

DELAWARE RIVER BASIN COMMISSION

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Steven J. Tambini

Executive Director

REQUEST FOR PROPOSALS (RFP) ANALYTICAL SERVICES - WATER, SEDIMENT, AND FISH TISSUE

INFORMATION AND INSTRUCTIONS

1. GENERAL INFORMATION

The Delaware River Basin Commission (“Commission” or “DRBC”) will be collecting water, sediment, and fish samples from the tidal and non-tidal portions of the Delaware River and its tributaries as part of its long-term monitoring programs to assess toxic contaminants in the Basin’s waters, sediments, and biota. In support of these efforts, the Commission is seeking a qualified firm to provide certain specialty analytical services.

Any changes to this RFP will be in the form of an addendum, which will be posted on the Commission’s website, www.drbc.gov.

The DRBC reserves the right to reject any or all submittals and to be the sole judge of each submittal’s merits. The selected firm will be chosen based on proposals received in response to this RFP and any amendments to this RFP.

Questions regarding this RFP should be directed to Jeremy Conkle, Senior Chemist and Toxicologist, at (609) 477-7252 or jeremy.conkle@drbc.gov.

2. PROJECT OBJECTIVES

The project objective is for the Commission to obtain analytical services during calendar years 2025–2027, with a Commission option to extend this period by up to two additional years. During the agreement period, the Commission may request analytical services on ambient water (total, dissolved, or particulate fractions), sediment, or fish tissue samples for some or all of the analytical suites listed in Appendix A. The foregoing analytical services may include analytical services on passive samplers (e.g., POCS, PED, etc.). The ambient water, sediment, and tissue (fish) samples will be collected from freshwater, brackish, and marine ambient waters within the Delaware River Basin to determine the

levels of target analytes (e.g., polychlorinated biphenyl (PCB) congeners, dioxins and furans, pesticides, per- and polyfluoroalkyl substances (PFAS), polybrominated diphenyl ethers (PBDE), anti-ozonants, polycyclic aromatic hydrocarbons (PAH), mercury, methylmercury, sterols and hormones, fluorotelomer alcohols and sulfonates, and pharmaceuticals and personal care products (PPCP)). Sample collection activities and shipment will be performed by Commission staff and are not included in the services being solicited under this RFP. A list of analytes and analytical methods is provided in Appendix A; however, the list is not exhaustive. The Commission may request analyses not included in Appendix A, for which unit costs will be negotiated on a case-by-case basis. Minimum requisite laboratory qualifications are set forth in Appendix B.

1. Water: The Commission will provide samples to the laboratory in volumes appropriate to the analytical method(s) applicable to each project. Typical water samples may range in volume from 250 mL to 2 L, but actual volumes may be larger or smaller depending on analytical method requirements. These samples will range in salinity from seawater (~35 ppt) to freshwater. The Commission will submit trip blanks and rinsate blanks with each batch of samples.
2. Sediment: The Commission will provide samples containing sufficient mass to perform the analytical method for each project. Sediment grab samples will be collected in areas with salinities ranging from seawater to freshwater.
3. Fish tissue: The Commission will provide unprocessed whole fish to the laboratory for sample preparation. The lab must then process the fish for analysis. The unprocessed whole fish may consist of an individual fish for analysis or multiple fish that must be composited for analysis. Species could include smallmouth bass, white perch, channel catfish, white sucker, and blue crab. However, other species may also be included. Each project will have unique fish tissue processing requirements that will be discussed with the lab before analysis.

For each project, the selected contractor will be required to provide method blank water in adequate volume to collect field blanks. The selected contractor will be expected to electronically forward to DRBC data reports per analytical batch within 12 weeks following receipt of samples. Data reports must include:

- An EPA Contract Laboratory Program (CLP)-Like Level IV Data Package suitable for independent data validation.
- Electronic Data Deliverable (EDD) formats:
 - All analytes, including PCBs, must be formatted for upload to the USEPA's Water Quality Exchange (WQX) portal. DRBC will provide the metadata to populate an EDD for each sample batch. The contract lab must then combine the metadata with analytical results when submitting the EDD to DRBC. An example of the DRBC metadata furnished to the contract lab is included as

Figure 1 in Appendix C, while an example of the lab-produced WQX EDD is included as Figure 2 in Appendix C.

