

STATE OF UTAH



SOLICITATION NO. AR10194

Economic Evaluation - Nutrient Criteria

RESPONSES ARE DUE PRIOR TO:

Jun 21, 2010 10:00:00 AM MDT

RESPONSES MAY BE SUBMITTED ELECTRONICALLY TO:

www.bidsync.com

RESPONSES MAY BE MAILED OR DELIVERED TO:

State of Utah
Division of Purchasing
3150 State Office Building, Capitol Hill
Salt Lake City, Utah 84114-1061

Bid AR10194 Economic Evaluation - Nutrient Criteria

Bid Number AR10194
Bid Title Economic Evaluation - Nutrient Criteria

Bid Start Date Jun 1, 2010 3:30:40 PM MDT
Bid End Date Jun 21, 2010 10:00:00 AM MDT
Question & Answer End Date Jun 15, 2010 7:00:00 AM MDT

Bid Contact Adrian Ruger
Purchasing Agent
State of Utah
801-538-3146
aruger@utah.gov

Contract Duration 2 years
Contract Renewal 2 annual renewals
Prices Good for 30 days

Bid Comments This solicitation is for a supplier to provide an economic evaluation of nutrient criteria for the Dept. of Environmental Quality, State of Utah, per the specifications contained herein.

You are instructed to pay special attention to the RFP language regarding the information to be submitted with your proposal, the format of that information, and any possible limitations on the size of the proposal. Evaluation of the proposals received will be in accordance with the evaluation criteria contained herein. Price is therefore, not the only evaluation factor.

Cost proposal must be submitted on Attachment D, Cost Proposal. Be sure you submit your information in this format. Any deviation from this format in preparing your cost proposal may result in your proposal being rejected.

All questions regarding this solicitation must be asked in writing in BidSync. Questions asked in any other format will not be answered. Answers to questions will be provided in BidSync.

Any modification to this solicitation shall be made by addendum issued by the State Division of Purchasing. Only authorized and properly issued addenda shall constitute the official position of the State and shall be binding. Anyone submitting a response to this solicitation, with basis in or other communication or information received from sources other than through official addendum, assumes full risk including the possibility of a determination of non-responsiveness and may be rejected at the sole discretion of the State.

Item Response Form

Item AR10194--01 - Economic Evaluation - Nutrient Criteria
Quantity 1 contract
Prices are not requested for this item.
Delivery Location State of Utah
Department of Environmental Quality

150 North 1950 West
Salt Lake City UT 84116
Qty 1

Description

Provide an economic evaluation of nutrient criteria per the statement of work and other terms and conditions contained herein. (Please enter cost information on Attachment D, Cost Proposal.)



State of Utah

Request for Proposal

Legal Company Name (include d/b/a if applicable) 		Federal Tax Identification Number 		State of Utah Sales Tax ID Number 	
Ordering Address 		City 	State 	Zip Code 	
Remittance Address (if different from ordering address) 		City 	State 	Zip Code 	
Type ☐ Corporation ☐ Partnership ☐ ☐ Proprietorship Government		Company Contact Person 			
Telephone Number (include Area Code) 		Fax Number (include area code) 			
Company=s Internet Web Address 		Email Address 			
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)		Days Required for Delivery After Receipt of Order (see attached for any required minimums) 			
The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes ☐ No ☐ . If no, enter where produced, etc. 					
Offeror=s Authorized Representatives=s Signature 		Date 			

Type or Print Name

Position or Title

NOTICE

When submitting a response (proposal, quote or bid) electronically through BidSync, it is the sole responsibility of the supplier to ensure that the response is received by BidSync prior to the closing date and time. Each of the following steps in BidSync MUST be completed in order to place an offer:

- A. Login to www.bidsync.com;
- B. Locate the bid (solicitation) to which you are responding;
 - a. Click the "Search" tab on the top left of the page;
 - b. Enter keyword or bid (solicitation) number and click "Search";
- C. Click on the "Bid title/description" to open the Bid (solicitation) Information Page;
- D. "View and Accept" all documents in the document section;
- E. Select "Place Offer" found at the bottom of the page;
- F. Enter your pricing, notes, other required information and upload attachments to this page;
- G. Click "Submit" at the bottom of the page;
- H. Review Offer(s); and
- I. Enter your password and click "Confirm".

Note that the final step in submitting a response involves the supplier's acknowledgement that the information and documents entered into the BidSync system are accurate and represent the supplier's actual proposal, quote or bid. This acknowledgement is registered in BidSync when the supplier clicks "Confirm". BidSync will post a notice that the offer has been received. This notice from BidSync MUST be recorded prior to the closing date and time or the response will be considered late and will not be accepted.

Be aware that entering information and uploading documents into BidSync may take considerable time. Please allow sufficient time to complete the online forms and upload documents. Suppliers should not wait until the last minute to submit a response. It is recommended that suppliers submit responses a minimum of 24 hours prior to the closing deadline. The deadline for submitting information and documents will end at the closing time indicated in the solicitation. All information and documents must be fully entered, uploaded, acknowledged (Confirm) and recorded into BidSync before the closing time or the system will stop the process and the response will be considered late and will not be accepted.

Responses submitted in BidSync are completely secure. No one (including state purchasing staff) can see responses until after the deadline. Suppliers may modify or change their response at any time prior to the closing deadline. However, all modifications or changes must be completed and acknowledged (Confirm) in the BidSync system prior to the deadline. BidSync will post a notice that the modification/change (new offer) has been received. This notice from BidSync MUST be recorded prior to the closing date and time or the response will be considered late and will not be accepted.

Utah Code 46-4-402(2) Unless otherwise agreed between a sender (supplier) and the recipient (State Purchasing), an electronic record is received when: (a) it enters an information processing system that the recipient has designated or uses for the purpose of receiving electronic records or information of the type sent and from which the recipient is able to retrieve the electronic record; and (b) it is in a form capable of being processed by that system.

