Weighted Request for Quote

RFQ #33377

Radioactive Material Inventory Consulting Support

Issue Date: April 22, 2019

Issued by Wendy Holder
1. **Purpose**

Idaho State University (ISU) seeks a professional health physics consultant to perform an independent inventory of all radioactive material present at the ISU Pocatello Campus and the Center for Advanced Energy Studies (CAES) in Idaho Falls. The consultant will verify inventory, provide an inventory report, and provide written recommendations for improving the inventory process.

2. **Summary and Background**

ISU operates under an NRC Type A broad-scope radioactive material license and completes a radioactive material (RAM) inventory every 6 months. Current inventory for ISU is tracked in the On Site Systems EHS Assistant database and includes approximately 1000 items. It is anticipated that up to 100 additional items may be identified in the inventory process. The inventory will include all radioactive materials (by product, source, and special nuclear) that are not exempt as specified in 10 CFR 30 Schedule B. Results of the inventory report will be documented in a formal report that will be transmitted to the US Nuclear Regulatory Commission (NRC), Region IV, and to another independent assessor of the overall ISU radiation safety program and copied to the ISU Vice President for Research. Current inventory reports for each authorized user will be printed from On Site Systems EHS Assistant and provided as a starting point for the inventory process. ISU radiation safety personnel will accompany the health physicist(s) during all inventory operations to provide access and answer questions. The final report must be submitted no later than 90 days from the issuance of a Compliance Order by the NRC, expected date of delivery to the NRC, no later than July 31, 2019. The selected candidate(s) should have a minimum of a baccalaureate degree in health physics or related discipline, five years of experience in radiation safety operations for an NRC licensee, and direct experience in radioactive material inventory for an NRC Type A broad scope license. The candidate must never have been employed by ISU.

3. **Submittal Information/Timeline**

Quotes due by: May 17, 2019 4:00 PM MT

Questions due by: May 1, 2019 4:00 PM MT—Attachment 1

Questions must be submitted in writing to the RFQ Lead listed below. Questions must be received by the date and time requested in order to be considered. Written questions must be submitted via email using Attachment 1, Offeror Questions. It is requested that the email subject line state “RFQ #33377 Questions.”

Questions will be aggregated and answers will be posted as an addendum to the RFQ by May 3, 2019, 4 PM MT, at https://www.isu.edu/purchasing, Solicitation Process / Solicitation Opportunities.

It is the vendors’ responsibility to monitor the web site for addendums.

This is a weighted RFQ. Send Attachment 2-References to previous clients. Provide a written response to items on Attachment 3–Scope of Work, complete Attachment 4–Cost Sheet, complete
Attachment 5–ISU Signature Page, complete Attachment 6-ISU Non-disclosure Agreement, and fax or email your response to the RFQ contact below:

The contact for this RFQ is:
    Wendy Holder, C.P.M.
    Phone: (208) 282-3111
    Fax: (208) 282-4722
    holdwend@isu.edu

List of Attachments
Attachment 1 – Questions*
Attachment 2 – References* - required
Attachment 3 – Scope of Work - required
Attachment 4 – Cost Sheet - required
Attachment 5 – ISU Signature Page - required
Attachment 6 – ISU Non-Disclosure Agreement - required
*Form Included as part of the RFQ document
Failure to include any of the above required attachments with your quote may result in your quote being found non-responsive.

4. Confidentiality
An ISU Non-Disclosure Agreement (Attachment 6) is required. All information supplied within this RFQ must be treated as confidential. Information described within this RFQ is the property of ISU and may not be disclosed to third parties without prior permission from ISU.

5. Scope of Work
This RFQ requests services for consulting on the Radioactive Material Inventory. See attachment 3 and responses. The successful bidder must:

1) Travel to ISU and CAES.
2) Review and physically verify RAM inventories while working with the RSO and Assistant RSO at all inventory sites.
3) Provide a complete report of all inventories and materials.
4) Provide written advice on inventory process that is NRC best practice.

6. Timeline
All work must be completed and invoiced by July 31, 2019. It is expected that the awardee will travel and be onsite at the ISU facilities for at least a portion of the work. All invoices must be received upon completion of each Scope of Work element and all amounts substantiated.
7. **References**

Provide three (3) completed Reference Questionnaires as described in Attachment 2.

