



## Offerors' Questions and PNNL Responses

RFP 0000057868

August 15, 2008

**1. Will the CMS Provider be responsible for filling the N2 dewars in count room?**

As currently configured, Battelle bargaining unit employees would have to fill the dewars; should an alternate configuration system be established (such as hard plumbing from a LN2 tank), the Contractor would provide the assurances that the dewars were filled.

**2. Is Karla Smith in the RPL being replaced by the CMS Provider?**

No, chemical management is just a 5-15% portion of her workload.

**3. The RPL currently has a person assigned to order and distribute chemicals. Does PNNL expect the CMS Provider to provide this service?**

Per Statement of Work Scope Overview, Objectives, Appendix E: Business to Business Requirements: Staff will place B2B orders with CMS Provider (including special orders), and CMS Provider will process orders and deliver to point of use within specified turn-around times, unpackaged and barcoded. The new process is expected to fully replace current chemical ordering process in BSEL & RPL.

**4. Will RPL provide necessary training?**

We provide all training associated with building access in order to be compliant with DOE O 5480.20A, *Personnel Selection, Qualification and Training Requirements for USDOE Nonreactor Nuclear Facilities*. PNNL also will provide all compliance training required to safely interact with laboratory hazards.

**5. Must the chemical orders be placed through B2B?**

Yes. Please refer to Statement of Work Scope Overview I, Objective I #16, and Appendix E: Business to Business Requirements.

**6. How important is small or SDB participation?**

Please refer to Section IV Attachments, Attachment C, Sample Contract, General Provisions. The clause Small Business Subcontracting Plan (page 22) is required for a large business concerns if the contract exceeds \$550,000; the clause does not apply to a small business concerns. This RFP is not issued as a small business set-aside; therefore, there are no preferential weightings for a small business.

**7. For chemical pricing, is Battelle asking for us to price the chemicals 5% below our cost?**

Material costs for chemicals (excluding compressed gases) will be proposed based on firm fixed discounts off current, dated, published price lists less 5% (see Section I, Attachment D) from all chemical subcontractors proposed. More aggressive negotiated discounts with subcontractors will reduce the impact of the 5% discount to the Contractor. Profit is to be provided under the fixed unit rates for labor.

**8. What are your expectations for pricing of chemicals?**

Please refer to question 7 above.

**9. Will a list of attendees at the walk-through and their affiliated company be provided to all the attendees?**

This information was provided July 17, 2008, via email to all participants. If you did not receive it (some emails returned the email due to size) please contact Kerry Cullerton.

**10. Please define the delivery requirements for ordering through B2B. Are items expected to be transported to BSEL & RPL or to Central Receiving?**

Please refer to Statement of Work: Delivery to point of use, e.g., laboratory or shop. See also Statement of Work Scope Overview II, 2; See also Statement of Work Issues & Assumptions, #3.

**11. What is the expectation for the pricing response of the 4 listed suppliers? Are you looking for an average discount? The chemical portfolio is broad in scope suggesting the need for varied pricing.**

Please refer to response to Question 7. PNNL is not dictating the style nor format of the negotiated discounts with subcontractors.

**12. How do you expect the CMS Provider to handle rare (1-off) chemicals)?**

Refer to Statement of Work, Appendix E: Business to Business. Chemicals not already in browse catalog are handled as a special order. 1-off chemicals are commonplace at PNNL.

**13. Describe how the pharmacy would work?**

Pharmacy is an optional, preferred element of the proposal. Refer to Statement of Work, Objective II, Pharmacy. Pharmacy chemicals identified in browse catalog. Order through B2B. See also RFP Section II, Attachment A, Technical Proposal Checklist 2a Logistics, v.

**14. Is the bar code reader connected to the chemical management database?**

PNNL has barcode scanners that are programmed to download into our current database. The use of a barcode reader, or other technology, and the automation are to be specified and provided by the Contractor. (Reference Statement of Work Objective I #7, Objective III #5, Objective IV #5, and Appendix F: Barcode Specifications.)

**15. What if you already have a chemical contract onsite? Which contract should pricing default to?**

Please reference Statement of Work, Issues and Assumptions #1. The Contractor may place orders with Hanford Stores, and in fact must obtain laboratory ethanol from this source. Please refer to Statement of Work Objective II #4. The current catalog of available products from Hanford Stores is included as Appendix R in the Statement of Work, and is also posted as an Excel file at <http://www.pnl.gov/contracts/solicitations/#rfp57868>.