REQUEST FOR PROPOSAL - INSTRUCTIONS AND GENERAL PROVISIONS

- 1. SUBMITTING THE PROPOSAL:** (a) The Utah Division of Purchasing and General Services

(DIVISION) prefers that proposals be submitted electronically. Electronic proposals may be submitted through a secure mailbox at BidSync (formerly RFP Depot, LLC) (www.bidsync.com) until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their proposal reaches BidSync before the closing date and time. There is no cost to the supplier to submit Utah's electronic proposals via BidSync. (b) Electronic proposals may require the uploading of electronic attachments. The submission of attachments containing embedded documents is prohibited. All documents should be attached as separate files. (c) If the supplier chooses to submit the proposal directly to the DIVISION in writing: The proposal must be signed in ink, sealed, and delivered to the Division of Purchasing, 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061 by the "Due Date and Time." The "Solicitation Number" and "Due Date" must appear on the outside of the envelope. All prices and notations must be in ink or typewritten. Each item must be priced separately. Unit price shall be shown and a total price shall be entered for each item offered. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing offer. Unit price will govern, if there is an error in the extension. Written offers will be considered only if it is submitted on the forms provided by the DIVISION. (d) Proposals, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section R33-3-209. (e) Facsimile transmission of proposals to DIVISION will not be considered.

2. PROPOSAL PREPARATION: (a) Delivery time of products and services is critical and must be adhered to as specified. (b) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the DIVISION. If the supplier lists a trade name and/or catalog number in the offer, the DIVISION will assume the item meets the specifications unless the offer clearly states it is an alternate, and describes specifically how it differs from the item specified. All offers must include complete manufacturer=s descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (c) Incomplete proposals may be rejected. (d) Where applicable, all proposals must include complete manufacturer=s descriptive literature. (e) By submitting the proposal the offeror certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices offered are correct. (f) This proposal may not be withdrawn for a period of 60 days from the due date.

3. FREIGHT COST: (a) Where "Freight Cost" is listed as a separate line item, suppliers are to provide product line item pricing FOB Origin Less Freight. On the line item for "Freight Cost" suppliers are to indicate the total freight cost FOB Destination Freight Prepaid, and complete the "Freight Information" document. The DIVISION will analyze freight charges separately from the item cost and determine how the shipment will be routed (either by the supplier, or by the State's carrier). (b) Where there is not a line item for "Freight Cost", suppliers are to provide line item pricing FOB Destination Freight Prepaid. Unless otherwise indicated on the contract/purchase order, shipping terms will be FOB Destination Freight Prepaid.

4. SOLICITATION AMENDMENTS: All changes to this solicitation will be made through written addendum only. Answers to questions submitted through BidSync shall be considered addenda to the solicitation documents. Bidders are cautioned not to consider verbal modifications.

5. PROTECTED INFORMATION: Suppliers are required to mark any specific information contained in their offer which they are claiming as protected and not to be disclosed to the public or used for purposes other than the evaluation of the offer. Each request for non-disclosure must be made by completing the "Confidentiality Claim Form" located at: <http://www.purchasing.utah.gov/contract/documents/confidentialityclaimform.doc> with a specific justification explaining why the information is to be protected. Pricing and service elements of any proposal will not be considered proprietary. All material becomes the property of the DIVISION and may be returned only at the DIVISION's option.

6. BEST AND FINAL OFFERS: Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of assuring full understanding of, and responsiveness to, solicitation requirements. Prior to award, these offerors may be asked to submit best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by a competing offeror.

7. SAMPLES: Samples of item(s) specified in this offer, brochures, etc., when required by the DIVISION, must be furnished free of expense to the DIVISION. Any item not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the offeror's expense.

8. AWARD OF CONTRACT: (a) The contract will be awarded with reasonable promptness, by written notice, to the responsible offeror whose proposal is determined to be the most advantageous to the DIVISION, taking into consideration price and evaluation factors set forth in the RFP. No other factors or criteria will be used in the evaluation. The contract file shall contain the basis on which the award is made. Refer to Utah Code Annotated 65-56-408. (b) The DIVISION may accept any item or group of items, or overall best offer. The DIVISION can reject any or all proposals, and it can waive any informality, or technicality in any proposal received, if the DIVISION believes it would serve the best interests of the DIVISION. (c) Before, or after, the award of a contract the DIVISION has the right to inspect the offeror's premises and all business records to determine the offeror's ability to meet contract requirements. (d) The DIVISION will open proposals publicly, identifying only the names of the offerors. During the evaluation process, proposals will be seen only by authorized DIVISION staff and those selected by DIVISION to evaluate the proposals. Following the award decision, all proposals become public information except for protected information (see number 5 above). A register of proposals and contract awards are posted at <http://purchasing.utah.gov/vendor/bidtab.html>. (e) Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (f) Utah has a reciprocal preference law which will be applied against offerors offering products or services produced in states which discriminate against Utah products. For details see Section 63G-6-404 and 63G-6-405, Utah Code Annotated. (g) Multiple contracts may be awarded if the DIVISION determines it would be in its best interest.

9. DIVISION APPROVAL: Contracts written with the State of Utah, as a result of this proposal, will not be legally binding without the written approval of the Director of the DIVISION.

10. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the DIVISION.

11. ENERGY CONSERVATION AND RECYCLED PRODUCTS: The contractor is encouraged to offer Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. The State of Utah also encourages contractors to offer products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.

12. GOVERNING LAWS AND REGULATIONS: All State purchases are subject to the Utah Procurement Code, Title 63, Chapter 56 Utah Code Annotated 1953, as amended, and the Procurement Rules as adopted by the Utah State Procurement Policy Board (Utah Administrative Code Section R33). These are available on the Internet at www.purchasing.utah.gov.

13. SALES TAX ID NUMBER: Utah Code Annotated (UCA) 59-12-106 requires anyone filing a bid with the state for the sale of tangible personal property or any other taxable transaction under UCA 59-12-103(1) to include their Utah sales tax license number with their bid. For information regarding a Utah sales tax license see the Utah State Tax Commission's website at www.tax.utah.gov/sales. The Tax Commission is located at 210 North 1950 West, Salt Lake City, UT 84134, and can be reached by phone at (801) 297-2200.

(Revision Date: 3 Nov. 2009 - RFP Instructions)

ATTACHMENT A: STATE OF UTAH STANDARD TERMS AND CONDITIONS

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in 63G-6, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the State to purchase certain specified services, and other approved purchases for the State.
2. **CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE:** The provisions of this contract shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Contract or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** The Contractor and any and all supplies, services, equipment, and construction furnished under this contract will comply fully with all applicable Federal and State laws and regulations.
4. **RECORDS ADMINISTRATION:** The Contractor shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this contract. These records shall be retained by the Contractor for at least four years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later. The Contractor agrees to allow State and Federal auditors, and State Agency Staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.
5. **CERTIFY REGISTRATION AND USE OF EMPLOYMENT "STATUS VERIFICATION SYSTEM":** The Status Verification System, also referred to as "E-verify", only applies to contracts issued through a Request for Proposal process, and to sole sources that are included within a Request for Proposal. It does not apply to Invitation for Bids nor to the Multi-Step Process.

