

Request for Proposal (RFP) Technical Guidance Document

BACKGROUND

The NELAC Institute (TNI) is a not-for-profit voluntary consensus organization whose mission is to foster the generation of environmental laboratory data of known and documented quality.

TNI is interested in contracting with an individual or organization to develop a guidance document for one particular requirement of the 2008 TNI accreditation standards. This document is a pilot project and may lead to similar requests for guidance documents to be written for further subjects in the future.

STATEMENT OF WORK

Deliver a guidance document on the topic: "*Document Control Requirements of Volume 1 Module2: Quality Systems General Requirements, December 22, 2007*"

The guidance document must provide detailed guidance for laboratories and is to be written assuming the reader is the quality manager of a small laboratory.

The guidance document is not expected to exceed 20 pages in length.

This guidance document must focus on the implementation of the topic.

The proposer should anticipate performing two full revisions of the guidance document in response to peer-review of the draft document.

The proposer must deliver the first draft by December 1, 2008 and a final draft by January 10, 2009.

The deliverables must be in Microsoft WORD.

QUALIFICATIONS

The successful proposer will have:

- Extensive knowledge of the applicable TNI standards.
- Experience with the implementation of previous NELAC Standards.
- Demonstrated technical writing skills.

PROPOSAL FORMAT

Interested contractors should prepare a formal proposal that briefly discusses how the contractor will achieve TNI's objectives. The proposal should also include the following elements:

- An outline of the proposed guidance document.
- A summary of the contractor's NELAC and TNI involvement.
- Relevant experience developing training and guidance documents.
- An excerpt from a previous document that demonstrates the proposer's technical writing ability.
- A detailed cost proposal that satisfies the requirements specified in the pricing section below.

The proposal should not exceed 10 pages in length.

PROPOSAL DUE DATE

Proposals must be received at TNI by midnight, EDT September 28. Proposals shall be submitted by email to Jerry Parr at jerry.parr@nelac-institute.org.

SUBMISSION OF QUESTIONS

Bidders may direct questions regarding this solicitation to Jerry Parr at TNI no later than 1:00 p.m. EDT September 24 EDT. Questions shall be submitted by email. Questions and answers that affect the bidding process will be made available to all organizations that have indicated they are planning to respond no later than 5:00 EDT September 25. Since this is the only means that will be used to provide responses to questions or to amend the solicitation, applicants should inform TNI by September 24 if they plan to provide a proposal.

PRICE

Nothing herein shall be construed to commit TNI to pay any costs incurred by bidders in connection with preparation of a proposal, or to guarantee the procurement of any services. All prices are to be in U.S. dollars. Contractor shall furnish and provide all material, labor, supervision, equipment, and incidentals required for accomplishing the work covered by the Contract, except the work, materials, services, or equipment to be furnished by TNI.

EVALUATION CRITERIA

TNI will review all proposals that are received by the deadline in accordance with the following criteria:

- Relevance of proposal to TNI's objectives and priorities.
- Technical merit.
- Competency of the proposed staff.
- Feasibility of the proposal.
- Adequacy of the applicant's resources.
- Cost.

AWARD DATE

The anticipated award date for this contract is October 6, 2008.

PAYMENT TERMS

Net 45 days.

ALTERNATE PROPOSAL

The bidder may submit an alternate proposal if such will result in an improved delivery; a better, more efficient, or less expensive end product; or combination of the preceding. Bidders who wish to submit an alternate proposal are strongly urged to also submit a proposal that is exactly as requested to ensure consideration, in the event that the proposed alternative is not deemed acceptable. Failure to provide a basic proposal exactly as requested may render the proposal non-responsive and preclude award.

EXCEPTIONS, EXCLUSIONS, OR SPECIAL CONDITIONS

This solicitation permits the bidder to impose exceptions, exclusions, or special conditions. However, the bidder is hereby advised that any such exception, exclusion, or special condition may render your proposal non-responsive, which would preclude an award to you. Any exception, exclusion, or special condition the bidder wishes to include or impose must be fully and completely described in a written attachment to the Bidder's proposal.

ACCEPTANCE OF PROPOSALS

TNI reserves the right to cancel this RFP or to not consider bids submitted in response to this solicitation.

OWNERSHIP

All deliverables are the property of the The NELAC Institute (TNI), including Work that has not been accepted by The NELAC Institute (TNI), when the Contractor has received compensation, in whole, or in part, for performance of the Work.