Billing and payment for product acquired from Hanford Stores will be made directly between the Hanford Stores operating contractor and PNNL. Under this circumstance, as the contractor is not purchasing these products directly, the 5% does not apply. The Contractor will invoice for time processing the order.

**16. How do you envision ordering product in a pharmacy environment?**

Use B2B. Pharmacy items are identified in browse catalog. Please refer to Statement of Work Objective I, #16.

**17. What do you mean when you say the pharmacy is "optional"?**

A pharmacy for RPL is preferred, but not required for a bidder's proposal to be valid. Per Statement of Work Objective II Pharmacy:

"PNNL prefers that the contractor offer an option to operate a pharmacy in RPL in a space provided by PNNL or, alternatively, in a contractor-provided space nearby."

**18. How do you envision ordering gases in a B2B environment? Demurrage, return transportation, etc.**

Gases will be ordered through the B2B browse catalog and special order process. Demurrage, return transportation, and other special gas-related costs should be addressed in the Contractor's Gas Management Program. (Please refer to Statement of Work Object III #7, Appendix J: Cylinder Management Requirements.)

**19. Can you provide a list of current chemical suppliers that you order from?**

A list of chemical suppliers used in the last three years site-wide and a second list used in RPL and BSEL are posted at <http://www.pnl.gov/contracts/solicitations/#rfp57868>.

**20. Do we require CMS Provider to use their own purchasing software?**

The Contractor will need to accept orders from staff via PNNL's B2B purchasing system; how the Contractor places orders with subcontractors is accomplished outside of this contract.

**21. Are we trying to get away from Oracle?**

No. Please refer to Statement of Work, Appendix C: IT Environment. IT Architectural Standards specifies both Sequel Server 2005 and Oracle 10 for application data host and housing databases.

**22. Do you want it hosted locally or secure site?**

Please refer to Statement of Work Appendix B: Cyber Security.

**23. Do we have to integrate with B2B? Or can we handle all the ordering process and just feed into the financial system?**

Yes, must propose to integrate with B2B. Please reference Statement of Work Scope Overview I, Objective I #16, Scope Overview II #2, Appendix E: Business to Business Requirements.

Quality-affected chemicals will be identified by the requestor. Gatekeeping requirements that fall on the contractor should be based on their hazard review.

**CHANGE 1:** The Statement of Work will be changed to ADD to bulleted list in Objective I #16:

1. "Integration and documentation of the following gate-keeping approvals:  
...
6. Radiological Control for radioactive material."

The following information may prove useful to a potential Offeror.

Appendix E, Attachment 1: B2B Process Flowchart Box 2, PR routed for PNNL approval, is meant to contain the gatekeeping approvals and notifications required in the statement of work in Objective I #16. When the shopping cart comes back into PNNL space, it contains the information that triggers the required approvals and reviews/notifications.

Our PeopleSoft programming can use a Contractor-provided table of either UNSPSC codes, if specific enough, or catalog numbers, or a combination of UNSPSC and catalog numbers, or text-appended catalog numbers to trigger the required approvals and notifications.

To achieve the Statement of Work Objective II #2 requirement to use existing redistribution process in preference to new acquisition concurrently with the Statement of Work Objective IV #1 requirement to minimize staff time sourcing and requesting chemicals, the Contractor could list the chemicals available for redistribution in the browse catalog so that they are returned for consideration when a staff member performs a search.

## **24. What do you consider a "container"? Is it a cabinet, case or simply a bottle?**

**CHANGE 2:** The Statement of Work will be changed to ADD to Issues and Assumptions as item 11 the following definition of a container:

A container is a receptacle for holding chemicals (bottle, tube, box, bag, can, vial, cylinder, ampoule, tank, drum, etc.) Primary containers are the original container provided by the supplier when the material was acquired, the container into which a bulk delivery is placed, or the container into which a newly synthesized chemical is placed by the chemist in the lab. Secondary containers are created when some of the chemical in a primary container is put into a different container (e.g., splits, aliquots). Appendix I: Container Labeling Requirements discusses labeling requirements.