5.1 Status Verification System

1. Each offeror and each person signing on behalf of any offeror certifies as to its own entity, under penalty of perjury, that the named Contractor has registered and is participating in the Status Verification System to verify the work eligibility status of the contractor's new employees that are employed in the State of Utah in accordance with UCA Section 63G-11-103.
2. The Contractor shall require that the following provision be placed in each subcontract at every tier: "The subcontractor shall certify to the main (prime or general) contractor by affidavit that the subcontractor has verified through the Status Verification System the employment status of each new employee of the respective subcontractor, all in accordance with Section 63G-11-103 and to comply with all applicable employee status verification laws. Such affidavit must be provided prior to the notice to proceed for the subcontractor to perform the work."
3. The State will not consider a proposal for award, nor will it make any award where there has not been compliance with this Section.
4. Manually or electronically signing the Proposal is deemed the Contractor's certification of compliance with all provisions of this employment status verification certification required by all applicable status verification laws including UCA Section 63G-11-103.

5.2 Indemnity Clause for Status Verification System

1. Contractor (includes, but is not limited to any Contractor, Design Professional, Designer or Consultant) shall protect, indemnify and hold harmless, the State and its officers, employees, agents, representatives and anyone that the State may be liable for, against any claim, damages or liability arising out of or resulting from violations of the above Status Verification System Section whether violated by employees, agents, or contractors of the following: (a) Contractor; (b) Subcontractor at any tier; and/or (c) any entity or person for whom the Contractor or Subcontractor may be liable.
2. Notwithstanding Section 1. above, Design Professionals or Designers under direct contract with the State shall only be required to indemnify the State for a liability claim that arises out of the design professional's services, unless the liability claim arises from the Design Professional's negligent act, wrongful act, error or omission, or other liability imposed by law except that the design professional shall be required to indemnify the State in regard to subcontractors or subconsultants at any tier that are under the direct or indirect control or responsibility of the Design Professional, and includes all independent contractors, agents, employees or anyone else for whom the Design Professional may be liable at any tier.
6. **CONFLICT OF INTEREST:** Contractor represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made in accordance with 67-16-8, Utah Code Annotated, 1953, as amended.
7. **CONTRACTOR, AN INDEPENDENT CONTRACTOR:** The Contractor shall be an independent contractor, and as such, shall have no authorization, express or implied, to bind the State to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the State, except as herein expressly set forth. Compensation stated herein shall be the total amount payable to the Contractor by the State. The Contractor shall be responsible for the payment of all income tax and social security amounts due as a result of payments received from the State for these contract services. Persons employed by the State and acting under the direction of the State shall not be deemed to be employees or agents of the Contractor.
8. **INDEMNITY CLAUSE:** The Contractor agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this contract which are caused in whole or in part by the acts or negligence of the Contractor's officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.
9. **EMPLOYMENT PRACTICES CLAUSE:** The Contractor agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the Contractor agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place.

10. **SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.
11. **RENEGOTIATION OR MODIFICATIONS:** This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by authorized persons of the parties hereto, and attached to the original signed copy of the contract. Automatic renewals will not apply to this contract.
12. **DEBARMENT:** The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the State. The Contractor must notify the State Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period.
13. **TERMINATION:** Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon sixty (60) days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
14. **NONAPPROPRIATION OF FUNDS:** The Contractor acknowledges that the State cannot contract for the payment of funds not yet appropriated by the Utah State Legislature. If funding to the State is reduced due to an order by the Legislature or the Governor, or is required by State law, or if federal funding (when applicable) is not provided, the State may terminate this contract or proportionately reduce the services and purchase obligations and the amount due from the State upon 30 days written notice. In the case that funds are not appropriated or are reduced, the State will reimburse Contractor for products delivered or services performed through the date of cancellation or reduction, and the State will not be liable for any future commitments, penalties, or liquidated damages.
15. **SALES TAX EXEMPTION:** The State of Utah's sales and use tax exemption number is 11736850-010-STC. The tangible personal property or services being purchased are being paid from State funds and used in the exercise of that entity's essential functions. If the items being purchased are construction materials, they will be converted into real property by employees of this government entity, unless otherwise stated in the contract.
16. **WARRANTY:** The Contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The Contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the Contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the Contractor's skill or judgment to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The Contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the Contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.
17. **PUBLIC INFORMATION:** Contractor agrees that the contract, related Sales Orders, and Invoices will be public documents, and may be available for distribution. Contractor gives the State express permission to make copies of the contract, related Sales Orders, and Invoices in accordance with the State of Utah Government Records Access and Management Act (GRAMA). Except for sections identified in writing and expressly approved by the State Division of Purchasing, Contractor also agrees that the Contractor's response to the solicitation will be a public document, and copies may be given to the public under GRAMA laws. The permission to make copies as noted will take precedence over any statements of confidentiality, proprietary information, copyright information, or similar notation.
18. **DELIVERY:** Unless otherwise specified in this contract, all deliveries will be F.O.B. destination with all transportation and handling charges paid by the Contractor. Responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the State except as to latent defects, fraud and Contractor's warranty obligations.
19. **ORDERING AND INVOICING:** All orders will be shipped promptly in accordance with the delivery schedule. The Contractor will promptly submit invoices (within 30 days of shipment or delivery of services) to the State. The State contract number and/or the agency purchase order number shall be listed on all invoices, freight tickets, and correspondence relating to the contract order. The prices paid by the State will be those prices listed in the contract. The State has the right to adjust or return any invoice reflecting incorrect pricing.
20. **PAYMENT:** Payments are normally made within 30 days following the date the order is delivered or the date a correct invoice is received, whichever is later. All payments to the Contractor will be remitted by mail unless paid by the State of Utah's Purchasing Card (major credit card).

