

RFP 0922 Survey of Idaho Fish Consumption Rates
Bidder Conference October 29, 2013
8:30 am – 11:30 am
State Office Conference Room B

Administrative Notes:

The schedule for the remainder of the request for proposal (RFP) process is as follows: proposals are due into the State of Idaho Department of Environmental Quality, **Friday, November 15, 2013 no later than 4:00 p.m. (MST). Proposals must be submitted to IDEQ, Main Entrance, 1410 North Hilton, Boise, Idaho 83706, Attention: Fiscal Office.**

Meeting facilitators: Mary Anne Nelson, Don Essig, Ken Grimmett, Lindsey Stanton
Attendees: Rebecca Yalch, David Eberle

DEQ is requesting proposals for implementing a survey of fish consumption by Idaho residents. The survey questionnaire and sample population frames have been developed with the assistance of the Boise State University Public Policy Center (PPC) working with Idaho DEQ and an open public committee consisting of representatives of interested stakeholders. This survey will gather information regarding the distribution of fish consumption rates for two groups in Idaho: 1) the general adult population, and 2) adult recreational anglers. The former is anyone living in Idaho; the latter are Idaho resident license holders who consume what they catch. DEQ is requesting that the data gathered should be analyzed and presented in a way that any percentile of the distributions can be quantified.

It is DEQ's intent to integrate this information with fish consumption rates for Idaho Indian Tribes from independent studies funded by EPA in order to provide a fuller picture of fish consumptions rates in Idaho. Some of the expected implementation tasks include creating representative draws from the target populations, testing the survey instrument, collecting and validating data, data analysis and report preparation.

Questions and Answers:

No questions received prior to the bidder's conference.

Clarification: In the survey, Question 16A directs you to skip to Question 23. You only skip over question 17A, if you are not a Native American or Alaskan Native. So if it states to skip to Question 23, it should state to skip to 18A.

General Question and Answers:

The contract is with our council for review, if we have questions about the contract can we come back to you? Or do they need to be answered today?

It is a standard contract and the contract/grant officer is able to talk to you about the boilerplate provisions or items in the contract that are administrative issues. If your council is going to make some profound changes, than we may ask the AG's office to review and make sure with are in line with Idaho code.

The survey design team is from BSU and it is mentioned that you have someone from the National Institutes of Health that is working with you.

Yes. We are working with Dr. Amy Subar and Kevin Dodd. We need to clarify that they are not under contract with us, they are volunteering their services.

How much of this is the data collection and some basic analytics versus the more elaborate level of analytics that the National Institutes of Health is involved in?

We are hoping wrap up most of the data analysis under this contract. We are not sure if we will have funding to go beyond what we currently have available to us. So, we need to get as much completed under this contract as we can. Dr. Amy Subar and Kevin Dodd from National Institutes of Health are also working with the tribal surveys that are going on concurrently with them. There is a significant collaboration effort among EPA, the Tribal survey and people the tribes have contracted with and NCI, DEQ and our contract with BSU on the design portion of it.

Is BSU going to be involved in the data analysis, as well, under a different contract?

Not at this time.

The sample for the Idaho Anglers is you going to provide addresses and phone numbers?

Bidders will have access to info about Idaho Anglers through Dept. of Fish and Game, once DEQ's AG's office speaks to Fish and Game's AG's office. The full file will be available to you. And that goes with current licenses from the past 18 months, who has died, as well as, mail, email addresses, and telephone numbers, if they have it available.

The sample size of 5,000 does that include the anglers or is that a separate one?

It is going to have to be a separate sample, there are two target populations. We are hoping you will get a repeat with smaller amount. There is no guarantee that anglers are going to eat fish at a higher rate.

The sample design, the design from BSU was not 100 % clear, are to looking at an address sample plan.

What we have from BSU is their recommendation; we are not locked into BSU's sample design. The way we have crafted the ARP is we are looking for the successful contractor to provide us some of their expertise in guiding us to the best way in implement this. We are not locked in to a particular design.

This is a fixed price contract?

Yes.

The general cost per hour is the average of all the persons assigned to the project. Can we have different levels of people assigned and split the hours across the contract?

You can split, we need to standardize price proposal, and so we can get a feel for who is going to give DEQ the best pricing. DEQ will go with the sum cost, instead of an average cost.

DEQ is looking for a notion of an overall cost per hour that we can compare to other potential bidders. 70% of DEQ's decision making is based on other things than cost, so while cost is a significant factor, the lowest bid doesn't necessarily win.

Is the general cost per hour a fully loaded rate? Or are we supposed to put our overhead rate, which in that case there is no line for a fixed fee.

DEQ is looking for total cost.

The Quality Assurance Plan is there any particular nuances you are looking for?

No, as long as we follow the EPA guidance for quality assurance plans. There is also a DEQ quality management plan that is for the whole agency that needs to be compliant with.

If David Eberle from BSU is approached to join a team is that allowed or is it a conflict?

Idaho Code and the Division of Purchasing rules tell us that if a contractor formulates an RFP, they can't bid.

As this round ends for questions, David Eberle is not able to answer questions if a bidder asks him about this project, is that correct?

Do not respond to questions unless you provide the same information to all of the other bidders.

Performance evaluations – Do you need those for subcontractors as well?

No.