- A separate, second EDD is required for all PCB results in addition to the WQX EDD described in the preceding paragraph. This additional PCB EDD format follows the Commission's reporting protocols, including data qualifier protocols for PCBs, and is available at <https://www.nj.gov/drbc/programs/quality/pcb-monitoring.html>.

3. SUBMITTAL REQUIREMENTS / PROPOSAL CONTENTS

Proposals must adhere to the format and content prescribed by this RFP. Interested firms must include the following within the proposal:

- General Description of the Proposed Approach. Provide a narrative of the proposed process and approach to the analytical services to be provided, including, but not necessarily limited to:
 - a standard operating procedure for the processing of whole fish for analysis;
 - a statement describing the laboratory's passive sampler processing capabilities and methods, including: (i) a list of types of passive samplers for which the laboratory can extract environmental media and provide data analysis; and (ii) whether the laboratory can supply the necessary materials for passive sampling or if the laboratory will require the Commission to acquire such materials separately; and
 - information on QA/QC procedures, including but not limited to the frequency of method blank, laboratory control samples, and replicate analyses.
- Laboratory Certifications. Confirm that the laboratory maintains the certifications listed in Appendix B of this RFP for the parameters or methods contained in the proposal.
- Staffing Plan, Including Resumes. Identify and provide a resume for key staff who will work on the project and identify their respective roles.
- Expected Subcontractors. The Commission reserves the right to select one or more contractors to perform a subset of the requested analyses. A selected contractor may subcontract with other entities for analyses identified in Appendix A that the selected contractor does not routinely conduct, provided, however, that the need for a subcontractor and the identity of the potential subcontractor must be disclosed in the proposal. Once the contract has been awarded, the selected contractor may subcontract for any analyses not identified in Appendix A that the contractor does not routinely conduct and that the DRBC nevertheless requests.

The names of subcontractors to assist with analyses not included in Appendix A do not need to be included in the proposal.

- Point of Contact. The proposal must include the name and contact information for the bidding firm's point of contact.
- References. Please supply names and current contact information for three references for similar projects performed by the bidding firm.

Failure to adhere to these requirements, or the inclusion of conditions, limitations, or misrepresentations in the submittal, may be cause for rejection.

4. SUBMITTAL INSTRUCTIONS

Proposal

Interested bidders should email an electronic (PDF) file of their proposal (*excluding* the cost estimate) that includes the requirements outlined in Section 3, *Submittal Requirements / Proposal Content*, to: .proposals@drbc.gov. **Proposals must be received electronically via email.**

Cost Estimate

Cost estimates shall be provided in the Analytical Services Bid Form 2025-2027 and Analytical Services Bid Form 2028–2029 DRBC Option Years included as Appendix D to this RFP.

Note that cost estimates are required for parameters or suites of parameters, including passive sampler extraction and analysis, on a per-sample basis. The Commission anticipates that it will submit all samples in batches. Sampling may be performed throughout the year, with the bulk of sampling occurring during the spring, summer, and fall. Any pricing criteria, such as minimum batch sample size per matrix, or pricing scale based on the quantity of samples or co-extraction efficiencies, must be indicated on the bid form. The cost estimate must include the costs of fish tissue preparation. Interested bidders should include in their cost estimates an amount for the processing of a whole fish for analysis, including the shipment of a portion of the processed fish tissue samples to the Commission for archiving or additional analysis by other laboratories.

Interested bidders should mail or hand deliver one hard copy cost estimate in a sealed envelope clearly marked "Cost Estimate" to:

Elba L. Deck, Director of Finance and Administration
Delaware River Basin Commission
25 Cosey Road
P.O. Box 7360
West Trenton, NJ 08628-0360

Cost estimates must be received in hard copy only.

Proposals (digital files) and sealed Cost Estimates (in hard copy only) must be received no later than 4:00 p.m. Eastern Time, on Wednesday, July 31, 2024. Proposals received after this time will not be considered. The Commission reserves the right to reject any submittals for any reason, including for a bidder’s failure to adhere to these submittal instructions.

The Commission’s standard contract is available for review at https://www.nj.gov/drbc/library/documents/DRBC_StandardContract.pdf. If the bidder cannot execute the standard contract in its current form, the bidder must describe the exceptions in the proposal.

The Commission shall not be liable for any costs associated with the development, preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP.

5. PROPOSAL SELECTION AND AWARD PROCESS

Proposals will be evaluated by a committee comprised of Commission staff members knowledgeable about the service(s) and/or product(s) that are the subjects of this RFP. Evaluation committee members may not speak with bidder representatives regarding pending proposals submitted in response to this RFP between the time of submission and the Commission’s selection of a bidder.

