



Addendum No. 2 RFA18-006 Environmental Laboratory Assessments

DATE: February 20, 2019

TO: Applicants

FROM: Vanessa Soto Contreras, Solicitation Contact
Florida Department of Health
Division of Disease Control and Health Protection, Environmental Laboratory
Certification Program

SUBJECT: Addendum No. 2: RFA18-006

The purpose of this addendum is to amend the RFA and to provide a response to questions received by the Department pursuant to the RFA Timeline.

- A. Modifications to RFA:** The RFA has been deleted in its entirety and replaced with the new RFA located at: <http://www.floridahealth.gov/about-the-department-of-health/about-us/administrative-functions/purchasing/grant-funding-opportunities/index.html> and http://vbs.dms.state.fl.us/vbs/main_menu.
- B. Department response to questions received by the due date specified in the RFA Timeline:**
- Applicant Question No. 1:** Section 3.4.a.8, page 7
In this section the Assessor is required to sign a COI Statement before conducting an assessment and provide this information to the Department. Section 6.5.9, page 19 says the same thing and Section 6.4.1.i, page 17 says the same thing with additional restrictions, but none indicate the COI statement is required to be sent to the laboratory prior to the assessment. Has that requirement been eliminated?
Department Response to Question No. 1:
No, the Conflict of Interest (COI) statement is a requirement for the Accreditation Body to ensure that the client laboratory is assessed impartially, completely, objectively, professionally, and comprehensively. It is not necessary to provide this document to the laboratory.
 - Applicant Question No. 2:** Section 3.4.e, page 7
Assessor attestation is required to be submitted with the Application (proposal) but section 6.4.1.c, page 16, indicates it is due upon execution of the contract (and annually thereafter on July 1). Please clarify when you require the Assessor attestations to be submitted.
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Department Response to Question No. 2: See Section 5.4 of the revised RFA

3. **Applicant Question No. 3:** Section 3.4.f., page 7

Please define “employed” and “under contract”. The way it is written, the proposed Assessors could not have done any work for any of the 300+ FL Accredited labs in the past two years. Does this attestation include providing consulting services to any of the FL Accredited Laboratory? Or is it just referring to staff augmentation type services under an employment contract?

Department Response to Question No. 3:

See section 2.4.7, full disclosure of any proposed assessors and their past associations (as employees or contractors) with any Florida accredited laboratories must be provided with the application submitted in response to this RFA.

4. **Applicant Question No. 4:** Section 4.7, page 10

Can subcontracts identified in the application be Draft Subcontracts?

Do you need a copy of the proposed subcontract for each subcontractor or will a draft subcontract template be acceptable?

Department Response to Question No. 4: Yes, a draft subcontract can be submitted with the Application.

5. **Applicant Question No. 5:** Section 5.9, page 12

The Standard Contract referred to as Attachment V was provided via email on 12/21/18 but not a purchase order.

Will a purchase order be issued for this work? If so, can we get a copy?

Is a Direct Order a separate document than the Standard Contract or Purchase Order? If so, can we get a copy of the Direct Order?

Department Response to Question No 6: See Section A., Modifications to the RFA, above. All references to Purchase Order and Direct Order have been deleted.

6. **Applicant Question No. 7:** Section 6.4.d, page 16

Please define “elements” as they relate to providing updates to the NELAP Assessor Technologies table as Assessors add qualifications.

Does the Department want copies of the actual training materials?

Will a class/training course syllabus, test score, summary with examples and certificate of completion be acceptable in lieu of actual training material?

Many organizations that provide training consider their material proprietary and will not provide these documents, the exercises or the actual tests. Providing a syllabus and test scores (for recent testing) can be done. What do we do for our assessor trained many years ago when TNI started and we have no test scores for the Assessor class and for the EPA DWater Class?

Department Response to Question No. 7: See revised Section 5.4, Task List, of the revised RFA.

7. **Applicant Question No. 8:** Section 6.4.1.i.1), page 17

Please define “consultancy”.

Does consultancy mean the same as consulting services?

Is there a time frame for before and after? For example, 2 years prior to an assessment and 3 years post assessment. As this is written the clause would exclude an Assessor from providing consulting services to any lab he/she has assessed during their career. This will also preclude contractors from bidding.

Department Response to Question No. 8:

The term of "consultancy" is used as the expert advice given as part of a business, and for the purposes of this contract, consultancy is used as consulting services. See revised sections 5.4, Task List, and 5.6, Professional Qualifications of the RFA.

8. **Applicant Question No. 9:** Section 6.4.i.2), page 17

Please define "contract employee".

Does that include subcontractors providing consulting services to any of the FLDOH accredited laboratories?

Do these restrictions apply to the individual Assessor on a case by case basis or the Provider Company as a whole?

Department Response to Question No. 9: See revised section 5.4, Task List, of the RFA.

9. **Applicant Question No. 10:** Section 6.5, page 18 & 19

Documents Provider will submit to the Department 1 through 12.

When do we submit these documents? Some are applicable only when an assessment is conducted and some are applicable as part of the application. Please define when each document is to be submitted.

Department Response to Question No. 10: Section 6.5 has been deleted from the RFA. Please see the revised section 5.4, Task List, of the RFA.

10. **Applicant Question No. 11:** 6.5.8, page 19

See 6.4.d above regarding training material. ELCP will require submittal of item #11 prior to the execution of the contracts or during the execution of any contract.

