

APPENDIX 3

Technical Proposal Format

The bidder is solely responsible for the content and completeness of the proposal. The Department may request clarification from the bidder regarding items in the proposal. However, the Department is under no obligation to solicit information missing from the proposal.

PROPOSAL - Each copy of the proposal shall be organized in the following format.

SECTION I: TECHNICAL PROPOSAL

1. Qualifications of Bidder

- 1.1. Independence – Provide a signed and dated declaration, on company letterhead, that certifies compliance with the following two conditions. First, that your company, and any affiliates/subsidiaries, is/are independent of petroleum product producers, refiners, distributors, dealers, marketers or any entity subject to the control of any such person. Second, that your company, and any affiliates/subsidiaries, is/are not involved in other relationships that may pose a conflict of interest in conducting independent testing and analyses and/or any other services associated with this offering.
- 1.2. Experience/Performance History – Provide a description of your company’s experience in performing the types of activities required to satisfy the Department's needs (e.g. testing large numbers of gasoline and diesel fuel samples). Provide an organizational chart of key personnel that will most likely be assigned to this project including the laboratory manager, project manager(s) and key analytical workers. Also include information about their years of experience in the field. Include company names and contacts for at least three clients for whom you have provided a significant amount of testing services. Please indicate the relative size and scope of the work done for each such company. The Department reserves the right to contact any or all of the clients listed to verify information provided.
- 1.3. Quality Assurance – Provide *-one* copy of your company’s Quality Manual describing the management commitment, policies, and procedures to be used to ensure the quality of services provided. This may be hard copy or an electronic version on CD or DVD.
- 1.4. Laboratory Accreditation – Provide the Department with the contractor’s EPA registration number for testing reformulated gasoline. Also provide reference to any other accreditations, e.g. ISO 9000 or ISO 17025.
- 1.5. Experience Testing for RFG Parameters – Provide a description of your company’s RFG testing experience, including names and contacts for companies for whom you have provided testing services. This may include the same references used in item 1.2. The Department reserves the right to contact any or all of the clients listed to verify information provided.
- 1.6. Participation in Proficiency Test Evaluations – Provide a list of Proficiency Tests in which you have participated over the last twelve months, organized in a table using the following format. If a particular proficiency test evaluates multiple parameters, please list each parameter separately. For each sample result that was identified as out-of-control, provide the date of the test and a brief description of the corrective action taken on a separate sheet.

Sample Format for Proficiency Test Evaluations

Organization	Parameter	# samples in last 12 months	# out-of-control results
Atlantic Regional	Research Octane	4	0
Atlantic Regional	Motor Octane	4	0

1.7. Facilities and Equipment – Provide a description of the facilities that will be used to satisfy the Department’s needs and a brief description of the work shifts to be employed. If certain tests are to be conducted at an alternate site under the corporate control of the bidder, the bidder shall clearly note this in the proposal. The bidder shall supply information required in items 1.1, 1.2, 1.3, 1.6, and 1.7 for the alternate site and items 1.4 and 1.5 if they are applicable to work to be assigned to the alternate site. Also provide a list of laboratory test equipment that will be used to conduct the tests including the number of units that will be employed.

Sample Format for Laboratory Equipment List:

<u># Units</u>	<u>Equipment Type</u>	<u>ASTM Test #</u>
2	Research Octane Engine	D2699
2	Motor Octane Engine	D2700
4	Vapor Pressure	D5191
etc.		

1.8. Subcontracting – If the bidder intends to subcontract tests to an outside source this shall be clearly noted in the proposal, subject to approval by the Department. To qualify a subcontractor, the bidder shall supply information required in items 1.1, 1.2, 1.3, 1.6 and 1.7 for the subcontractor and items 1.4 and 1.5 if they are applicable to work to be assigned to the subcontractor. For example, if the subcontractor is not doing RFG tests, the EPA RFG registration information for item 1.4 and the RFG testing experience for item 1.5 are not required.

1.9. Audited Financial Statement – The bidder shall provide one copy of its most recent audited financial statement.