There is a 1:1 relationship of primary containers to container records and tracking numbers except:

1. For static items, a single tracking number may represent a group of identical containers stored in the same location.
2. When a group of identical small containers are packaged in a bag, box, or similar packaging (e.g., small ampoules in a box), the overpacked set may be represented by a single tracking number and container record.
3. Secondary containers may require labeling (see Appendix I), but do not require tracking if they remain in the same laboratory as the primary container from which they were obtained.
4. Containers issued from Pharmacy are to be labeled and tracked.

**25. Will the CMS Provider be responsible for filling the nitrogen in the lab visited at RPL?**

Please refer to the response to question #1.

**26. Who is responsible for expired chemicals?**

1. Expired chemicals that PNNL has purchased or otherwise acquired from the Contractor or other suppliers are the responsibility of PNNL to disposition.
2. If a library of PNNL-owned containers is managed for checkout in the Pharmacy, PNNL is responsible for the disposition of those containers should they expire or become unsuitable for use.
3. Expired chemicals that are the CMS Provider's property in stock in the pharmacy are the responsibility of the Contractor to disposition.
4. Unopened Static inventory items have not yet become PNNL's property, and remain the Contractor's responsibility to disposition if they expire.

**27. Does PNNL account for usage?**

PNNL tracks total container amount as if full until empty. We do not adjust the amount in the container as it is used over time. However, PNNL does calculate through-put for emissions reporting. The algorithm is developed using the full-until-empty container tracking approach.

**28. Does the CMS Provider have to handle PCBs?**

PCBs are not excluded from this RFP. PNNL uses minimal amounts of PCBs in analytical standards to evaluate the presence of PCBs in

environmental samples, for example. There are R&D authorized PCB activities and also authorized uses in scientific instrumentation in 40 CFR 761.30(j),(k).

**29. Does the CMS Provider handle Special Nuclear material?**

It is not envisioned that the Contractor would handle accountable quantities of Special Nuclear Materials.

**30. Are security clearances required for CMS Provider personnel?**

**CHANGE 3:** The Statement of Work will be changed to ADD to Issues and Assumptions #4: "No clearance is required."

**31. Are loading docks manned?**

Loading docks are not currently staffed. There is an individual at RPL that could be made available for handling of incoming material, e.g., remove from truck and take to receiving room.

**32. How do we currently account for receipt of chemicals?**

The CMS and acquisitions processes are not integrated. The CMS process is that the database on-order container record is updated with the barcode number applied to the container when the container arrives at the facility. See also question #34.

Following is an abbreviated description of the acquisitions process for the four purchasing types currently used to acquire chemicals.

1. P-card: Receiving staff log in packages as they arrive at the dock. The Pcard holder confirms receipt in good order at reconciliation.
2. Purchase Orders: Formal receipt is conducted by receiving staff upon arrival at dock. Packages transported as hazardous material are received by comparing packing list data with purchase order data. Packages that are not DOT hazardous material are opened and received against purchase order data.
3. B2B: Receipt is confirmed by the B2B recipient through allowing payment to be made.
4. Hanford Stores: Subject to Hanford inter-contractor transfer process.

**33. Are chemicals in BSEL currently bar-coded?**

Yes.

**34. If chemical delivered to dock, is chemical bar coded right then by receiving agent?**

Chemicals are not barcoded by the receiving agent at the receiving dock. Currently, the process varies from building to building.

In Statement of Work, Scope Overview II (part of inventory tracking), Objective I #7, Objective IV #3 & #5, Contractor receives, unpackages, barcodes, and distributes to point of use, where the transfer of ownership takes place. A solution could be proposed that included affixing barcodes in a different location, e.g., prior to shipping.

**35. Is PNNL required to use their union to hook up gas bottles or is the CMS Provider expected to do this?**

Please refer to Statement of Work Appendix J: Cylinder Management Requirements. Battelle bargaining unit staff move and hook up bottles >7L water volume. Smaller gas cylinders can be moved by Contractor or PNNL bargaining unit staff. Contractor may be expected to coordinate the movement of cylinders.

**36. Is this RFP a pilot for larger scale to include all of PNNL or all of DOE?**

This RFP is not for a pilot with a rollout. Please refer to Statement of Work Executive Summary Purpose statement. PNNL does not purchase chemicals for across the DOE complex.