21. **PATENTS, COPYRIGHTS, ETC.:** The Contractor will release, indemnify and hold the State, its officers, agents and employees harmless from liability of any kind or nature, including the Contractor's use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used in the performance of this contract.
22. **ASSIGNMENT/SUBCONTRACT:** Contractor will not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of the State.
23. **DEFAULT AND REMEDIES:** Any of the following events will constitute cause for the State to declare Contractor in default of the contract: 1. Nonperformance of contractual requirements; 2. A material breach of any term or condition of this contract. The State will issue a written notice of default providing a ten (10) day period in which Contractor will have an opportunity to cure. Time allowed for cure will not diminish or eliminate Contractor's liability for damages. If the default remains, after Contractor has been provided the opportunity to cure, the State may do one or more of the following: 1. Exercise any remedy provided by law; 2. Terminate this contract and any related contracts or portions thereof; 3. Impose liquidated damages, if liquidated damages are listed in the contract; 4. Suspend Contractor from receiving future solicitations.
24. **FORCE MAJEURE:** Neither party to this contract will be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. The State may terminate this contract after determining such delay or default will reasonably prevent successful performance of the contract.
25. **PROCUREMENT ETHICS:** The Contractor understands that a person who is interested in any way in the sale of any supplies, services, construction, or insurance to the State of Utah is violating the law if the person gives or offers to give any compensation, gratuity, contribution, loan or reward, or any promise thereof to any person acting as a procurement officer on behalf of the State, or who in any official capacity participates in the procurement of such supplies, services, construction, or insurance, whether it is given for their own use or for the use or benefit of any other person or organization (63G-6-1002, Utah Code Annotated, 1953, as amended).
26. **CONFLICT OF TERMS:** Contractor Terms and Conditions that apply must be in writing and attached to the contract. No other Terms and Conditions will apply to this contract including terms listed or referenced on a Contractor's website, terms listed in a Contractor quotation/sales order, etc. In the event of any conflict in the contract terms and conditions, the order of precedence shall be: 1. Atth. A: State of Utah Standard Terms and Conditions; 2. State of Utah Contract Signature Page(s); 3. State Additional Terms and Conditions; 4. Contractor Terms and Conditions.
27. **ENTIRE AGREEMENT:** This Agreement, including all Attachments, and documents incorporated hereunder, and the related State Solicitation constitutes the entire agreement between the parties with respect to the subject matter, and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written. The terms of this Agreement shall supersede any additional or conflicting terms or provisions that may be set forth or printed on the Contractor's work plans, cost estimate forms, receiving tickets, invoices, or any other related standard forms or documents of the Contractor that may subsequently be used to implement, record, or invoice services hereunder from time to time, even if such standard forms or documents have been signed or initialed by a representative of the State. The parties agree that the terms of this Agreement shall prevail in any dispute between the terms of this Agreement and the terms printed on any such standard forms or documents, and such standard forms or documents shall not be considered written amendments of this Agreement.

(Revision date: 3 Nov. 2009)

State of Utah
Division of Purchasing



Request for Proposal (RFP)

Evaluation of the Economic Costs and Benefits of Nutrient Criteria Implementation

REQUEST FOR PROPOSAL
Evaluation of the Economic Costs and Benefits of
Nutrient Criteria Implementation
Solicitation # AR10194

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request for proposal is to enter into a contract with a qualified firm to quantify the economic benefits that can be expected from reducing nutrient inputs to Utah's aquatic ecosystems (lakes, reservoirs, streams and rivers). It is anticipated that this RFP may result in a contract award to a single contractor.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

BACKGROUND

Over the past decade, numerous studies have identified human-caused nutrient inputs to the nation's waters as significant threats to aquatic life and recreation uses. In response, the US Environmental Protection Agency has called upon States to develop and adopt numeric nutrient criteria (see <http://www.epa.gov/waterscience/criteria/nutrient/>). Legal action has also been taken against EPA and Florida for not moving quickly enough to address nutrient pollution. DWQ believes that the increasingly visible effects of cultural eutrophication on aquatic life and recreation uses, coupled with numerous sociopolitical pressures to address the problem, makes the development of nutrient criteria both necessary and inevitable.

DWQ has implemented numerous studies aimed at the development and implementation of nutrient criteria. For instance, studies have been conducted to evaluate nutrient concentrations protective of aquatic life beneficial uses, by relating measures of biological composition to varying nutrient concentration. Extensive monitoring has also been conducted on Utah's lakes, reservoirs, and streams, which includes nutrient concentrations and quantitative estimates of the effects of nutrients on aquatic ecosystems (i.e., algae growth, biological composition). These studies, and others underway, will allow DWQ to recommend nutrient criteria for Utah's waterbodies that are protective of aquatic life designated uses.

Understanding the costs associated with the implementation of nutrient criteria is also important given that nutrient sources are widespread among many sectors of Utah's economy. One recently completed research effort evaluated part of the cost of nutrient criteria implementation by quantifying the specific costs anticipated from upgrading

Utah's largest Publically Owned Treatment Works (POTWs) to reduce nitrogen (N) and phosphorous (P) from their wastewater discharges. As expected, these studies found the costs of nutrient removal from these facilities is significant (>\$1 billion). These data are informative and will be useful in prioritizing future nutrient reductions from these facilities. However, this study alone does not accurately convey the true costs of nutrient criteria implementation, because it does not consider the all of the economic costs and benefits associated with the cultural eutrophication of Utah's waters. This RFP is being issued because DWQ needs a more comprehensive understanding of the positive and negative influence of nutrient criteria implementation on Utah's economy, including the use and nonuse values that residents place on the quality of Utah's waters.

A number of States (e.g., Montana, Vermont) have recently begun implementing surveys to evaluate the how the effects of cultural eutrophication alters the recreation decisions of their citizens. These "How green is too green?" surveys are particularly useful in the context of nutrient criteria development because they can be directly related to the support of recreation uses that exist for all surface waters. These surveys are also important in the context of economic valuations because outdoor recreation on Utah's waters is a significant and growing sector of Utah's economy. DWQ has much monitoring data that can be used to quantify the extent of algae growth. For instance, in streams DWQ has numerous measures of benthic chlorophyll-a, Ash Free Dry Mass (AFDM), and estimates of percent of stream bed covered with filamentous algae. Similar data from lakes and reservoirs includes secchi disc readings, Tropic State Index (TSI) calculations, and quantitative estimates of the cyanobacteria concentrations.

