

Request for Proposals (RFP)

Environmental Laboratory Quality Assurance (QA) Management, Training, and Consulting for NELAC Accreditation in Texas

Date of Announcement – March 1, 2006

Deadline for Submittal of Proposal – April 30, 2006

Background

The Angelina & Neches River Authority (ANRA) operates an environmental testing laboratory located in Lufkin, Texas. The laboratory provides analytical testing services to many clients in the region including municipalities, industry, water supply corporations, and government agencies. In addition, the laboratory provides testing for ANRA's water/wastewater utility operations, composting facility, and surface water quality monitoring programs including the Texas Clean Rivers Program. ANRA is currently seeking a qualified and independent consultant to provide quality assurance services in preparation for and completion of NELAC accreditation. All laboratories in Texas must comply with the Texas Commission on Environmental Quality's (TCEQ) Environmental Laboratory (NELAC) Accreditation Program by June 2008.

Scope of Work and Deliverables

- Perform quality assurance management duties in accordance with ANRA's Quality Assurance/Quality Control Program Document. This will include all responsibilities of the Quality Assurance Officer (QAO).
- Finalize all quality systems documents including the completion of the laboratory's analytical and operational SOPs in a standard format template and in accordance with ANRA's working SOP Master Index.
- Develop and implement the laboratory's statistical criteria and review process.
- Determine the compliance of ANRA's lab database to ensure security and traceability.
- Streamline the sample login and reporting procedures.
- Develop complete and traceable custody and chemical receipt procedures.
- Develop a complete analytical data review process.
- Provide documented QA/QC training of all applicable ANRA personnel.
- Identify and resolve any additional issues discovered during site visits and audits.
- Upon completion of a satisfactory assessment of the laboratory's quality systems and documentation based on the state's *Quality Systems Checklist* and *Essential QC Checklist*, submit an official *Application for Environmental Laboratory Accreditation* to the TCEQ in a timely manner to assure compliance with all deadlines.

- Oversee ANRA's NELAC accreditation process and serve as the primary point of contact for the TCEQ technical staff.
- Provide periodic updates and written progress reports to the Environmental Division Manager. Progress reports will include current and past activities, updated schedules, and procedure implementation plans as needed.

Project Time Period for Deliverables

Total contract period will be 12-18 months. A detailed schedule of deliverables will be submitted to ANRA with project proposals. The TCEQ Application for Accreditation must be submitted during the contract period to allow sufficient time for the accreditation process to be completed. If the NELAC accreditation process exceeds the project time period due to TCEQ delays, then an extension of the project time period will be considered.

Proposal Content

1. Project Title
2. Consultant Name/Organization, Address, and Contact Information
3. Provide General Background Information
4. Scope of Work and Deliverables:
 - a. Describe each major task and each deliverable and your understanding of this proposal request.
 - b. Describe and give examples of laboratory analytical and operational standard operating procedures (SOPs) developed.
5. Schedule: Provide a time schedule for deliverables to ANRA.
6. Budget: Include an overall budget for the entire project, which is broken down by task.
7. Project Management and Key Personnel: Describe your management structure and organization.
8. Qualifications: State applicant's qualifications for management, quality assurance and laboratory consulting services. Identify any subcontractors and provide their qualifications, references, and contact information.
9. References: Provide a list of several previous clients with contact information including name, address, phone number, and e-mail address.
10. Liability Insurance: Consultant must provide a certificate of liability insurance to cover all professional services for the duration of the project.

Selection and Notification Process

The process for selecting the consultant will be determined based on:

- The consultants' level of knowledge, experience, references and qualifications for conducting laboratory quality assurance management, training and consulting in

accordance with the National Environmental Laboratory Accreditation Conference (NELAC) and the Texas Laboratory Accreditation Program.

- Budget based on a per task basis and the ability to meet contract deadlines.
- Availability of resources and staff to successfully complete the project in a timely, efficient manner with minimal oversight and direction.
- The ability of the consultant to meet the criteria stated in the Proposal Content of this RFP.
- A sample copy of the standard format that will be used for all analytical and operational SOPs.

The selection and notification process will be completed within 20 working days following the close of the proposal deadline. Notification of the consultant selected will be through U.S. mail and e-mail. Upon notification, the applicant will submit a final copy of the proposal for the contract process. ANRA reserves the right to clarify items in the proposal providing both parties agree. In the event, the applicant and ANRA are unable to agree to the terms of the contract, ANRA reserves the right to disqualify the consultant and select another consultant or reissue the request for proposals. The contract development and signature process generally takes 30 days to complete.

Address all Proposals to:

Angelina & Neches River Authority
Environmental Division Manager
P.O. Box 387
Lufkin, TX 75902
(936) 633-7541

Or e-mail proposals to:
Dhancock@anra.org