**37. Would you provide a concise statement of your expectations on what you want the CMS Provider to improve upon in IT regards and integration issues. For instance, the RFP states CMS to be phased out in 2013 but this RFP is only for 2-3 years, what do you expect the CMS Provider to do? There are ~14 systems listed in the RFP and integration doesn't happen overnight, how much integration do you want to achieve in 2-3 years?**

Offeror's proposal may or may not address the obsolescence of the user interface. That information was provided for historical reference and to describe PNNL's motivation for seeking changes. If your proposal addresses how PNNL will move toward a new user interface, then that will be a point of consideration. It is expected per the Statement of Work that Contractor recommendations will be made under this contract (please refer to Statement of Work Objective II #6) for continuous improvement.

We agree that integration does not happen overnight. The Statement of Work states the end objective and we would like to know how much



integration the Contractor can achieve in that timeframe and which items should be integrated first.

**38. Can you provide clarifications as to whether we are expecting a phased solution or full solution?**

PNNL does not expect to have a fully integrated CMS on day one of the contract. Please refer to Statement of Work, Deliverables.

**39. Are we expecting more than 1 person for each labor category in the RFP? Is the CMS Provider supposed to guess how many hours of each labor category are needed?**

Contractor is to estimate how many hours are needed to perform the contract. Depth of coverage in the event of staff absence should be considered. The number of people needed to provide the services described is not specified in the RFP.

**40. Can staff work onsite or offsite? How much space will they be given if working on-site, will they have telephone access, internet access?**

The RFP does not specify whether staff must be full-time onsite. A variety of proposed configurations will be entertained to the extent possible. For example, the RPL will provide a laboratory space for Pharmacy, and a shared office space with a desktop with a LAN connection.

**41. Is there any size limitation (i.e., number of pages) for the Technical Proposal and the Financial Proposal?**

The RFP does not include a size limitation.

**42. In the RFP, Section B, Instructions, Subsection Financial Proposal Preparation, it is stated, "Material costs for chemicals (excluding compressed gases) will be proposed based on firm fixed discounts off current, dated, published price lists less 5% (see Section I, Attachment D) from all chemical subcontractors proposed." With the following illustration as an example, could you clarify the intent of the cited statement? A chemical supplier has a standard list price of \$100 for Material A. As a result of the subcontract between this chemical supplier and the PNNL Chemical Management**

**Service Provider, the subcontract list price is \$85. What would be the cost to PNNL in this scenario?**

Assuming a 15% negotiated discount from the subcontractor to the Contractor, the PNNL price would be (List price \* .85) \* .95 per Section I, Attachment B Instructions and Section IV, Attachment E. PNNL's cost for this chemical would be \$80.75.

- 43. In the RFP, Section B, Instructions, Subsection NAICS Code, it is stated that the applicable code is 325120. This code is for "Industrial Gas Manufacturing". Would PNNL consider changing the NAICS code to 561210 "Facilities Support Services", which requires the performance of three or more separate activities in the areas of services or specialty trade contractors industries (for example, the chemical management lifecycle activities of planning, procurement, delivery, receiving, storage, inventory management and use)?**

In consultation with the PNNL Small Business Program Officer, we have reviewed NAICS and have determined that 325120 is most appropriate.

- 44. In the RFP, Attachments, Attachment E, Discount For Chemical Subcontractors Form, it is stated that, "Offeror must include below and in their proposal, at a minimum, Sigma, Acros, MallinckrodtBaker and a "house brand" (if applicable)..." Is it acceptable that a subcontract be established with a "house brand", and that the "house brand" carry with it existing agreements with Sigma, Acros, and MallinckrodtBaker if the procurement includes identified quality affected chemical products from these lower tier subcontractors to which a flow-down of the requirements of identified PNNL Quality Assurance (QA) clauses 186, 188 has occurred?**

Yes, as long as appropriate discounts and quality requirements apply to such subcontracts.

- 45. If PNNL has an agreement with a chemical suppliers for the purchase of chemicals, would PNNL sign-over authority for utilization of that agreement by the**

**CMS, if that is allowed by the agreement between PNNL and the chemical supplier?**

To the extent allowed by the existing agreement(s) to be identified, such assignment would be appropriate.

- 46. At BSEL, it appears the only responsibility of the CMS provider will only be chemical order processing, chemical receipt and placement into storage and then periodic chemical inventory and it is not your expectation that the CMS provider maintain a "pharmacy" like area in this laboratory space. Is this correct?**

No pharmacy space is provided in BSEL. An off-site pharmacy could be proposed that would serve BSEL.