The use of economic data to inform regulatory decisions related to nutrient criteria development requires a comprehensive evaluation of the overall costs and benefits anticipated from nutrient criteria implementation. To make accurate cost and benefit calculations, it is necessary to thoroughly quantify the direct use, indirect use, and non-use values associated with nutrient criteria implementation. In addition, these valuations should be directly coupled to impacts aquatic life or recreation uses of Utah's waters to clearly tie study results Clean Water Act rules and regulations. DWQ will use the economic evaluations from this study in numerous ways, including: 1) conveying the net costs of criteria implementation when proposing nutrient criteria revisions to Utah's water quality standards (Utah Administrative Rulemaking Act §63G-3-301(6)), 2) as outreach information to convey the socioeconomic importance of nutrient criteria to politicians and other affected lawmakers, 3) the prioritization and evaluation of future nutrient reduction projects, and 4) the development of objective rules for evaluating the least degrading "feasible" treatment alternative as required by Utah's antidegradation rules.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The State of Utah Division of Purchasing is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Division of Water Quality. The reference number for the transaction is Solicitation # AR10194. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

SUBMITTING YOUR PROPOSAL

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

The preferred method of submitting your proposal is electronically through BidSync (formerly RFP Depot.) However, if you choose to submit hard copies, one original and three identical copies of your proposal must be received at the State of Utah Division of Purchasing, 3150 State Office Building, Capitol Hill, PO Box 141061, Salt Lake City, Utah 84114-1061.

When submitting a proposal electronically through BidSync, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the RFP. If you are in the middle of uploading your proposal at the closing time, the system will stop the process and your proposal will not be received by the system.

Electronic proposals may require uploading of electronic attachments. BidSync's site will accept a wide variety of document types as attachments. However, the submission of documents containing embedded documents (zip files), mov, wmp, and mp3 files are prohibited. All documents should be attached as separate files.

LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a period of 2 years.

The contract may be extended beyond the original contract period on a year-to-year basis for up to two additional years at the State's discretion and by mutual agreement.

PRICE GUARANTEE PERIOD

All pricing must be guaranteed for 6 months. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the State Director of Purchasing. The State will be given the immediate benefit of any decrease in the market, or allowable discount.

STANDARD CONTRACT TERMS AND CONDITIONS

Any contract resulting from this RFP will include, but not be limited to, the States standard terms and conditions.

QUESTIONS

All questions must be submitted through BIDSYNC. Answers will be given via the BIDSYNC site.

DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offerors expense.

PROTECTED INFORMATION

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63-2-304, provides in part that:

the following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63-2-308 (Business Confidentiality Claims);

(2) commercial information or non-individual financial information obtained from a person if:

(a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;

(b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and

(c) the person submitting the information has provided the governmental entity with the information specified in Section 63-2-308;

** * * * **

(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed;

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

To protect information under a Claim of Business Confidentiality, the offeror must:

1. provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state*, and

2. include a concise statement of reasons supporting the claim of business confidentiality (Subsection 63-2-308(1)).
3. submit an electronic "redacted" (excluding protected information) copy of your proposal response. Copy must clearly be marked "Redacted Version."

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. Pricing and service elements may not be protected. An entire proposal may not be protected under a Claim of Business Confidentiality. The claim of business confidentiality must be submitted with your proposal on the form which may be accessed at:

<http://www.purchasing.utah.gov/contract/documents/confidentialityclaimform.doc>

To ensure the information is protected, the Division of Purchasing asks the offeror to clearly identify in the Executive Summary and in the body of the proposal any specific information for which an offeror claims business confidentiality protection as "PROTECTED".

All materials submitted become the property of the state of Utah. Materials may be evaluated by anyone designated by the state as part of the proposal evaluation committee. Materials submitted may be returned only at the State's option.

DETAILED SCOPE OF WORK

Purpose and Intent

The Utah Division of Water Quality (DWQ) is requesting proposals to quantify the net economic costs of implementing nutrient criteria for Utah's surface waters. Numerous techniques are available for evaluating the costs and benefits of nutrient reductions that would occur in response to nutrient criteria implementation (for details please see <http://yosemite.epa.gov/ee/epa/eed.nsf/pages/Guidelines.html>).

The primary goals of this project follow:

- 1) Development of tools that DWQ can use to conduct a comprehensive evaluation of the costs and benefits of implementing nutrient criteria.
- 2) Development of outreach materials that DWQ can use to convey the economic costs and benefits to target stakeholder audiences.

DWQ anticipates that these work elements will cost ~\$400,000, although proposals of a greater amount will be considered if additional expenses are justified by greater accuracy or quality of the proposed work.

Primary Work Elements

The tasks that DWQ believes will be necessary to accomplish the goals of the study has been organized into 5 broad Work Elements. These primary work elements should not

necessarily preclude the proposal of others, if the offeror believes that additional work elements are necessary to meet the objective of the study.

1. Data Compilation

What studies and data sources already exist that can inform these investigations?

Numerous studies—both economic and ecological— have already been conducted in Utah and elsewhere that can be used to inform the economic valuation work. Both DWQ and the selected research team will undoubtedly know of different data sources that can inform this work. Similarly, DWQ is likely best situated for compiling some of these data, whereas the research team will be best suited to capture others. This work element involves working with DWQ staff to identify specific data sources to most efficiently and effectively complete other work elements and that will allow DWQ to directly link the results of the economic valuations to related water quality data.

The Offeror will be expected to:

- a) Research existing and readily available data sources that could be used to inform this study.
- b) Conduct regular meetings with DWQ to identify existing monitoring data and public opinion surveys.
- c) Develop a Quality Assurance Project Plan (QUAPP) that identifies data sources that will be used in this study and provides direction for how these data will be compiled, summarized and stored.
- d) Write a technical memorandum that summarizes the role and responsibility of DWQ and the offeror in compiling these data, and provides a timeline for completing these tasks.
- e) Compile and organize data from all sources.
- f) Summarize the approach and results of this work element as a chapter in the final report for this study.

DWQ will assist with this work element by:

- a) Compiling and summarizing DWQ's water quality data in the format specified by the offeror.
- b) Coordinating with other governmental agencies within Utah to obtain previously collected data and information.

2. Quantify the Role that Cultural Eutrophication Plays in Recreation Decisions

How does excessive algae growth affect recreation decision choices? What costs are associated with loss of recreation use values under current and future nutrient enrichment scenarios?

Cultural eutrophication can potentially result in impairments of both aquatic life and recreation uses. One way to establish numeric criteria linked to recreation uses is to evaluate how human-caused nutrient enrichment (e.g., water clarity, algae growth)

affects public perception, and ultimately their recreation decisions. This work element involves the development of surveys that relate measures of excessive algae growth to recreation use decisions. One goal of these surveys is to establish numeric water quality criteria for measures of algae abundance by identifying thresholds in recreation use decisions in Utah's stream and lakes/reservoirs. For instance, Montana DEQ obtained used public opinion surveys to recommend chlorophyll-a criterion of 200 mg/m² as a value protective of recreation uses for streams and rivers (see <http://www.umt.edu/watershedclinic/algasurveypix.htm>). The intent of this work element is to develop similar surveys, or other procedures, for developing nutrient-related criteria for the recreation uses or streams and lakes/reservoirs.