Department Response to Question No. 11: Section 6.5 has been deleted from the RFA. Please see the revised section 5.4, Task List, of the RFA.

11. **Applicant Question No. 12:** 6.5.9, page 19

Does the statement certifying that no conflicts of interest exist pertain to just the assigned Assessor(s) for each assessment, at the time of the assignment?

If that is the case, does the Department want the statement signed by the assigned Assessor(s) and transmitted to the Department at the same time notification is given?

As it is written, the statement is global, the Provider (company) and the Provider's assessors (all of the them), and each laboratory to be assessed under this contract.

Department Response to Question No. 12: See revised section 5.4, Task List, of the RFA.

12. **Applicant Question No. 13:** 6.11.a.h, page 21

See 6.4.d above regarding training material.

Department Response to Question No. 13: Section 6.5 has been deleted from the revised RFA. Please see the revised section 5.4, Task List, of the RFA.

13. **Applicant Question No. 14:** 6.11.a.i, page 21
See 6.5.9 above regarding individual COI's per Assessor & laboratory or a global statement for the Provider, all assessors and all laboratories to be assessed.

Department Response to Question No. 14: ELCP must maintain up-to-date records on assessors, including certification of no conflicts of interest, therefore, the documents must be submitted to ELCP before the assessment date.

14. **Applicant Question No. 15:** ATTACHMENT VII, page 37
During the call you indicated portions of this attachment is not applicable to the resultant contract, can they be removed? If not, please indicate which sections do not apply. AND
15. ATTACHMENT VII, 9, page 38
Section 6.15 states there is no funding anticipated and the laboratories pay the Provider directly. Since the state has no financial risk, will the Department require a performance bond or negotiable irrevocable letter of credit or other form of security? If not, can this clause be removed?

Department Response to Question No. 15: Attachment VII, Direct Order and Terms and Conditions, is deleted in its entirety. See answer to Question No. 6.

15. **Applicant Question No. 16:** ATTACHMENT VIII, page 40
Is the HIPAA Privacy Agreement applicable? Please explain why it pertains to laboratory audits. If not, can this attachment be removed?

Department Response to Question No. 16: No, Attachment VIII, HIPAA Business Associate Agreement, and all HIPAA regulations are applicable.

16. **Applicant Question No. 17:** PUR 1000 #38 – Notices.
Are electronic notifications acceptable? Clause states only certified mail, reputable air courier service or personal delivery.

Department Response to Question No. 17: All references to PUR1000 have been deleted from the revised RFA.

17. **Applicant Question No. 18:** PUR 1001 General Instructions, 4 Terms & Conditions
I have not found an attachment entitled "Special Conditions & Instructions". Is this the same document at Attachment VII Direct Order Terms & Conditions?

Department Response to Question No. 18: No, see answer to Question No. 6.

18. **Applicant Question No. 19:** The RFP Timeline indicates questions are to be submitted to Vanessa but PUR1001, #5 says they are to be submitted on the Q&A Board within MyFloridaMarketPlace, which method is preferred? Section 4 indicated PUR1001 takes precedence over the Introductory Materials unless the timeline is considered as part of the Technical Specifications.

Department Response to Question No. 20: All references to PUR1001 have been deleted in the revised RFA.

19. **Applicant Question No. 21:** Please provide an updated NELAP assessor technologies table form.

Department Response to Question No. 21: The updated Assessors Technologies table is provided as Section 5.16 in the revised RFA.

20. **Applicant Question No. 22:** When and where will the clarifications and answers to questions posed and open issues raised at the pre-application conference call be available?

Department Response to Question No. 22: Clarifications and answers will be posted as specified in the Timeline, of the RFA:

21. **Applicant Question No. 23:** For Section 3.4(c), since we are incumbents (contracted FLDOH providers) and have performed numerous assessments of FLDOH certified laboratories in the last 6 years, can we just include the redacted example reports from our previous RFA submission (RFA 13-009) with this RFA submission? The evaluators should have access to all the reports our assessors have submitted for this contract. Same thing with our corrective action plan evaluations (for Section 3.4(d)).

Department Response to Question No. 24: All Applications must be submitted with the required documentation requested in this RFA.

22. **Applicant Question No. 25:** Can you please clarify Section 3.4(f) and other sections regarding conflict of interest between providers and laboratories certified by FLDOH? • Section 3.4: Applicants will provide to the Department....(f) Documentation for each assessor attesting that they are not, or within the previous two years, has been employed by or under contract to any laboratory certified by the Department.

Department Response to Question No. 25: See section 2.4., of the revised RFA.

23. **Applicant Question No. 26:** Can you please clarify the training items requested to be included in Section 6.4, especially 6.4(1)(d)9 and 6.4(1)(d)10? Items 6.4(1)(d)9 and 6.4(1)(d)10 are usually unavailable to students. Additionally, including all of the training course materials would be extremely voluminous.

Department Response to Question No. 26: See revised section 5.4, Task List, of the revised RFA.

24. **Applicant Question No. 27:** For Attachment 1, are you looking for specific laboratories assessed or accrediting authorities that assessments are performed for?

Department Response to Question No. 27: Any party that Applicant provides as a Reference, whether it be an assessed client laboratory or another accrediting authority, will be acceptable.