- 47. If the above question is correct, then it appears the CMS provider will only have to provide on-site coverage at the BSEL facility during receipt of chemicals and periodic chemical inventory. Is this correct?**

No specific presence is called out in the Statement of Work.

- 48. At BSEL, does the ownership of the chemical transfer from the CMS provider to PNNL at the time the chemical is received at the receiving area or when it is placed in the 2<sup>nd</sup> floor storage area?**

Please refer to Statement of Work, Appendix E: Business to Business Requirements, #15: FOB Point of use. For example, in BSEL the point of use could be the second floor storage area, any of the labs, the gas dock, or a gas tank.

**Additionally, at RPL, if we choose to setup a pharmacy on-site, does the ownership of chemicals transfer to PNNL when moved out of the pharmacy and into the RPL laboratory rooms or when those chemicals are received at the pharmacy area?**

Refer to Statement of Work, Pharmacy. At RPL, if a pharmacy were to be setup, chemicals issued from Contractor-owned stock would become PNNL property when delivered to the point of use. If the containers were replenishing an onsite library of PNNL-owned chemical containers managed at the pharmacy, they would become PNNL property at the point of use when received into the pharmacy library.

- 49. At RPL, do you expect the CMS provider to provide chemical management services for your special nuclear materials (SNM) that is stored in the Material Balance Area (MBA) areas? If yes, will the CMS be required to establish the Material Balance Area (MBA) for the control and storage of SNM? And if yes, do those individuals require a clearance for this activity?**

It is not envisioned that the Contractor would be required to handle accountable quantities of SNM; however, there may be occasions where the Contractor would need access to an MBA. PNNL anticipates providing escort on those occasions. See also question #30.

- 50. At RPL, would you expect the CMS provider to prepare reagents and standards as described in your procedures; or would you just expect the CMS provide to just repackage vendor received chemicals into smaller more manageable quantities? If the CMS provider is expected to prepare reagents and standards, do you expect material safety data sheets to be prepared for these items?**

PNNL has not requested preparation of reagents and standards as part of the Scope of Work. The Contractor is required provide right amount of chemical at the appropriate time to the point of use, which is anticipated to require right-sized repackaging. Refer to Statement of Work, Scope Overview II #2, Objective II #1.

- 51. Additionally, at RPL, would you expect the CMS provider to provide radionuclide standard solutions and radioactive sources, and track these items like other chemicals?**

Yes, radionuclide standard solutions would ordered under this contract.

**CHANGE 4:** Statement of Work Objective I #15, Delete second sentence: "Solid sources need not be tracked in CMS if they are tracked in the Radiological Material Tracking system by PNNL's Radiological Control." The need to retain the association of the source with the QA documentation precludes excluding solid sources from CMS tracking.

- 52. At RPL, in the area set aside for the pharmacy, a source of reagent grade water was not identified. Do you plan to provide this?**

If reagent-grade water is required to repackage into smaller quantities, PNNL will provide a source of that water.

- 53. At RPL, do you plan to “down post” the suggested pharmacy area to a non-radiologically controlled area or will it remain in a radiological buffer area? If you down post the suggested pharmacy area, will access to this area be from a non-radiologically controlled area?**

PNNL plans to down post the “Contamination Area” fume hood to a non-rad fume hood and decontaminate or replace the sink. Lab 303 will remain inside a radiological buffer area.

- 54. Can you provide the list of chemicals in Appendix R and Appendix T as excel spreadsheets?**

Appendix R and Appendix T are posted as Excel files at <http://www.pnl.gov/contracts/solicitations/#rfp57868>.

- 55. Will the CMS be required to provide “point of use delivery” for gases and liquid nitrogen, with the “point of use” defined as being the laboratory room, or instrument?**

Please refer to the response to question #1 and question #35.

- 56. A requirement of the RPL pharmacy is “four-hour maximum request fulfillment for pharmacy chemical products.” What time frame does this fall into? Is this Monday through Friday, swingshift and graveyard, weekends?**

**CHANGE 5:** Statement of Work, Pharmacy, seventh bullet of required characteristics, REVISE: “during standard business hours, four-hour maximum request fulfillment for pharmacy chemical products”

**CHANGE 6:** Statement of Work, Objective IV #6, first bullet, REVISE: “If implemented, pharmacy chemical products within a maximum of four business hours”

**CHANGES 7:** Statement of Work, Customer Communications, third paragraph, ADD as last sentence of the paragraph: “Standard business hours are Monday through Friday, 8:00 a.m. through 4:30 p.m.”