The Offeror will be expected to:

- a) Develop surveys or other methods for obtaining recreation use criteria.
- b) Coordinate and assist with implementation of data collection activities.
- c) Conduct defensible data analyses that include error estimates.
- d) Summarize the approach and results of this work element as a chapter in the final report for this study.

DWQ will assist with this work element by:

- a) Providing data collection assistance.
- b) Providing requisite environmental data.
- c) Coordinating with other governmental agencies within Utah to obtain previously collected data and information.

3. Quantify the Net Costs of Nutrient Criteria Implementation

What is the net cost of nutrient criteria implementation? What are the key economic costs and benefits of nutrient criteria implementation? Are the costs and benefits of nutrient criteria implementation similar throughout Utah or do they differ regionally? How can DWQ utilize the results of these research efforts as we move forward with nutrient criteria implementation?

Ultimately DWQ will be required to estimate the costs associated with promulgation of nutrient criteria into Utah's Water Quality Standards. Previous studies, in Utah and elsewhere already indicate that the gross costs of nutrient criteria implementation are likely to be high, especially those associated with treatment of municipal wastewater. However, these cost data can be somewhat deceptive because they typically do not consider the economic benefits of reducing nutrient inputs to Utah's waters. For instance, national studies have found the effects of cultural eutrophication to reduce property values and decrease tourism dollars associated with outdoor recreation. Also, the costs of remediating waters impaired by nutrients can be high, particularly with regard to treatment of drinking water supplies. Also unknown are the effects of nutrient pollution—both positive and negative—on industry and manufacturing. Considering that Utah's population is expected to grow and that per capita input of nutrients to our waterbodies continues to climb, these uncertainties need to be addressed under both

current and future growth scenarios. This work element involves the development and implementation of procedures for quantifying the net costs—or benefits—of nutrient criteria implementation.

The Offeror will be expected to:

- a) Develop and implement collection methods to fill key data gaps.
- b) Coordinate with DWQ to ensure that project results can be tied to environmental data.
- c) Identify the advantages and disadvantages of their analytical approaches.
- d) Calculate the costs:benefits of nutrient criteria implementation, including estimates of the accuracy of these calculations.
- e) Compare the cost:benefit calculations under current and future growth scenarios.
- f) Where appropriate, compare their study results with those obtained by others.
- g) Evaluate whether the economic evaluations differ regionally or by important demographic differences.
- h) Summarize the approach and results of this Work Element as a chapter(s) in the final report for this study.

DWQ will assist with this work element by:

- a) Providing consultation to ensure that the study is consistent other studies aimed at the development and implementation of nutrient criteria.
- b) Providing requisite environmental data.
- c) Coordinating with other governmental agencies within Utah to obtain previously collected data and information.

4. Create Tools to Translate the Large-scale Evaluations to Site-specific Scenarios

Statewide estimates of the net environmental impacts of nutrient criteria is a required for promulgation of new rules; however, utilizing these data in the implementation of nutrient criteria requires rescaling these data to individual sites because this is the spatial scale where regulatory decisions are made. This work element involves the development of models or other analytical tools that will allow DWQ to apply the results of statewide economic evaluations to site-specific situations as nutrient criteria are implemented. For example, site-specific economic valuations may provide an objective method for selecting a “feasible” treatment alternative when implementing Utah’s Antidegradation Rules (UAC R317-2-3). Proposed approaches to developing this tool should consider that many regulatory decisions are based on the Mean Annual Adjusted Gross Income (MAAGI) of the affected community.

The Offeror will be expected to:

- a) Develop analytical tools or models that allow the cost:benefit data to

- applied to individual watersheds or facilities.
- b) Provide written instructions on how to use these tools, including: where to obtain input data, appropriate data formats, data analysis and interpretation of results.
- c) Provide a written discussion of the appropriate uses of the analytical tool.
- d) Provide a written discussion of important caveats to consider when using the economic data in a site-specific context.
- e) Provide at least one example for a mechanical POTW in Utah.

DWQ will assist with this work element by:

- a) Consulting with the offeror to ensure that the tools have direct ties to the regulatory decision making process.
- b) Compiling and summarizing DWQ's water quality data in the format specified by the offeror.
- c) Coordinating with other governmental agencies within Utah to obtain previously collected data and information.

5. Develop Outreach Materials that Will Allow DWQ to Deliver Survey Results to Key Target Audiences

Do the economic valuation results provide insight into how DWQ can effectively reach out to key stakeholder groups to convey the importance of addressing cultural eutrophication? If so, how can DWQ most effectively reach out to key stakeholder groups?

DWQ anticipates that the research team selected to conduct this study will gain considerable insight into the values that Utahns place on water quality, particularly with regard to the effects of cultural eutrophication. To accomplish this objective the research team will be asked to use this insight to provide DWQ with outreach materials that effectively target the values and concerns of key stakeholder groups including: policy makers, agricultural producers, industry, rural citizens, and Utah citizens or key subpopulations of citizens. DWQ will rely on the expertise of the research team to recommend specific materials that are likely to be most effective in conveying the results of these studies, and others conducted by DWQ, to these target audiences. However, examples of materials that research teams may wish to consider follow: brochures, presentations, web materials, or press releases.

The Offeror will be expected to:

- a) Collaborate with DWQ to determine appropriate target audiences, who are likely to be concerned stakeholders.
- b) Develop effective outreach materials to reach these audiences.

DWQ will assist with this work element by:

- a) Providing consultation with the operator about stakeholders who are likely to be affected by the implementation of nutrient criteria.
- b) Placing the offeror in contact with influential stakeholders.

- c) Helping to obtain photographs, data or other materials needed to develop these materials.

Development of Draft and Final Reports

Draft Report

Given the ongoing nutrient criteria outreach efforts underway in Utah, DWQ may want to negotiate the delivery of some Work Element products as they are completed. However, at the end of the project the contractor shall combine all work element deliverables into a draft report. At a minimum, the draft report will include data collection and analytical methods, analytical results, and a discussion that summarizes the implication of these results in the context of nutrient criteria implementation. The report should also include chapters or appendixes that describe how these data can be applied in a site-specific context when making future management decisions. The offeror shall provide ten (10) written copies and one (1) electronic copy of the draft report for review (suitable for monochromatic reproduction) to the DWQ by **November 1, 2011**.