Accepted proposals will be reviewed by the evaluation committee and scored against the criteria outlined below. The committee may review references and request interviews or presentations (on-site or virtual) or additional details. The resulting information will be used to score the proposals. The evaluation committee’s scoring will be tabulated, and proposals ranked based on the numerical scores received. The proposals will be scored using the following criteria:

Description	Points
General Description of the Proposed Approach	15
Analytical Capabilities	25
Staffing Plan	15
Cost Estimate	25
References	20
Total	100

Oral presentations may be used to clarify the contents of proposals. Scores may be adjusted based on oral presentations.

**APPENDIX A
TARGET LIST OF ANALYTES**

Analyte	Method	Compounds and Detection Limits
PCB	Method 1668A as per DRBC revisions at https://www.nj.gov/drbc/library/documents/PCB-Modifications020305.pdf	All 209 compounds
Dioxins & Furans	Method 1613B or equivalent HR GC/MS	As provided by Method
Pesticides (OC)	Method 1699 or equivalent HR GC/MS	<i>As achieved by the Laboratory *Note</i>
Pesticides (neonicotinoids and phenyl pyrazoles)	UHPLC- MS/MS or equivalent	<i>As achieved by the Laboratory *Note</i>
PBDE	Method 1614 or equivalent HRGC/MS	<i>As achieved by the Laboratory *Note</i>
PAH (parent and alkylated)	GC/MS or equivalent	<i>As achieved by the Laboratory *Note</i>
Mercury (Hg)	Method 1631 or equivalent	<i>As achieved by the Laboratory *Note</i>
Methylmercury (MeHg)	Method 1630 or equivalent GC/MS	<i>As achieved by the Laboratory *Note</i>
PPCP	Method 1694 or equivalent HPLC/MS/MS	<i>As achieved by the Laboratory *Note</i>
Sterols and hormones	Method 1698 or equivalent HRGC/HRMS	<i>As achieved by the Laboratory *Note</i>
PFAS	Method 1633 or equivalent LC MS/MS with isotope dilution/internal standard quantification	<i>As achieved by the Laboratory *Note</i>
Fluorotelomer alcohols and sulfonates	LC MS/MS with isotope dilution/internal standard quantification	<i>As achieved by the Laboratory *Note</i>
6-PPDq	Draft Method 1634	<i>As achieved by the Laboratory *Note</i>

For all analytes, in all matrixes, please provide typical method detection limits achieved and include supporting documentation.

*Note. Please provide a listing of individual compounds routinely achieved by the method employed for analysis and their reporting limit.

Matrix	Supplementary Parameters	Method(s)
Fish Tissue	Percent moisture and lipid content	Standard Methods
Sediment	Bulk and dry density Sediment size Total Organic Carbon (TOC)	ASTM Method D 2937 or equivalent ASTM C 136 or equivalent EPA Method 440
Water	Total Organic Carbon (TOC) Salinity and pH	EPA Method 440 Standard Methods

APPENDIX B
LABORATORY QUALIFICATIONS

- a. Please indicate for each method and analyte contained in the proposal if the laboratory performing the analysis is National Environmental Laboratory Accreditation Program (NELAP) certified or approved through New Jersey DEP, New York ELAP or Pennsylvania DEP.
- b. Please provide documentation in support of the laboratory's ability to achieve very low detection and quantification limits (with correspondingly low and demonstrated blank level control limits) in all matrixes.