**57. Can additional positions be added to the Pricing Form (Attachment D) beyond those shown?**

No, please use the positions provide in the Pricing Form (Attachment D).

**58. If a PNNL employee requests a chemical that is not available through the CMS Provider "contracted" chemical vendors, can the CMS provider select chemical vendors from the non-contracted vendors? If yes, do you expect the CMS provider to perform a NQA-1 assessment of this the vendor prior to any procurement of chemical products?**

It will be the responsibility of the Contractor to flow down requirements to their subcontractors and to evaluate their quality programs to the applicable NQA-1 requirements.

**59. Does PNNL have a list of prohibited chemicals and can you provide that list, if yes?**

Please see Statement of Work Objective I #16. The dynamic list of prohibited chemicals (chemicals that have no disposal pathway) is to be provided by PNNL's Environmental Management Services to the selected Contractor. No list is presently available, but the following chemicals would be included in such as list:  
explosive compounds that do not have a DOT proper shipping name, and  
chemicals that designate as F027 when wasted (tri-, tetra-, or pentachlorophenols).

Because one type of waste we cannot ship is gas in cylinders with expired hydrostatic test dates:

**CHANGE 8:** The Statement of Work, Objective III, will be changed to ADD to the end of #7: "The Contractor will ensure that cylinders are returned to the vendor prior to the expiration of the hydrostatic test date."

**60. In NQA-1-2000, under part 1, section 300 and part 2, section 300 can you please state which requirements or portions thereof will apply to this contract?**

The Statement of Work, Appendix A, requires that the Contractor's quality program shall be compliant to the NQA-1-2000 standard and all basic elements of the standard, including subpart 2.7 for software. Included in Appendix A is a synopsis of the aspects of each of the 18 elements related to this contract.

**61. Will Battelle accept an e mail of proposal files by the RFP due date and hard copies the following day?**

No. Hard copies are required per RFP Section I, Attachment B.

**62. Would Battelle consider pricing this RFP as a Time and Materials contract?**

No. PNNL prefers fixed unit rates for both Labor and Supply items.

**63. Would Battelle accept GSA schedules with GSA terms and conditions?**

Yes, GSA schedules may be proposed and used in conjunction with other pricings.

**64. To what extent is financial information from a Prime's subcontractor to be included in the proposal?**

The Pricing Form provided under Section IV, Attachment D requires detailed information regardless of the tier, i.e., prime vs. subcontractor.

**65. To the extent that individual scientists or labs in the RPL and BSEL currently maintain chemical inventories, will these inventories become part of the CMS provider's inventory? If so, will the CMS provider be expected to centralize the location and storage of these individual inventories currently in PNNL possession, and will any such centralization be expected to be completed by the time of rollout as indicated in the SOW schedule information?**

There is no requirement to accept ownership of containers currently owned by PNNL as part of the proposed solution. Please refer to Statement of Work, Pharmacy: There is a *preference* that the pharmacy include a library of PNNL-owned containers available for checkout to PNNL staff, and a preference that the Contractor agree to accept suitable current inventory from PNNL to stock the pharmacy where possible (with mutually acceptable standards to be developed after contract award.)

**66. How far in advance of need can requests for chemicals be expected? Is there a minimum time for any chemicals or gases?**

Please refer to Statement of Work Objective IV #6.

**67. Is current chemical management system subject to quality control? Please describe the accuracy of the present system and the currency of the information it provides.**

We hope to achieve integration of QA requirements with the chemical ordering process and improve archival and retrieval of QA information with chemical management services. QA and CMS records are not linked at present.

The current system is not deemed safety software subject to QA requirements.

Self-assessment processes were revised for 2008. 2007 assessment scores were 89% for both wall-to-wall inventory and field verification of inventory data of a random selection of containers, a "good" score under the previous methodology. We expect to substantially improve the accuracy of CMS data under the contract with a CMS provider.

