



QUESTION & ANSWER TABLE FOR ANALYTICAL DATA VALIDATION SERVICES, MR-16-038445

No.	Question	Answer
1	Instructions and Information to Offerors Attachment 1 – Qualification Criteria, Section 5 A, B, C, & D – Technical Criteria states that each of the disciplines (i.e., Project Manager, Lead Organic Validator, Lead Inorganic Validator, and Lead Radiochemist Validator must have a <u>minimum of 5 years of laboratory experience relative to the scope of work within Exhibit D</u> . Does this mean that proposed personnel need to have 5 years of laboratory experience in the respective discipline (i.e., Organic, Inorganic, Radiochemistry) or do they just need to have 5 years of laboratory experience relative to the scope of work? Please clarify.	The intent was for Key Personnel to have the experience in their respective disciplines. See Amendment 1, revised Instructions & Information to Offerors, Attachment 1 Qualification Criteria.
2	In the Instruction and Information to Offerors, Attachment 1 - Qualification Criteria, Section 6 requests the offeror provide an attachment titled "Form Q, Experience Statement", and lists the items to be included. There is no Form Q in the package - is this supposed to include any UCOR forms filled out, or just the items listed from the offeror?	In accordance with the Instructions and Information to Offerors Attachment 1 – Qualification Criteria, the Offeror is to create the Experience Statement and title this documentation Form Q. Each Offeror is given the opportunity to provide this information in the format best suited for their company. UCOR has no specific format for this form to be submitted.
3	In the Instructions and Information to Offerors, Section 22 lists the elements of the proposal volumes. There is no listing for the "Instruction and Information to Offerors, Attachment 1 - Qualification Criteria". Is this the "Proposal Response Form" - the first section of the Business Management Proposal? If not, what is the "Proposal Response Form", and where does the "Instruction and Information to Offerors, Attachment 1 - Qualification Criteria" go?	Amendment 01 will be issued, changing the Instructions & Information to Offerors , Section 22, 'Proposal Response Form' to 'Acknowledgement Form' ("04 Acknowledgmenet.pdf" in the zip file) and adding the Instructions & Information to Offerors Attachment 1 – Qualification Criteria to Volume 1, Business Proposal.
4	Your price is per SDG. Can you provide the average number of samples that will be in a typical SDG so that a price can be accurately computed?	Three (3) samples per SDG based upon the last three years of analytical services.
5	Can you add a line item for small SDGs so that there can be some fairness for both firms. A 20-sample SDG would be a different price that a 1-sample SDG. Pricing should be based upon an SDG containing an average of 3 samples.	The number of samples, in an SDG, has no impact on a Level 3 validation. Based upon an average of 3 samples per SDG, the increase in the level of effort for a Level 4 validation is considered minimal.
6	In the excel spreadsheet, lines 65-67 have "see below"	Amendment 01 will be issued, revising Exhibit C Form A-1 Pricing, to further explain if two or



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	comments that are not adequately defined. Can you define the applicable "see below" comments?	more subsets of radiochemical data validation are requested, the pricing should default to the full suite line item for that Level of validation.
7	Are the incumbents on this contract qualified to bid and who are they? This is an open competition that is set-aside for small businesses.	UCOR does not know the companies that will be submitting proposals for consideration at this time.
8	How many awards will you make and how many have you made in the past?	See the Instructions and Information to Offerors, Section 15 "Award of Subcontract".
9	Would you consider only electronic submission of this proposal to help all business staying green?	A hard copy of the proposals are required for record copy and to ensure all information is received and reviewed without failure, hard copies are requested.
10	What has been your average spend per year on data validation services for this program?	UCOR's average spend rate per year is contingent upon the successful awardee's unit pricing. The Exhibit C Form A-1 provides the best estimates for needed quantities. The actual volume will be based upon project needs and funding.
11	Exhibit D, SOW states "Technical support services from the SUBCONTRACTOR's Key Personnel as well as other subject matter experts on staff." Please define "key Personnel."	Key Personnel is defined within Exhibit B, SC- 6, "Key Personnel."
12	Exhibit D, SOW states "Participation in the DOE Consolidated Audit Program (DOECAP) including audits of CONTRACTOR's subcontracted laboratories, by the SUBCONTRACTOR's Subject Matter Expert (SME), upon request." Can you elaborate on what this participation will involve for the subcontractor?	Amendment 01 will be issued to remove 5E from the Information & Instructions to Offerors Attachment 1, Qualification Criteria. Exhibit D, Scope of Work is to be understood that the Subcontractor may be asked to provide a qualified DOECAP auditor, if requested by UCOR, to provide support during DOECAP audits of subcontracted analytical laboratories. However, not having trained DOECAP Auditors will not preclude Offerors from being qualified to submit their proposal for this RFP.
13	Page 4 of Attachment 1 states "Supporting Documentation Required: Provide a copy of the current Quality Assurance Program." Can you define exactly what documentation you need to be provided? (For e.g., a copy of QA Manual etc.)	Offerors are to provide the company QA Program Plan and/or manual that includes all the elements outlined under #3, "Quality Assurance Program", within the Information & Instructions to Offerors Attachment 1, Qualification Criteria.
14	On page 17 of Exhibit B, Commercial Services states, "Unless otherwise specified elsewhere in this Subcontract, all Work shall be performed in accordance with Exhibit K Quality Assurance Requirements." Can you provide a copy of Exhibit K?	Exhibit K is the 24 th file in the zip file provided on the 90-day forecast.
15	You are stating that there must be an absolute yes on all questions for qualification. However, there are questions with subparts that we have some concerns with. Specifically, the insurance requirement. We have the \$1M required for General Liability and \$1M for auto and professional liability respectively. We would be willing to procure the extra coverages on the auto and professional if we are awarded. We are a small business,	Yes, Amendment 01 will be issued revising Information & Instructions to Offerors Attachment 1, Qualification Criteria, #4 "Insurance, allowing the option to provide signed documentation from the insurance carrier confirming that the Offeror can secure the required insurance within 10 calendar days after award. Exhibit B will also be revised removing the note under SC-6 that states "Lead Validators must demonstrate experience in auditing analytical laboratory facilities."



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	WBE, Hubzone firm that is very qualified to do this work and would like to know if we would disqualify based on this current insurance coverages?	