

## Vendor Questions and Answers Concerning RFP Instrument Repair Services

06/13/12 - A vendor asked the following questions. Answers were provided on 6/12/12.

1. Question - How many pipettes do you have? **Answer - A listing of the Buyer M&TE Inventory can be found in Section C, Attachment B, of the RFP.**
2. Question - How many of them are single channel? **Answer - A listing of the Buyer M&TE Inventory can be found in Section C, Attachment B, of the RFP.**
3. Question - How many are multichannel? **Answer - A listing of the Buyer M&TE Inventory can be found in Section C, Attachment B, of the RFP.**

If you are an Iso17025 lab or CLIA or GLP certified you will need some form of reporting. With calibration service you normally get the following: Which would be needed?

4. Question - *Would you need just a basic statement of calibration,?* A statement of calibration is a list of the pipettes and a statement that they have been calibrated by a qualified company. **Answer - Reporting requirements can be found in Section C of the RFP, primarily under 4.3.5 Calibration Reports/Repairs.**
5. Question - *Would you need "as calibrated reports"?* As calibrated is a report listing our readings at three levels after we calibrate. **Answer - Reporting requirements can be found in Section C of the RFP, primarily under 4.3.5 Calibration Reports/Repairs.**
6. Question - *Would you need "as found/as calibrated" reports?* As found/As calibrated are reports that list our readings at three levels hi/lo/med before we calibrate and after we calibrate. **Answer - Reporting requirements can be found in Section C of the RFP, primarily under 4.3.5 Calibration Reports/Repairs.**

06/14/12 – A vendor asked the following question. An answer was provided on 6/15/12

Question - Can you provide some clarification on section 4.3 Quality Assurance Requirements? It calls out suppliers as having to be compliant to ANSI/NCSL Z540.3 and ISO 17025, if I'm reading it right. We are not compliant to ANSI Z540.3, though we are for ANSI Z540-1 1994 as well as ISO 17025. Is that an either/or requirement or must the supplier have both?

**Answer – RFP Amendment 1 was issued on 6/15/12 to allow either ANSI/NCSL Z540.1-1994 or ANSI/NCSL Z540.3, 2006 accepted.**

### **RFP Amendment 1 Summary**

**Amendment 1, Issued 06/15/12 - The purpose of this amendment is to:**

1. RFP (Page 22) changed to update the Quality requirements. ANSI/NCSL Z540.3, 2006 or ANSI/NCSL Z540.1-1994 be accepted.
2. Price Schedule – Items updated to reflect ANSI/NCSL Z540.1-1994 or ANSI/NCSL Z540.3, 2006
3. All other RFP terms and conditions remain the same.

**06/21/12 – A vendor asked the following question. An answer was provided on 6/21/12**

1. Question - The proposal states it is designated for a small business set-aside. We are not a small business but a large business under NACIS 334515.

**Answer: The NAICS Clause does a couple of things.**

**1. Specifies what NAICS code a vendor must have to compete on the contract. In this case it's 811219 - Other Electronic and Precision Equipment Repair and Maintenance.**

**2. If this were a Small Business Set-Aside (SBSA) requirement the annual dollar threshold that a business could not exceed and be considered a SB is \$19M annually. Anything above \$19M and it's considered a large business. *Since this requirement is not a SBSA, both large and small business will be considered.***

**06/21/12 - A vendor asked the following questions Answers were provided on 6/25/12.**

- 1 Question - The Bid Due Date is shown as July 14, 2012, which is a Saturday. We would request a due date of July 19, 2012.

**Answer: Sorry that was from an earlier cover page which inadvertently was inserted, the date should be July 24, 2012. Amendment 2 was issued on 6/25/12 moving the solicitation due date to July 24, 2012.**

2. Question - We need to know what the estimated volume is going to be to prepare our unit prices. Is there a guaranteed minimum or an estimate of the yearly volume?

**Answer: MSA may choose to make multiple awards to vendors based on the core competencies of each company. The work could be split or combined among vendors. MSA cannot guarantee any minimum quantity of calibrations or the quantity of cal items in inventory.**

3. Question - How are the HAMTC pensions costs going to be handled? If we are going to include the costs in our rates, we will need to know what the 2013 costs will be.

**Answer: That is not up to MSA. Your firm will have to decide how to handle your HAMTC pension costs. We only ask that "vendor's employees" be covered by a CBA as indicated in the proposal. We only ask for unit rates on the price sheet.**

**The RFP price schedule indicates, "*The proposal prices must also include all fees and adders.*" It also indicates "*The proposed unit calibration prices above indicates at***

***what rate the vendor will perform to provide MSA a complete and usable product.” So, yes your costs will be included in your rates.***

4. Question - Section J.3 Past Performance Survey Form. It is not clear if you want us to have a company fill out this form or we provide you with the company and contract information and you contact the company to get the information. **Answer: You must provide past performance info contained within your proposal and submitted on the Section J.3 Past Performance Survey Form . However you obtain PP info for your proposal is up to you.**

5. Question - In Section 3.2.4 Data/Records Management it states that the Contractor shall phase out the existing legacy hard copy calibration records system and implement a new electronic calibration records system. Are you expecting a separate proposal? We would propose that any effort here would be charged at the Management Advisory Services rate.

**Answer: All costs associated with the total scope of the statement of work shall be reflected in a single set of calibration unit prices, as identified in Attachment B of the SOW.**

**07/17/12 - A vendor asked the following question. The answer was provided on 07/17/12.**

Question - We are having an issue with Section 3.2.4 Data/Records Management which is:

This sections states that after award the contractor will assume approximately 70 cubic feet of existing hard copy calibration records and we will phase out these records into a new electronic records system. We are to include the price of converting these records in our unit calibration prices. However, the section further states that the new electronic system will be IDMS and we will get training on this new system after award. IDMS records storage requirements, including folder structure, naming convention, format, key words, etc. will be included in the IDMS training.

Our question is “How can we price converting these hard copy records into a new electronic system on which we have not received training?” There is no way we can price this portion when we don’t even know what the requirements are.

**Answer - The activities associated with the conversion of hard copy data to electronic (scanning, etc.), or the generation of electronic records vs. hardcopy, have nothing to do with IDMS. IDMS is simply an electronic data repository that is to be used instead of local hard drive or server storage. It is up to the offeror to determine the most efficient, cost effective way to convert or generate electronic records.**