goals. The maximum performance period is January 3, 2012 to December 31, 2016.
- There will be no presubmittal conferences.
- Proposers must not be subcontractors.
- A Key Person cannot support more than three active ITRC Teams without prior written approval of ITRC (see Cover Letter/Key Persons section under Proposal Requirements for more information).
- One electronic copy of the proposal must be received by 5 PM Eastern time, Monday, December 5, 2011. Late proposals will not be accepted or evaluated. Proposals must be e-mailed to awillett@ecos.org. Receipt will be acknowledged by return e-mail promptly after proposal receipt but no later than one business day after receipt of the proposal. It is the responsibility of the proposer to follow up if the proposer does not receive confirmation by ITRC that the proposal was received. Problems with e-mail submittal can be addressed at any time to Anna Willett, ITRC Director, at office # (202) 266-4933 or cell # (646) 761-9069.

- The proposal must be received as one file in Microsoft Word format or Portable Document Format (pdf). File size must be 5 MB or less. Proposals shall be submitted in a format that is printable on a standard black and white laser printer in standard letter-sized paper.
- A visually presentable proposal is expected. However, proposals will not be evaluated on the basis of esthetic embellishments.
- Select Proposers **may** be contacted to schedule an approximately one-hour phone interview between Key Persons and ITRC leadership at a mutually convenient time. Interviews, if scheduled, will take place during the weeks of December 5 and/or December 12, 2011.
- Selection will be completed by or before December 16, 2011, and a contract will be offered by December 19, 2011. All Proposers will be notified by e-mail of the result of the selection process after January 3, 2012.
- All requests, questions, or other communications about this RFP must be made in writing and submitted by e-mail to Anna Willett, ITRC Director, awillett@ecos.org. A response will be provided promptly and no later one business day after receipt of inquiry. Communications made to other ITRC or ECOS personnel or associates will not be allowed or recognized and may disqualify the proposal. Inquiries and questions will be received and answered up to the proposal deadline.
- By submitting a proposal in response to this RFP, Proposer waives any and all claims against ITRC, ERIS, and ECOS, including its officers, directors, employees, subcontractors, and agents, and assumes full responsibility for all damages, claims, losses, costs, and expenses which Proposer may incur arising from or relating to its proposal, including any errors or omissions in the proposal.
- As part of the evaluation process, proposals and other information on Proposers may be shared with ECOS staff, ITRC Board of Advisors members, and ITRC Team Leaders.
- Proposer acknowledges that submission of a proposal in response to this RFP does not create a contract between the Proposer and ITRC, ERIS, or ECOS.
- Disadvantaged, women-owned, and minority-owned Proposers are encouraged to apply.
- Any false or misleading statements found in the proposal will be grounds for disqualification or contract nullification, if awarded.

Proposal Requirements

Proposals that do not meet the following requirements (including page lengths and word counts where indicated) will not be evaluated. Addenda in or to the proposal other than the requirements listed here will not be considered during the evaluation.

Cover Letter/Key Persons

Proposers shall submit a one page cover letter on Proposer letterhead indicating the Proposer's acceptance of the terms of the RFP and commitment to the contract, if awarded. The names and contact information of up to two Key Persons who shall provide the services for the extent of the contract must be listed. With the exceptions noted next, providing a second Key Person is optional, and owners of sole proprietor organizations are encouraged to apply as the Key Person.

Key Persons cannot support more than three active ITRC teams simultaneously without prior written approval of ITRC. Proposers with a Key Person already supporting two active ITRC

teams during the contract year shall provide a secondary Key Person as part of their proposal for this RFP (i.e., the second Key Person will provide support for ITRC teams that meet simultaneously at the ITRC Spring and Fall Meetings).

Narrative

Proposers shall submit a three-page narrative outlining the technical and management capabilities of the Key Persons and how these capabilities will allow the Risk Team to complete its projects on schedule and with excellence. The narrative must connect the knowledge, skills, and abilities of Key Persons to the specific requirements listed in the Technical and Management Requirements section and the summary of the Risk Team given in Appendix A. The Proposer must show understanding of ITRC's products and project life cycle, including project stages and general schedules. A detailed description of the ITRC project life cycle is given in the "ITRC Project Life Cycle White Paper," available at www.itrcweb.org/rfp.asp. A detailed description of ITRC products is given in "Framework for Developing Quality ITRC Technical and Regulatory Guidance Documents," available at www.itrcweb.org/rfp.asp.

Resume(s)

Proposers shall submit two-page resumes of Key Persons who shall provide the services for the extent of the contract (e.g., two pages total for one Key Person or four pages total for two Key Persons).