8. **Cost Proposal and Billing Procedure**

In completing Attachment 4, the vendor must provide a fully burdened rate that must include, **but not be limited to**, all operating and personnel expenses, such as: overhead, salaries, administrative expenses, profit, supplies, travel, per diem, etc.

All Costs associated with responding to this RFQ will be incurred by the vendor.

**Billing Procedure:**

The vendor must provide an invoice upon completion of the project within the scope of work. The invoice must be submitted no later than fifteen (15) calendar days after services were provided. No invoice will be accepted or paid without receipt of required reports. Invoices submitted without the required reports will be returned to the Contractor for resubmission.

The vendor must provide the following information with each invoice:

1. Purchase Order number.
2. Identification of the Scope of Work element.
3. Total amount billed for each Scope of Work element.
4. Detailed description of services/products provided and associated # of hours/$ amounts, as appropriate.
5. Name of authorized individual/contact information for Contractor.

Invoices and reports must be submitted to:

Idaho Accelerator Center
1500 Alvin Ricken Dr.
Pocatello, ID 83201
Attn: John Longley, RSO

9. **Evaluation and Award**

The Contract will be awarded to the vendor with the highest total points, based on an evaluation of the response to the Technical Response Requirements/Scope of Work in *(Attachment 3)*, Reference Questionnaires *(Attachment 2)*, Cost Evaluation *(Attachment 4)*, and evaluation of experience. **The maximum available points is 1000:**

**Evaluation Criteria**

**Technical Proposal:**

<table>
<thead>
<tr>
<th>Experience with RAM inventory</th>
<th>100 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience with NRC broad scope audits</td>
<td>100 points</td>
</tr>
</tbody>
</table>
Experience with On Site Systems EHS Assistant 100 points
Regulatory experience 100 points

Experience (of consultant assigned to this project)
Number of years of experience 200 points

Provide a summary of the experience, as described above, of the consultant with enough detail to allow evaluators to determine points for experience. Include dates of engagement and contact information for your clients. Include a resume.

References: 200 points

Cost: 200 points

The proposal with the lowest overall total cost will receive a Score of 200. Other proposals will be assigned a portion of the maximum score using the formula 200 x lowest cost proposal/cost proposal being evaluated.

Grand Total Possible: 1,000 points
ATTACHMENT 1 – OFFEROR QUESTIONS

PLEASE DO NOT IDENTIFY YOUR NAME OR YOUR COMPANY’S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN YOUR QUESTIONS.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page:

1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold your questions or change the color of the font.
2. Enter the RFQ section number that the question is for in the “RFQ Section” field (column 2). If the question is a general question not related to a specific RFQ section, enter “General” in column 2. If the question is in regard to a University Term and Condition or a Special Term and Condition, state the clause number in column 2. If the question is in regard to an attachment, enter the attachment identifier (example “Attachment A”) in the “RFQ Section” (column 2), and the attachment page number in the “RFQ page” field (column 3).
3. Do not enter text into the “Response” field (column 5). This is for the Universities use only.
4. Once completed, this form is to be e-mailed per the instructions in the RFQ. The e-mail subject line is to state the RFQ number followed by “Questions.”
<table>
<thead>
<tr>
<th>Question</th>
<th>RFQ Section</th>
<th>RFQ Page</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INSTRUCTIONS TO THE OFFEROR:

Offerors will be scored on three (3) completed reference questionnaires (if more than three (3) are received, reference scores will be averaged). The completed references questionnaires must be from institutions or companies with knowledge of the Offeror’s experience that is similar in nature and scope to the products or services being requested by this RFQ, and are within the last five (5) years from the date of this RFQ. Idaho State University may not be utilized as a reference. Only one reference will be received/qualify per reference institution/company. If multiple references are received from the same institution, only the first received will be accepted.

References not received prior to the RFQ Closing Date and time will not be accepted or scored. References outside the requisite number of years (See paragraph above), and references determined by the University to be not of a similar nature and scope to the products or services requested in this RFQ will also not be accepted or scored. Determination of similar will be made by using the information provided by the reference in Section II of the Reference Questionnaire, General Information, and any additional information provided by the reference, or otherwise obtained by the University.

REFERENCES MUST BE RECEIVED BY THE RFQ LEAD, DIRECTLY FROM THE REFERENCE, IN ORDER TO BE CONSIDERED.

