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REQUEST FOR PROPOSALS

**ANTIMICROBIAL PESTICIDE QUALIFICATION
AND REGISTRATION**

OCTOBER 2017

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November 13th Question and Answer Session	
MSDS Sodium Per Borate	

REQUEST FOR PROPOSALS
ANTIMICROBIAL PESTICIDE QUALIFICATION AND REGISTRATION

I. Project Overview

The Maryland Technology Development Corporation (TEDCO) is requesting proposals from antimicrobial pesticide regulatory consultant firms with the necessary qualifications to have a new mold/mildew remover (powder) product qualified and registered with the Environmental Protection Agency (EPA), leading to the qualification of the product and product vendors for commercial use.

Two original hard copies as well as an electronic copy of your proposal shall be sent to:

Maryland Technology Development Corporation
7021 Columbia Gateway Drive, Suite 200
Columbia, MD 21046
ATTN: Ronald W. Kaese
rkaese@tedco.md

Your proposal (both hard copy and electronic) must conform to this RFP and both must arrive at the above addresses no later than 4:00 p.m. Eastern Standard Time (EST) on November 30, 2017. Proposals will be considered non-responsive if received after this time and date.

Please direct any questions regarding this RFP to Ronald W. Kaese at rkaese@tedco.md.

II. Technology Overview

The antimicrobial pesticide has, through internal and several external testing laboratories, completed preliminary testing on the chemical formulation to validate the Mold/Mildew Remover (Powder) approach, make-up and feasibility. As this product is a follow-on product, similarities and previous qualifications shall be measured and apply. Any previous testing and documentation generated will be released at project launch. Any additional data required will be generated by the inventor (self testing). This product contains a new anti-microbial active ingredient.

III. EPA Registration Objectives

The objective of this effort is to obtain an EPA Qualification/Certification of the Mold & Mildew Remover (Powder). This will involve a New Ingredient Registration and An End Use Product Registration. The deliverable is a turnkey, complete, and final qualification package to include receipt of all research, testing, qualification and verification data without any proprietary markings or claims to the data or product.

IV. Proposal Requirements

Firm's Qualifications and Experience

The response should state the following:

- The firm's qualifications and experience, including the local office's current number of clients and the number of local office staff (in-house and remote)
- The location from which the work on this engagement is to be performed, and the number and nature of the professional staff to be assigned
- Similar clients served by the local office
- Examples of other pesticide registration efforts and specifically any antimicrobial pesticide and/or kit registration efforts by the firm
- The firm should be of a sufficient size and experience so that the services can be performed in an efficient manner within a reasonable time frame

Evaluation Procedures

- Responses will be evaluated according to the requirements of this RFP. Proposals will first be evaluated on the merit of the Technical Proposal, and responses which do not meet minimum qualifications or technical criteria will be eliminated.
- Each response shall include the Bid Form attached hereto as Exhibit 1. The Bid Form must reflect a total all-inclusive price and include all pricing information relative to performing the duties in this RFP. The total all-inclusive maximum price must contain all direct and indirect costs, including all out-of-pocket expenses. The cost bid must include a schedule of professional fees, hours and expenses, as well as a breakdown of out-of-pocket expenses.

- Cost will not be the sole factor in awarding this contract. The proposal will be awarded based on the best overall combination of experience, technical merit, and price.

All proposals will be evaluated on:

- Demonstrated expertise in, and understanding of, the EPA pesticide qualification and registration process
- Understanding of, and ability to meet, the RFP's stated objectives
- Ability to provide prompt turn-around times for deliverables
- Impeccable in-house quality control for orchestrating the EPA process, submissions, and approval decision
- Proven and efficient approach, mindful of the evolving regulatory climate
- Firm and personnel qualifications and experience, with weight given to experience of the team applicable to this effort
- Ability of proposal to be executed within the available budget
- References

Responses to the RFP shall include:

A. Technical Proposal, including:

1. Introduction

- a. Objective and scope of firm's services
- b. Brief case histories that illustrate the firm's EPA qualifications and registration capabilities/experience
- c. List of proposed team members, including biographies and level of participation
- d. References from at least three similar clients

2. Support for the Quote

- a. Explanation of firm's billing procedures including rates, mark-ups, etc.
- b. Cost (Firm Fixed Price) (turnkey EPA qualification/registration). With a definition breakout on the Level of Effort (Labor), material cost (testing, supplies, etc.), and other major segments (test, EPA dues, research, etc.) of cost
- c. Estimated schedule
- d. Additional meetings, data calls and requirements for qualification/registration
- e. Travel requirements
- f. List of assumptions
- g. Risk and Mitigation plan
- h. Strategy/draft Project Management Plan leading to product qualification
- i. Initial Point of Contact list

3. Performance: (upon execution of contract from TEDCO, as the contract agent)
 - a. Updated schedule (30 calendar days from award, every 30 days due by the 3rd of each month; breaks in reporting requirements during periods of non-activity are appreciated as long as agreed upon by both parties)
 - b. Project Management Plan
 - c. Updated meeting, data calls, travel, and requirements (as required)
 - d. Qualification/Test Plan (30 calendar days from award, updated by the 3rd of each month)
 - e. Update to Risk and Mitigation plan (30 calendar days from award, updated by the 3rd of each month)
 - f. Changes to the strategy (as required and accepted)
 - g. Support with EPA discussions reference Risk Assessments and Risk Mitigation (as required)
 - h. Updates to the contact list (as required)
4. Final EPA Qualification Package
 - a. Product Certifications
 - b. All Test Data/Reports
 - c. Final Risk and Mitigation Data

B. Bid Form (Exhibit 1)

- a. Any bid that does not include a complete bid form in the proposal will be deemed non-responsive

V. RFP and Project Timeline Details

Please direct any questions, in writing, no later than November 9, 2017 to Ronald W. Kaese, Director of Federal Programs, at rkaese@tedco.md. Answers to all questions will be provided at the bidder's conference/teleconference scheduled for November 13, 2017 at 2 p.m. EST at TEDCO's office. Attendance is optional.

In order to be considered for selection, respondents must submit a complete response to the RFP by 4:00 p.m. EST on November 30, 2017. One original hard copy as well as an electronic copy of your proposal shall be sent to:

Maryland Technology Development Corporation
7021 Columbia Gateway Drive, Suite 200
Columbia, MD 21046
ATTN: Ronald W. Kaese, Director of Federal Programs
rkaese@tedco.md

Should you be selected as a finalist or win the award, you will be contacted by December 14, 2017 (projected). Projected initiation of the qualification and registration effort will be January of 2018 (projected).

This RFP should not be construed by any respondent as a commitment by TEDCO to procure any services from any specific entity, nor to make such purchase in any case. Any and all expenses and costs of any kind incurred by a respondent in connection with responding to this RFP are the sole responsibility of the respondent.

TEDCO reserves the right to:

- Withdraw this solicitation at any time with no financial or other responsibility to any prospective respondent
- Conduct discussions and negotiations, at its sole discretion, with any respondent or respondents, without notification to any such excluded respondents, and
- Accept or reject, at its sole discretion, any or all bids

EXHIBIT 1

ANTIMICROBIAL PESTICIDE QUALIFICATION AND REGISTRATION

Bid Form

Legal and any Trade Name of Bidder:

Date Submitted: _____

Bid price in effect for 90 days from date of submission.

Maximum Bid Price – ANTIMICROBIAL PESTICIDE QUALIFICATION AND
REGISTRATION

(Written Price)

\$ _____

(Figures)

By: _____

Name: _____

Title: _____