Pricing

A one-page price statement that includes a fixed price amount for work to be completed from January 3, 2012 to December 31, 2012 that is not greater than the ceiling amount given in the Pricing Information section. Please make sure to consider the estimated time requirements in the Background section when formulating a Pricing response. The actual contract amounts and work scope will be negotiated with the selected Proposer at the time of contract award.

Proposer Information

Proposer shall submit the following information:

- Full legal name of the company and corporate address
- Year the business started
- State of incorporation or headquarters
- Are you a United States corporation?
- Are you a public or private corporation?
- Is your firm subject to any litigation, judgment, debarment, or suspension that would prohibit it from fulfilling the terms of the contract?
- Are you a disadvantaged, women-owned, or minority-owned firm? If so, what type?
- Current number of people employed
- The names, addresses, and telephone numbers of two references who are familiar with your business, work products, and the key person(s) identified in the Cover Letter/Key Personnel.

Pricing Information

- The fixed price ceiling for the period of performance January 3, 2012 to December 31, 2012 is \$62,000.
- The fixed price proposed for the work shall include all labor, materials, overhead, and travel costs for the Proposer's Key Persons indicated for the work.
- Printing and publishing of final Risk Team documents will be provided by ITRC and is not included in this RFP. However, intermediate printing of draft documents, routine communications, special reports, and background materials (with the exception of other direct costs as indicated next) should be included in the fixed price.
- Other direct costs that are incurred on behalf of ITRC and directly related to implementation of ITRC Team projects (e.g., meeting space rental, transportation costs for site visits, team meal functions, and advertising/marketing materials) will be reimbursed by ITRC at cost with prior approval from ITRC **and should not be included in the fixed price amount given in the price statement.**
- For the base contract period January 3, 2012 to December 31, 2012, the Key Persons from the Proposer awarded the contract shall attend three ITRC-facilitated meetings that are, on average, three days long. The three meetings are as follows:
 - ✓ 2012 ITRC Kick-Off Meeting (January 31–February 2, 2012 Asilomar, CA)
 - ✓ 2012 ITRC Spring Meeting (April 16–20, 2012 in Des Moines, IA)
 - ✓ 2012 ITRC Fall Meeting (October 22–26, 2012 in Montgomery, AL)

The ITRC Kick-Off Meeting is a yearly leadership and organizational meeting and is attended by ITRC leadership, including Program Advisors (ITRC teams do not meet at the Kick-Off Meeting). The ITRC Spring and Fall Meetings consist of ITRC team meetings and whole-organization sessions. Additionally, participation in monthly or semimonthly (or as needed) conference calls or web meetings is expected. Additional time requirements are detailed in the Background and Technical and Management Requirements sections.

Technical and Management Requirements

The objective of this procurement is to provide technical and management services during the project life cycle of ITRC's Risk Team. A brief description of the Risk Team and summary of the products it plans to complete during its life cycle are given in Appendix A. The description in Appendix A is provided for example only; project content, scope, and schedule may change as the Risk Team formalizes its work plan each year. The Proposer is expected to assist the Risk Team and Team Leader(s) with meeting deadlines for successful project completion, including facilitating meetings/calls to achieve desired outcomes and writing and editing technical documents and training curricula. High-quality work is expected. The Proposer will be responsive to Risk Team Leader requests and assignments. The Proposer and Key Persons shall meet the following specific requirements:

Requirements:

- Proposer must provide administrative support for the Risk Team, including, but not limited to, maintaining current contact information of team members, facilitating communications, planning and scheduling team meetings (location and facility is provided by ITRC), preparing call/meeting agendas, and scheduling conference calls and web meetings.

- Proposer must have experience in managing teams of technical experts as they develop written technical products.
- Proposer must have familiarity with environmental regulatory issues.
- Proposer must show project management experience, including budgeting, planning, tracking, and updating project status and expenses. If awarded the contract, Proposer must use ITRC project management and budgeting tools for team project management, including submittal of monthly work plans using ITRC's template.
- Proposer must show ability to plan, convene, and facilitate meetings (meeting facilities may be procured through ITRC, but the Proposer is expected to plan, attend, and facilitate the Risk Team's portion of the meeting).
- Proposer must show ability to write and edit documents, case studies, surveys, fact sheets, and develop training curricula and presentations. If awarded contract, Proposer must adhere to ITRC quality assurance programs and guidelines for document writing and training development.
- Proposer must have basic technical expertise (science or engineering education, training, or experience) in one or more of the following areas: contaminated site assessment, investigation, and cleanup; environmental regulations; contaminant or aquatic chemistry; remediation processes; groundwater hydrology; geology; risk assessment; and/or environmental science/technology. Direct experience with the topic the Risk Team is focusing on is desired, but not required; although Key Persons should be familiar with the topic.
- Proposer must have business office administrative capabilities, such as photocopying, facsimile communications, high-speed Internet access, e-mail, postage/mail handling, cellular phone services, and telephone/web conferencing.
- Proposer must provide its own work facilities and materials. ITRC will not provide workspace or supplies for Proposers.
- Proposer must be proficient in computer software such as Microsoft Office, Adobe, survey tools (e.g., SurveyMonkey), and web-conferencing applications (e.g., Glance).
- Proposer should be accessible during normal working hours and be responsive to telephone and e-mail messages.
- Proposer should have the ability to maintain the Risk Team's webpage on the ITRC web site. This includes the organization of files in the team's "file cabinet" and the team's "web page" (no web design or writing of code is required).