**68. Is there any facility or area at PNNL potentially available to the CMS contractor that could hold, store, or redistribute BSEL and RPL chemical inventories from one location? If so, please describe the facility and terms of use.**

None identified at present (outside of RPL/303, the space set aside for a pharmacy to serve RPL.) PNNL operates centralized storage for most of the chemicals available for redistribution. PNNL does not expect the Contractor to operate a redistribution program under this contract. Please refer to Statement of Work Scope Overview II #2: The Contractor is expected to facilitate redistribution; Statement of Work Objective I #18: integrate with the existing redistribution program; Statement of Work Objective II #2: use the existing redistribution process in preference to new acquisition where possible and acceptable to the requestor, performing redistribution/chemical transfers within the facility upon request, preparing containers for pickup by the PNNL redistribution program, and receiving scheduled deliveries for the facility from the PNNL redistribution program.

**69. Will PNNL assure the CMS contractor that chemicals being returned have not been cross contaminated and that they have been stored properly, e.g., chemicals requiring storage at specified temperatures? Alternately, will PNNL identify chemicals that have been cross contaminated or stored improperly?**

PNNL will be responsible for chemicals orders properly fulfilled. In case of fulfillment problems, PNNL will only be able to exercise reasonable care.



PNNL may not release to the public material that has been contaminated radiologically or chemically. PNNL has a robust process to prevent the release of contaminated material. PNNL will disposition materials contaminated by PNNL.

Regarding issuance of pharmacy library containers, the approval process to allow a researcher to check out materials can include training on this issue, and the return process can require an affirmation of care. Again, we do not expect the Contractor to operate a redistribution program under this contract. See also question #65.

**70. Please describe the chemical management system that will be in operation at BSEL until the CMS contractor takes responsibility for providing service.**

BSEL's chemicals are managed within the current CMS until the Contractor takes responsibility for managing them. See also #33.

**71. Will all chemicals in the PNNL inventory that are made available to the CMS contractor have valid expiration dates on containers?**

PNNL containers display an expiration date if they are QA-affected materials requiring an expiration date, or a gas cylinder with a hydrostatic test expiration date, or peroxide formers. Time-sensitive expiration dates are tracked in the CMS database and can be determined. Other containers may or may not display an expiration date. Many containers have related acquisition data in the database that can be evaluated. The standards to be developed for acceptance of pharmacy containers can include requirements around expiration dates (marked or inferred), if desired. (Please refer to Statement of Work, Pharmacy.)

**72. Will the CMS contractor pay for required training, e.g., the training mentioned on page 21 of the SOW?**

Training required for facility and computer access, badging, and other compliance to PNNL operating requirements will be provided via PNNL's training program.

**73. Will the CMS contractor have leeway to recommend changes in the PNNL hardware, software, and training for PNNL personnel as part of accomplishing IT/database improvements (the software solution)?**

Yes, PNNL encourages Contractor recommendations for continuous improvement. Please refer to Statement of Work Objective II #6.

**74. To what facilities, equipment, would the right of access described in Statement of Work assumption 10 apply?**

The Contractor shall make available areas of its facility in which work is performed for Battelle and in which records are stored for inspection at all reasonable times during the term of the contract. The Contractor's personnel and equipment shall also be available for inspection by Battelle and its authorized representatives while on site at Pacific Northwest National Laboratory (PNNL) and subject to all security and safety requirements of PNNL and the Department of Energy (DOE).

Relative to Contractor and suppliers/subcontractors of QA-affected acquisitions, per Statement of Work, Appendix A: Quality Assurance Requirements: The Contractor shall require, in writing, Suppliers and Subcontractors of all tiers to comply with all applicable quality program/system requirements. The quality system of the Contractor, Suppliers, and Subcontractors of all tiers may be subject to audit by Battelle to the extent practicable at all times and places; therefore, all supplier (sub)contracts will need to specify an equivalent Right of Access to such lower-tier contractors.

**75. Does Battelle have a minimum requirement of one FTE for all positions identified in RFP Attachment D?**

No, there is no minimum requirement.

**76. Please clarify the sentence under Test Report: Reference or Standard Material, "Submissions of a certification constitutes Contractor's express warranty that the identified supplies conform to all of the requirements of this contract." Chemicals would typically be warranted from the chemical manufacturer/supplier.**

The Contractor is our B2B supplier. The Contractor is responsible for the quality of the materials supplied under this contract, except for Hanford Stores products, e.g., laboratory ethanol and gases.

**77. To what extent, if any, do the "tender for acceptance" requirements apply to chemicals obtained from Battelle/PNNL's redistribution centers?**

Containers for redistribution are not suitable to supply for requests for QA-affected chemicals.

The Contractor is required to facilitate, not operate, chemical redistribution. See also #68.