Final Report

DWQ will review the draft report and provide comments to the offeror in an ongoing basis over period of 30-days following receipt of the draft report. The contractor will subsequently make appropriate revisions to the report. Upon Division approval of these revisions to the draft report, the contractor shall provide a master copy of the final report suitable for duplication along with 15 copies of the final report. Any changes needed to electronic information identified in the Division's review of the Draft Report shall be modified to meet the comments from the Division and provided in the Final Report. The final report and all associated materials required to complete the work elements described herein shall be provided to the Division by **February 1, 2012**.

All information, reports, tables, data, and supporting documents shall become property of the Division upon delivery.

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

Proposal Requirements and Recommendations

Offerors are encouraged to recommend, through their proposed approach and methods, the processes that they would employ to efficiently and effectively quantify, through benefit cost analyses and economic impact procedures, the economic costs and benefits anticipated from nutrient criteria implementation. Specifically, proposed studies should identify methods that the team will employ to tie measures of cultural eutrophication (e.g., nitrogen, phosphorous, secchi disc readings, chlorophyll-a) to human behavior modification, and the use and nonuse values associated with these changes in behavior. Significant impacts of human-caused nutrient enrichment on

Utah's economy (e.g., changes in property values, outdoor recreation rates) should also be evaluated. Wherever possible, these economic evaluations should be directly tied to environmental data collected by DWQ. The overarching purpose of these investigations is to support the development of numeric nutrient criteria for Utah's waters.

Specific requirements and considerations for each of the Work Elements in the *Scope of Work* follow:

Work Element 1: Data Compilation

Proposals should summarize the approach that the offeror will employ, in collaboration with DWQ, to identify, obtain, and organize existing data sources. In summarizing their approach to meeting this work element offerors should ensure that their approach conveys the following:

- a) A knowledge of existing data sources germane to this project.
- b) Access to information sources that may not be available to competitors.
- c) The relationship between these data and the proposed analytical methods.

Work Element 2: Recreation Uses

Proposals should summarize the approach that offeror suggests for obtaining reliable estimates of the effects of excessive algae growth on recreation use decisions. If the offeror proposes different approaches for streams than lakes/reservoirs, the proposal should specify the differences. The offeror should also summarize the directly related experience of team members.

The offeror's approach to meeting this work element should also address the following questions:

- a) How will surveys—or other methods—be developed to ensure that they accurately reflect public opinion?
- b) How will the data collection efforts be implemented?
- c) How will the accuracy of these surveys be evaluated?
- d) Will the results of this work element be used to inform the economic evaluations (Work Element 3)? If so, how?

Work Element 3: Net Costs of Nutrient Criteria

A variety of analytical techniques are available that can potentially be used to evaluate the economic costs and benefits of nutrient criteria implementation (for instance see <http://yosemite.epa.gov/ee/epa/eed.nsf/pages/Guidelines.html>).

The offeror should specify the specific methods that they intend to employ to complete this work element. Specifically, proposals should identify approaches for quantifying the direct use, indirect use, and non-use values associated with cultural eutrophication. Other economic methods (i.e., economic impact studies) should also be considered if the results of these studies will provide a more accurate representation of the net costs and benefits that can be expected from nutrient criteria implementation. In addition, proposals should highlight why the proposed approach provides a cost effective, yet accurate cost and benefit estimates.

Where appropriate, the offeror should consider addressing the following questions in their proposed approach for this work element:

- a) How were decisions made about the selection of the proposed analytical methods? Why were the proposed methods selected over others?
- b) Will the same methods be used everywhere or will they be modified in some areas to obtain more accurate cost:benefit data?
- c) Will the proposed methods require additional data collection? If so, how will these data be collected?
- d) How will the overall costs and benefits be summarized? Will variance among different areas or demographic groups?
- e) How will the accuracy of cost and benefit evaluations be determined?

Work Element 4: Site-specific Valuation Tools

Proposals should provide, with as much specificity as possible, the proposed approach for rescaling the cost and benefit economic evaluations to smaller scales. Examples of questions the contractor may want to address in their proposal include:

- a) Will the site-specific analytical tools require licenses for specialized software?
- b) What background will be required to utilize these tools?
- c) Are sources of data needed to use these tools readily available?
- d) What is the level of effort that will be required to apply these models to a new site?

Work Element 5: Outreach Tools

The specifics of the number of stakeholders to address and the materials that will be most effective to conveying the information to each of these groups will be informed by insight gained through these investigations. For proposal purposes, offerors should assume that outreach materials will be developed for 3 stakeholder groups: 1) policy makers, 2) outdoor recreation enthusiasts, and 3) the agriculture community. Proposals should describe the materials the offeror would develop—based on previous experience—to most effectively reach each of these stakeholder groups.

Note that these recommendations are intended to provide offerors with insight into the relationship between this project and DWQ's regulatory needs. Direct response to all of these instructions is not mandatory; however, many of the proposal rankings are based the intrinsic concepts conveyed through these instructions. Most importantly, submitted proposals should clearly describe how the offeror intends to address each work element in a manner that reflects an understanding of the overarching objectives of DWQ.

Company Qualifications

Offerors must have demonstrated experience with quantifying the environmental economic costs and benefits. Preference will be given to research teams who together have direct experience with conducting economic valuations related to water quality.

Offerors should identify all of the Principal Investigators (PIs), those individuals leading key parts of the proposed research efforts. The education and research experience (i.e., resume or vitae) of each PI should be provided with the proposal in an appendix to the proposal. Also, the offeror should briefly describe the specific role that they envision each PI taking in completing each of the work elements.

If appropriate, products resulting from related investigations conducted by the PIs can be referenced or provided as supporting material for the proposal. Offerors are also welcome to provide contact information of previous clients (names, phone numbers, and e-mails), with the understanding that these individuals may be conferred by the review team for this proposal.

PROPOSAL RESPONSE FORMAT

Proposals should be limited to a maximum of 50 pages, not counting appendices containing supporting information such as documentation of the education and experience of Primary Investigators, or examples of previous directly-related work.

All proposals must include:

1. **RFP Form.** The State's Request for Proposal form completed and signed.
2. **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Protected information requests should be identified in this section.
3. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
 - A. A complete narrative of the offeror's assessment of the work to be performed, the offerors ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
 - B. A specific point-by-point response, in the order listed, to each Work Element in the RFP.
4. **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the attached Cost Proposal Form.

PROPOSAL EVALUATION CRITERIA

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal.

