

## **Pennsylvania Underground Storage Tank Indemnification Fund**

### **Competitive Bidding Fact Sheet, (May 2008, revised Oct. 2009 and Aug. 2012)**

USTIF has determined that it is advantageous in some cases to obtain competitive bids for corrective action. Among the key advantages of this process are that it (a) facilitates USTIF's fiduciary responsibilities, (b) secures competitively priced corrective actions that satisfy Pennsylvania Department of Environmental Protection (PADEP) requirements, (c) ensures corrective actions whose costs are reasonable and necessary, (d) obtains good value for claimants, and (e) offers consultants the opportunity to operate in a fair bidding environment. The bidding process is described below.

ICF International (ICF) in consultation with USTIF identifies that the site is a candidate for bidding (all bidding activities are subject to USTIF approval). ICF then interacts with the facility owner/operator to discuss the competitive bidding process and obtains a competitive bid agreement letter. After a claimant agrees to competitively bid the claim, a team subcontractor/third party reviewer is assigned to create a request for bid ("RFB") on behalf of the claimant. A draft RFB is presented to the claimant for review and approval. The draft RFB is also submitted to the appropriate regional PADEP office. Notification of the RFB is completed through posting the RFB along with all related attachments/resource materials on the USTIF website. The general steps in the bid process are outlined below:

1. USTIF website "Request for Bid" (RFB) package. As of October 2009, bid opportunities are open to all interested firms and will be listed on the USTIF website along with all related attachments/resource materials. The RFB shall include:
  - General site background and history.
  - Bid structure – generally either a defined Scope of Work (SOW) or "bid-to-result" (such as site closure or an approved Site Characterization Report).
  - Pertinent technical information and data.
  - Mandatory site meeting date.
  - Requirements, date and time for bid submission.
2. Interested bidders will attend the mandatory site meeting and submit bids in the manner described in the RFB package.
3. Bid Review and Scoring  
Bidders' submissions that are administratively qualified (attend the mandatory pre-bid site meeting, submission of the bid by the designated due date and time) will be evaluated. Numerical values will be assigned for defined SOW bids for three categories:
  - Understanding the problem and demonstrating knowledge of how to perform the work
  - Cost
  - Qualifications and experience

Numerical values will be assigned to four categories in those cases where there is a bid-to-result request.

- Understanding of the site conditions, problem to be addressed, and challenges for solving the problem
- Technical and regulatory approach to solving the problem
- Cost
- Qualifications and experience

4. Evaluation of Bids

A committee comprised of at least two members of the USTIF staff, two members of ICF staff, and the TPR who assisted in developing the bid package will score all bids that are administratively qualified based on the above criteria and meet the requirements of the RFB. USTIF recognizes that several bids may be acceptable and receive similar numerical scores. At the conclusion of the scoring process, the claimant will receive those bids whose numerical scores place them in the category of meeting Reasonable and Necessary criteria and acceptable for USTIF funding. The claimant may select any of the consulting firms to complete the scope of work defined in the RFB; however USTIF will only provide funding up to the highest fixed price cost of the bids that are deemed acceptable.