**78. Do Test Reports (page 6 of 6, QA provisions) have to be submitted as part of the proposal?**

Please refer to Section 2, Attachment A, Item 3.d.

**79. Is it correct that shipping and handling charges for inbound chemicals and materials are disallowed under terms of RFP? (Appendix E, Item 15)**

Correct. Refer to Appendix E: Business to Business Requirements, Supplier Page #15.

**80. Are separate project management plan and QA plan submittals required for subcontractors (In addition to requirements for prime contractors)?**

Regarding subcontractor project management plan submittal, please refer to RFP Section II, Attachment A, item 1.d: a separate submittal is required.

Regarding subcontractor QA plan submittal, no submittal of subcontractor QA plan is required from your subcontractors. The RFP requires submittal and approval of the Contractor's QA plan, describing how the Contractor will flow down applicable NQA-1-2000 QA requirements, and how the Contractor evaluates subcontractors.

**81. Does Battelle expect, as indicated in the SOW schedule section, that the contractor will not provide chemical management services at the outset of the contract, but will be in a start-up phase during which the service system will be designed, refined, tested and approved?**

Yes, please refer to Statement of Work, Deliverables, Project Schedule.

**Does Battelle expect that the time through roll-out for BSEL portion will be less than three months, after which the system will be rolled out and implemented, fully functioning?**

Yes, except for those functions given more time in the Statement of Work Deliverables table.

**Does Battelle expect that the time through roll-out for the RPL portion will not be more than three months, after which the system will be rolled out and implemented, fully functioning?**

The timetable for roll-out and full implementation in RPL is less certain, due to the requirements for approvals when modifying operations in a Category II nuclear non-reactor facility, and because there may be a Pharmacy to implement.

- 82. SOW assumption 2 states “the contractor will be authorized to use DOE Tender on inbound shipments at discounted government rates”. Please provide specifics as to applicable discounts.**

Overall, Government rates for freight on preferred carriers are discounted by approximately 50%. Government rates can be obtained from carriers. PNNL logistics specialist can provide guidance on carrier selection to selected Contractor.

- 83. Assuming a PNNL hosted data solution, can we assume that VPN access can be granted as needed?**

Yes, given that Contractor staff meet badging requirements.

- 84. Regarding the flow down NQA-1 quality requirements to Suppliers and Sub-Contractors, has PNNL already reviewed current chemical suppliers and ensured that they meet these requirements? If not, how many suppliers does PNNL estimate currently supply materials to be provided under this contract?**

As PNNL has recently adopted the NQA-1-2000 standard, we have not evaluated any non-gas chemical suppliers. PNNL does have three evaluated suppliers that provide quality gases: Air Liquide; Air Liquide-Scott Specialty Gases; and Norlab.

- 85. I also wanted to ask you if it was possible to receive a list of your chemicals on site in an Excel spreadsheet format. I’m familiar with the list of chemicals on Appendix T of the SOW, but having the information in a spreadsheet would make the data mining much more efficient for our purchasing folks.**

Yes. Please see response to #53.

- 86. What is the annual chemical spend through labs?**

RPL and BSEL combined chemical spend is estimated to be approximately \$100K, including gases, excluding Hanford Stores products.

**87. What fraction of chemicals purchased are OOR (Orders on Request)? MM (min/max inventory)?**

Data to allocate purchases between static replenishments and non-static purchases is not available/reliable.

**88. How many staff (FTE) are currently dedicated to chemical management?**

Currently, across PNNL 4 staff are dedicated full-time to chemical management; however, this figure does not include the myriad of staff providing 10% or less of their time conducting chemical management-related activities. The contract will only provide support to RPL and BSEL and the data associated with only these facilities is unavailable. This contract provides for more work scope and effort than is currently performed at PNNL; however, we expect the chemical management process to be conducted in a more efficient and concentrated manner under the contract.

**89. Can an itemized list of chemical purchases for the previous year be sent in Excel format?**

The only available information is provided in Appendix T.

## **STATEMENTS MADE DURING WALK-THROUGH**

1. 24 hour response is required when FUA classification changes.
2. Waste storage area in BSEL chemical intake room will not be accessible by the CMS Provider.
3. CMS Provider does not need to perform waste activities for PNNL-owned containers.
4. PNNL currently receives report on upcoming expiring chemicals.
5. PNNL's CMS system was developed in-house and is Oracle-based.