<u>WEIGHT</u>	<u>EVALUATION CRITERIA</u>
----------------------	-----------------------------------

40 %	Technical Content • The proposed approach to meeting work elements is creative: makes good use of existing data and information, proposes efficient methods for obtaining additional data and information. • The proposed data collection and analytical methods and are sound and likely to generate accurate information. • The work elements fit together to create a cohesive package that addresses the primary project goals.
15 %	Quality and Suitability of the Proposal • The Proposal is clear and concise. • The proposal reflects an understanding of DWQ goals and objectives. • The proposal provides clear between the work element products and DWQ monitoring data.
15 %	Qualification and expertise of staff proposed for this project. • Academic qualifications and directly related previous work experience of “directly involved staff” (i.e. staff that will actually be working on the project in more than just an “oversight” capacity) to complete project. • Suitability and technical backgrounds, demonstrated through previous work, of “directly involved staff” for conducting water quality economic evaluations and relating these data back to scientific information. • Together the proposed research team has the combined expertise to deliver all of the work elements effectively.
30 %	Cost

COST PROPOSAL

Bidder Name: _____

Total Project Cost - All Elements A thru -F : \$ _____

Itemized Costs

A. Work Element 1: Data Compilation

A1. Labor Expenses. Indicate the staff who will be working on each work element and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.

Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

A2. Miscellaneous Expenses.

Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$ _____

B. Work Element 2: Recreation Uses

B1. Labor Expenses. Indicate the staff who will be working on each work element and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.

Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

B2. Miscellaneous Expenses.

Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$ _____

C. Work Element 3: Net Costs of Nutrient Criteria

C1. Labor Expenses. Indicate the staff who will be working on each work element and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.

Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

C2. Miscellaneous Expenses.

Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$ _____

D. Work Element 4: Site-Specific Valuation Tools

D1. Labor Expenses. Indicate the staff who will be working on each work element and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.				
Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

D2. Miscellaneous Expenses.	
Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$ _____

E. Work Element 5: Outreach Tools

E1. Labor Expenses. Indicate the staff who will be working on each work element and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.

Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

E2. Miscellaneous Expenses.

Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$_____

F. Report Development and Other Indirectly Related Expenses (if appropriate)

F1. Labor Expenses. Indicate the staff who will be working report development and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.				
Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

F2. Miscellaneous Expenses.	
Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$ _____

(Enter total of all work elements where indicated at the beginning of the cost proposal.)

(Any deviation from this format may result in disqualification of proposal)

Sample RFP Evaluation Score Sheet (1)

TITLE OF PROJECT AND SOLICITATION # *(to be inserted by the Division of Purchasing)* RFP EVALUATION SCORESHEET

Firm Name: _____

Evaluator: _____

Date: _____

Score will be assigned as follows:

0 = Failure, no response

1 = Poor, inadequate, fails to meet requirement

2 = Fair, only partially responsive

3 = Average, meets minimum requirement

4 = Above average, exceeds minimum requirement

5 = Superior

		Score (0-5)	Weight	Points
1. Quality and Suitability of the Proposal (15 points possible)		----	----	----
The Proposal is clear and concise.	5 points possible		X 1	
The proposal reflects an understanding of DWQ goals and objectives.	5 points possible		X 1	
The proposal provides clear between the work element products and DWQ monitoring data.	5 points possible		X 1	
2. Technical Content (40 points possible)		----	----	----
The proposed approach to meeting work elements is creative: makes good use of existing data and information, proposes efficient methods for obtaining additional data and information.	10 points possible		X 2	
The proposed data collection and analytical methods and are sound and likely to generate accurate information.	15 points possible		X 3	
The work elements fit together to create a cohesive package that addresses the primary project goals.	15 points possible		X 3	
3. Qualification and Expertise of Staff (15 points possible)		----	----	----
Academic qualifications and directly related previous work experience of "directly involved staff" (i.e. staff that will actually be working on the project in more than just an "oversight" capacity) to complete project.	5 points possible		X 1	
Suitability and technical backgrounds, demonstrated through previous work, of "directly involved staff" for conducting water quality economic evaluations and relating these data back to scientific information.	5 points possible		X 1	
Together the proposed research team has the combined expertise to deliver all of the work elements effectively.	5 points possible		X 1	
4. Cost (30 points possible)	30 points possible			* Inserted by Purchasing
TOTAL EVALUATION POINTS	(100 points possible)		Total	

* Purchasing will use the following cost formula: The points assigned to each offerors cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. An offeror whose Proposed Price is more than double (200%) the Lowest Proposed Price will receive no points. The formula to compute the points is: Cost Points x (2- Proposed Price/Lowest Proposed Price).

COST PROPOSAL

Bidder Name:

Total Project Cost - All Elements A thru F : \$

Itemized Costs

A. Work Element 1: Data Compilation

A1. Labor Expenses. Indicate the staff who will be working on each work element and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.

Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

A2. Miscellaneous Expenses.

Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$

B. Work Element 2: Recreation Uses

B1. Labor Expenses. Indicate the staff who will be working on each work element and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.

Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

B2. Miscellaneous Expenses.

Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$

C. Work Element 3: Net Costs of Nutrient Criteria

C1. Labor Expenses. Indicate the staff who will be working on each work element and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.

Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

C2. Miscellaneous Expenses.

Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$

D. Work Element 4: Site-Specific Valuation Tools

D1. Labor Expenses. Indicate the staff who will be working on each work element and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.

Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

D2. Miscellaneous Expenses.

Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$

E. Work Element 5: Outreach Tools

E1. Labor Expenses. Indicate the staff who will be working on each work element and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.

Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

E2. Miscellaneous Expenses.

Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$

F. Report Development and Other Indirectly Related Expenses (if appropriate)

F1. Labor Expenses. Indicate the staff who will be working report development and their role or responsibility. Titles can be used instead of names for support staff. Bold fields are required; other fields should be filled if appropriate. Additional rows should be added to accommodate additional personnel if needed.

Personnel Name and/or Title	Role or Responsibility	Itemized Cost (cost/hour)	Level of Effort (hours)	Subtotal (cost)
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Insert Staff Name and/or Title	Briefly Describe	Insert \$/hour	Insert number of hours	\$
Total Labor Expense: \$				

F2. Miscellaneous Expenses.

Description	Subtotal (cost)
Enter brief description of a non-labor expense:	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
"	\$
Total Miscellaneous Expense: \$	

Total Cost for This Work Element: \$

iter total of all work elements where indicated at the beginning of the cost proposal.)

(Any deviation from this format may result in disqualification of proposal)

Question and Answers for Bid #AR10194 - Economic Evaluation - Nutrient Criteria

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.

Question Deadline: Jun 15, 2010 7:00:00 AM MDT