Evaluation Criteria

ECOS/ITRC reserves the right to award the contract at its sole discretion and based on any factors it chooses to consider. Preference may be given to disadvantaged, women-owned, or minority-owned firms. Proposers and Key Persons will be evaluated on how likely they are to complete the Technical and Management Requirements and other requirements on schedule and with excellence, as well as on total price. Competitiveness of price will be considered, but low cost is not essential to be awarded the contract. Select Proposers may be contacted to schedule an approximately one-hour phone interview between Key Persons and ITRC leadership at a mutually convenient time. Interviews, if scheduled, will take place during the weeks of December 5 and December 12, 2011.

Appendix A:

Project Summary – Risk Assessment (Risk) Team

Problem Statement

Risk assessment is an ever-evolving process that significantly impacts human health, economics, ecological health, and social decision making. A critical need and problem that face risk assessment professionals throughout the United States are having sufficient, up-to-date information and training on state-of-the-art principles and practices focusing on the risk of soil and groundwater contamination to human health. Additionally, during times of scarce resources and continuously evolving knowledge in risk assessment, staff of state environmental agencies and others need comprehensive guidance on how to understand and conduct risk assessments, knowledge that will, in turn, enable effective and efficient implementation of their duties to safeguard environmental and public health. These observations are in line with the annual summary of state priority issues that ITRC has prepared for the past three years listing “risk” as a top priority.

In the past, ITRC has developed useful and focused guidance documents and training courses for risk assessment and risk management (e.g., *Determination and Application of Risk-Based Values*; guidance documents and corresponding training can be found at www.itrcweb.org), but there is a need for continuing efforts to provide comprehensive guidance and training that draw upon the newest approaches. Outreach and communication to states, industry partners, consultants, and the public about state-of-the-art risk assessment practices as used and implemented today by the states and the federal government are critical.

EPA is a global leader in conducting state-of-the-science health risk assessments, and its assessments are often the first to apply new risk assessment guidelines, scientific methods, and data. The current state-of-the-art risk assessments rely on peer-reviewed epidemiological and laboratory animal studies to identify hazards associated with exposure to environmental contaminants and to perform quantitative dose-response analysis. Risk assessment professionals from the states bring firsthand experience, such as the issue-based scenarios that they deal with on a daily basis. There is a need to bring these two groups together to produce a guidance document and training based on state-of-art practices, as well as practical experience.

Solution

The proposed Risk Team will focus on the development of a comprehensive risk assessment guidance document and Internet-based training course. The guidance and training course will include modules in four primary areas: hazard identification, dose-response assessment, exposure assessment, and risk characterization. An additional area of focus could include risk communication. Risk communication is often a critical component leading to public acceptance of the risk assessment calculation and risk management approaches taken by the government at the federal, state, and local levels. Incorporating issue-based scenarios capitalizing on years of experience from risk assessors at the state and federal levels is also proposed and will be a huge boost to the value of the guidance document and training course. EPA has developed a significant amount of course material for comprehensive risk assessment and risk communication, and these materials and curricula will be made available to the Risk Team as a resource. A key factor in this project will be the collaboration between ITRC’s state members and federal agencies to develop a comprehensive risk assessment guidance document and training course specific for state and local

governments, industry partners, and consultants. A comprehensive risk assessment guidance document and training course are the optimum vehicles to inform and educate.

Impact

Guidance and training on current state-of-the-art risk assessment practices as used and implemented by states and others will result in more informed decision makers. This collaboration will help to align state and federal risk assessment approaches. The resulting ITRC products will enable senior staff to use the resources they have more effectively. Also, this interaction will help to incorporate new state-of-the-science methods as they become available and maintain high-quality risk assessments for use in cleanups or other state regulatory needs. Overall, this effort will improve the performance, quality, and transparency of risk assessment programs.