1. Offerors must complete the following information on page 1 of the “Reference’s Response To” document before sending it to the Reference for response.
   a. Print the name of your reference (company/organization) on the “REFERENCE NAME” line.
   b. Print the name of your company/organization on the “OFFEROR NAME” line.
   c. Be certain that the RFQ Closing date and time in Instruction 5, on the following page, is correct.

2. Send the “Reference’s Response To” document to your references to complete.

NOTE: It is the Offeror’s responsibility to follow up with its references to ensure timely receipt of all questionnaires. Offerors may e-mail the RFQ Lead prior to the RFQ closing date to verify receipt of references.
REFERENCE QUESTIONNAIRE
REFERENCE’S RESPONSE TO:
RFQ#
Idaho State University Radioactive Material Inventory Consulting

REFERENCE NAME (Company/Organization): ____________________________________________

OFFEROR (Vendor) NAME (Company/Organization): _______________________________ has
submitted a proposal to Idaho State University to provide the following services: RADIOACTIVE MATERIAL
INVENTORY CONSULTING. We’ve chosen you as one of our references.

INSTRUCTIONS

1. Complete Section I. RATING using the Rating Scale provided.

2. Complete Section II. GENERAL INFORMATION (This section is for information only and will not be
scored.)

3. Complete Section III. ACKNOWLEDGEMENT by manually signing and dating the document. (Reference
documents must include an actual signature.)

4. E-mail or fax THIS PAGE and your completed reference document, SECTIONS I through III to:

   RFQ Lead: Wendy Holder

   E-mail: holdwend@isu.edu

   Fax: (208) 282-4722

5. This completed document MUST be received no later than May 17, 2019 at 4:00pm (Mountain Time).
   Reference documents received after this time will not be considered. References received without an
   actual signature will not be accepted.

6. DO NOT return this document to the Offeror (Vendor).

7. In addition to this document, the University may contact references by phone or e-mail for further
   clarification, if necessary.
Section I. RATING

Using the Rating Scale provided below, rate the following numbered items by circling the appropriate number for each item:

### Rating Scale

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poor or Inadequate Performance</td>
<td>0</td>
</tr>
<tr>
<td>Below Average</td>
<td>1–3</td>
</tr>
<tr>
<td>Average</td>
<td>4–6</td>
</tr>
<tr>
<td>Above Average</td>
<td>7–9</td>
</tr>
<tr>
<td>Excellent</td>
<td>10</td>
</tr>
</tbody>
</table>

**Circle ONE number for each of the following numbered items:**

1. Rate the overall quality of the vendor’s services:

   10 9 8 7 6 5 4 3 2 1 0

2. Rate the response time of this vendor:

   10 9 8 7 6 5 4 3 2 1 0

3. Rate how well the agreed upon, planned schedule was consistently met and deliverables provided on time. *(This pertains to delays under the control of the vendor)*:

   10 9 8 7 6 5 4 3 2 1 0

4. Rate the overall customer service and timeliness in responding to customer service inquiries, issues and resolutions:

   10 9 8 7 6 5 4 3 2 1 0

5. Rate the knowledge of the vendor’s assigned staff and their ability to accomplish duties as contracted:

   10 9 8 7 6 5 4 3 2 1 0

6. Rate the accuracy and timeliness of the vendor’s billing and/or invoices:

   10 9 8 7 6 5 4 3 2 1 0
7. Rate the vendor’s ability to quickly and thoroughly resolve a problem related to the services provided:

10 9 8 7 6 5 4 3 2 1 0

8. Rate the vendor’s flexibility in meeting business requirements:

10 9 8 7 6 5 4 3 2 1 0

9. Rate the likelihood of your company/organization recommending this vendor to others in the future:

10 9 8 7 6 5 4 3 2 1 0

10. Rate the vendor’s overall depth of understanding of the radioactive material inventory process for NRC Type A Broad Scope Licenses:

10 9 8 7 6 5 4 3 2 1 0

Section II. GENERAL INFORMATION

1. Please include a brief description of the services provided by this vendor:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. During what time period did the vendor provide these services for your institution?

Month:_________ Year:_________ to Month:_________ Year:_________

Section III. ACKNOWLEDGEMENT

I affirm to the best of my knowledge that the information I have provided is true, correct, and factual:

________________________________________________________________________
Signature of Reference

Date

________________________________________________________________________
Print Name

Title

________________________________________________________________________
Phone Number

E-mail address