Appendix C

Examples of Electronic Data Deliverables Materials

Figure 1

AXYS ID	LIMS_CLIENT_NUMBER	Monitoring_Location_ID	Project_ID	Activity_Type	Tissue_Anatomy_Name	Taxonomic_Name	Start_Date	Start_Time	Start_Time_Zone	COLLECTION_METHOD	COLLECTION_EQUIPMENT	Result_Sample_Fraction
4122		LAC	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/1/2023	1312	EDT	PFAS_water_sample	water bottle	water(whole)
4122		DF	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/1/2023	1417	EDT	PFAS_water_sample	water bottle	water(whole)
4122		SE	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/1/2023	1548	EDT	PFAS_water_sample	water bottle	water(whole)
4122		YA	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/1/2023	1555	EDT	PFAS_water_sample	water bottle	water(whole)
4122		CH	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/9/2023	1300	EDT	PFAS_water_sample	water bottle	water(whole)
4122		CH-Dup	NFWF 2022 - PFAS Surface Wz Quality Control Sample-Blind Duplicate				8/9/2023	1300	EDT	PFAS_water_sample	water bottle	water(whole)
4122		ES	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/9/2023	1340	EDT	PFAS_water_sample	water bottle	water(whole)
4122		PB	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/9/2023	1410	EDT	PFAS_water_sample	water bottle	water(whole)
4122		PB-Dup	NFWF 2022 - PFAS Surface Wz Quality Control Sample-Blind Duplicate				8/9/2023	1410	EDT	PFAS_water_sample	water bottle	water(whole)
4122		NV	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/9/2023	1445	EDT	PFAS_water_sample	water bottle	water(whole)
4122		SR	NFWF 2022 - PFAS Surface Wz Sample-Routine				9/9/2023	1515	EDT	PFAS_water_sample	water bottle	water(whole)
4122		BF	NFWF 2022 - PFAS Surface Wz Sample-Routine				9/9/2023	1555	EDT	PFAS_water_sample	water bottle	water(whole)
4122		BR	NFWF 2022 - PFAS Surface Wz Sample-Routine				9/9/2023	1617	EDT	PFAS_water_sample	water bottle	water(whole)
4122		TD	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/16/2023	900	EDT	PFAS_water_sample	water bottle	water(whole)
4122		BU	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/16/2023	945	EDT	PFAS_water_sample	water bottle	water(whole)
4122		FL	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/16/2023	1015	EDT	PFAS_water_sample	water bottle	water(whole)
4122		BC	NFWF 2022 - PFAS Surface Wz Sample-Routine				8/16/2023	1120	EDT	PFAS_water_sample	water bottle	water(whole)
4122		FB	NFWF 2022 - PFAS Surface Wz Quality Control Sample-Field Blank				8/9/2023	1335	EDT	PFAS_water_sample	water bottle	water(whole)
4122		EB	NFWF 2022 - PFAS Surface Wz Quality Control Sample-Equipment Blank				8/9/2023	1335	EDT	PFAS_water_sample	water bottle	water(whole)
4122		PPI	NFWF 2022 - PFAS Surface Wz Sample-Routine				9/20/2023	1140	EDT	PFAS_water_sample	water bottle	water(whole)

Figure 2

Project ID	Monitorin	Activity ID	Activity Ty	Biological Activity	Me	Sample Ti	Subject Ta	Activity St	Activity St	Activity St	Result An	Result An	Character	Result Val	Result Uni	Result_Me	Result Val	Result Det	Result Det	Result Det	Result Det	Result Sta	SAMPLE O	SAMPLE O	SGS-AXYS	IUPAC#	CAS#	Result Sar	Percent_Moisture
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorobutanoate	U	Actual	Not Detect	Lower Rep	1.6	ng/l	Final				WG88053-101	45048-62-2				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluoropentanoate	U	Actual	Not Detect	Lower Rep	0.8	ng/l	Final				WG88053-101	45167-47-3				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorohexanoate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	92612-52-7				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluoroheptanoate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	120885-29-2				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorooctanoic acid	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	45285-51-6				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorononanoate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	72007-68-2				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorodecanoate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	73829-36-4				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluoroundecanoate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	196859-54-8				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorododecanoate	U	Actual	Not Detect	Lower Rep	0.32	ng/l	Final				WG88053-101	171978-95-3				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorotridecanoate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	862374-87-6				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorotetradecanoate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	365971-87-5				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluoropentanesulfonate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	45187-15-3				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluoropentanesulfonate	U	Actual	Not Detect	Lower Rep	0.402	ng/l	Final				WG88053-101	175905-36-9				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorohexanesulfonic acid	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	108427-53-8				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluoroheptanesulfonate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	146689-46-5				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorooctanesulfonate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	45298-90-6				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorononanesulfonate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	68259-12-1				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorodecane sulfonate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	126105-34-8				
			Quality Control Sam	Water							MLA-110r	DRBC	Perfluorododecane sulfonate	U	Actual	Not Detect	Lower Rep	0.4	ng/l	Final				WG88053-101	343629-43-6				
			Quality Control Sam	Water							MLA-110r	DRBC	FIS 4:2 ion	U	Actual	Not Detect	Lower Rep	1.6	ng/l	Final				WG88053-101	414911-30-1				

Appendix D
Analytical Services Bid Form 2025–2027
Analytical Services Bid Form 2028–2029 DRBC Option Years

