

Pennsylvania Underground Storage Tank Indemnification Fund

Competitive Bidding Fact Sheet, (May 2008, revised Oct. 2009, Aug. 2012, and Feb. 2017)

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 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 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 for potential review and comment. 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
 - Statement and date for a mandatory site meeting.
 - Requirements and date 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.

Technical Scoring

Bids are evaluated for technical viability before cost is considered. Bids that have technical scores that fall within 75% of the highest technical score will advance to cost scoring. Bids with technical scores below 75% of the highest technical score are eliminated from further consideration.

Numerical values will be assigned for defined SOW bids for two categories:

- Understanding the problem and demonstrating knowledge of how to perform the work
- Qualifications and Experience

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

- Understanding of the problem
- Technical and Regulatory Approach to Remediation
- Qualifications and Experience

Cost Scoring

Cost scores are determined by a cost formula. The bid(s) with the lowest total cost receives the maximum cost points available. The remaining bids are scored by applying the following cost formula: $(1 - ((B - A) / A)) \times C = D$

A = the lowest bid cost

B = the bidder's cost being scored

C = the maximum number of cost points available

D = bidder's cost score (points)

If a bid cost is equal to, or greater than, the amount of the lowest bid cost, the formula calculation will result in a negative number and the bid will be assigned zero cost points.

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. 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 that submitted a qualified bid package to implement the tasks described in the bid; however, USTIF will only provide funding up to the highest fixed price of those bids determined to be Reasonable and Necessary for USTIF funding.