

Request for Proposal (RFP)
Evaluator Training
February 2015

BACKGROUND

The NELAC Institute (TNI) is a 501(c)(3) non-profit organization whose mission is to foster the generation of environmental data of known and documented quality through an open, inclusive, and transparent process that is responsive to the needs of the community. The organization is managed by a Board of Directors and is governed by organizational [Bylaws](#).

TNI's vision is a true national accreditation program, whereby all entities involved in the generation of environmental measurement data within the United States are accredited to one uniform, rigorous, and robust program that has been implemented consistently nationwide and focuses on the technical competence of the entity pursuing accreditation. TNI believes such a program will improve the quality and reliability of environmental data used by federal and state agencies.

To that end, TNI has developed a program to allow non-governmental accreditation bodies to grant laboratory accreditations to the TNI standard. Currently all laboratory accreditation bodies are state governments. TNI is interested in contracting with organizations to provide special and practical knowledge related to the evaluation of accreditation bodies according to TNI's draft SOP 7-100 and technical checklist. Training should impart knowledge with the goal that the person(s) or organization(s) being trained will achieve some level of self-sufficiency with regard to the subject matter, and become competent to participate as a member of an accreditation body evaluation team.

SCOPE OF WORK

The Scope of Work consists of providing instruction on the policies, procedures and steps for conducting effective evaluations of non-governmental accreditation bodies. Course content is to be based on the latest procedures and checklists adopted by the TNI Board of Directors. The documents include a Standard Operating Procedure (SOP) for the Evaluation of Non-Governmental Accreditation Bodies and a checklist based upon the 2009 TNI Standard, *General Requirements for Accreditation Bodies Accrediting Environmental Laboratories*. Final drafts of these documents are available on request. The TNI standard will also be provided at no charge to the successful bidder. The course content is to be applicable to the evaluation of non-governmental accreditation bodies that are required to assess laboratories to the TNI 2009 standard.

TNI envisions a one day course to be offered on Sunday, February 1, 2015, in Crystal City, Virginia. Training will begin at 8:00 am and conclude 5:00 pm, with a 30 minute break in the morning and 1 hour allowed for lunch. TNI will also want the contractor to offer a repeat of the course as a two part webinar with date to be determined in coordination with the successful bidder.

FURNISHED EQUIPMENT, PROPERTY, OR INFORMATION

The following items will be provided by TNI:

- Course advertising;
- Suitable room for providing the training at the hotel;
- LCD projector,

- Continental breakfast, breakout refreshments and lunch;
- Evaluation forms;
- Registration and collection of fees;
- Listing of registered attendees two weeks before the class and updates the morning of the first day of the class;
- Copies of course materials as developed by the successful bidder;
- Name badges for attendees; and
- Certificates.

DELIVERABLE REQUIREMENTS

Contractor shall supply documentation of attendance records, the agenda for the course and one copy of course materials provided to students. Contractor shall retain all intellectual property rights for the course materials.

PROPOSAL FORMAT

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

- A summary of what the training course will be;
- A course outline with a one or two sentence description of each item outlined;
- A summary of the contractor's general and specific experience including experience developing and presenting training courses; and
- 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 December 15, 2014. Proposals shall be submitted by email to Jerry Parr at jparr@nelac-institute.org.

SUBMISSION OF QUESTIONS

Bidders may direct questions regarding this solicitation to Jerry Parr at TNI no later 6:00 pm EST, December 10, 2014. 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 1:00 pm EST, December 12, 2014. Since this is the only means that will be used to provide responses to questions or to amend the solicitation, applicants should inform TNI 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. The proposal should include fees for instructor, materials, and instructor(s) travel.

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; and
- Cost.

The anticipated award date for this contract is December 19, 2014.

PAYMENT TERMS

Net 45 days.

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.