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Analytical Services Bid Form 2025–2027

DRBC Bid Form for Analysis of Water, Sediment, Fish Tissue and Passive Samplers

Analyte	Method	Unit Cost			
		Water	Sediment	Fish	Passive Samplers (if applicable)
PCB Congeners	1668A				
Dioxins/Furans	Method 1613B or equivalent HR GC/MS				
OC Pesticides	Method 1699 or equivalent HR GC/MS				
Pesticides(neonicotinoids and pyrazoles)	UHPLC- MS/MS or equivalent				
PBDE	Method 1614 or equivalent HR GC/MS				
PAH (parent and alkylated)	GC/MS or equivalent method				
PCB Congeners + Dioxin/Furans	Co-extraction with on-column fractionation, 1668A, 1613B				
PCB Congeners + Dioxin/Furans + OC Pesticides	Co-extraction with on-column fractionation, 1668A, 1613B, 1699				
PCB Congeners + Dioxin/Furans + OC Pesticides + PBDEs	Co-extraction with on-column fractionation, 1668A, 1613B, 1699, 1614				
Mercury (Hg)	Method 1631 or equivalent				
Methylmercury (MeHg)	Method 1630 or equivalent				
PPCP	Method 1694 HPLC/MS/MS or equivalent				
Sterols and hormones	Method 1698 HRGC/HRMS or equivalent				
PFAS	Method 8327 or equivalent LC MS/MS with isotope dilution/internal standards				
Fluorotelomer alcohols and sulfonates	LC MS/MS with isotope dilution/internal std				
6-PPDq	Draft Method 1634				
Percent Lipid	Standard Methods	X	X	X	X
Percent Moisture	Standard Methods	X	X	X	X
Bulk and dry density	ASTM Method D 2937	X	X	X	X
Sediment size	ASTM C 136 or equivalent	X	X	X	X
Total organic carbon (TOC)	EPA Method 440				
Salinity	Standard Methods	X	X	X	X
pH	Standard Methods	X	X	X	X
Fish tissue preparation	Provide SOP	X	X	X	X
Shipping cost associated with the return of sample coolers (150 qt size)	Ground shipment				

Company Name

Signature Title Date

Analytical Services Bid Form 2028–2029 DRBC Option Years

DRBC Bid Form for Analysis of Water, Sediment, Fish Tissue and Passive Samplers

Analyte	Method	Unit Cost			
		Water	Sediment	Fish	Passive Samplers (if applicable)
PCB Congeners	1668A				
Dioxins/Furans	Method 1613B or equivalent HR GC/MS				
OC Pesticides	Method 1699 or equivalent HR GC/MS				
Pesticides(neonicotinoids and pyrazoles)	UHPLC- MS/MS or equivalent				
PBDE	Method 1614 or equivalent HR GC/MS				
PAH (parent and alkylated)	GC/MS or equivalent method				
PCB Congeners + Dioxin/Furans	Co-extraction with on-column fractionation, 1668A, 1613B				
PCB Congeners + Dioxin/Furans + OC Pesticides	Co-extraction with on-column fractionation, 1668A, 1613B, 1699				
PCB Congeners + Dioxin/Furans + OC Pesticides + PBDEs	Co-extraction with on-column fractionation, 1668A, 1613B, 1699, 1614				
Mercury (Hg)	Method 1631 or equivalent				
Methylmercury (MeHg)	Method 1630 or equivalent				
PPCP	Method 1694 HPLC/MS/MS or equivalent				
Sterols and hormones	Method 1698 HRGC/HRMS or equivalent				
PFAS	Method 8327 or equivalent LC MS/MS with isotope dilution/internal standards				
Fluorotelomer alcohols and sulfonates	LC MS/MS with isotope dilution/internal std				
6-PPDq	Draft Method 1634				
Percent Lipid	Standard Methods	X	X	X	X
Percent Moisture	Standard Methods	X	X	X	X
Bulk and dry density	ASTM Method D 2937	X	X	X	X
Sediment size	ASTM C 136 or equivalent	X	X	X	X
Total organic carbon (TOC)	EPA Method 440				
Salinity	Standard Methods	X	X	X	X
pH	Standard Methods	X	X	X	X
Fish tissue preparation	Provide SOP	X	X	X	X
Shipping cost associated with the return of sample coolers (150 qt size)	Ground shipment				

Company Name

Signature Title Date