

**Pennsylvania Underground Storage Tank Indemnification Fund  
Competitive Bidding Fact Sheet, (May 2008, as revised October, 2009)**

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 claimant and selects a Third Party Reviewer (TPR) to assist with the bid process and to help prepare a Request for Bid (RFB) for the site. In general, ICF will contact the claimant and the TPR will contact the PADEP to inform them the site is a candidate for competitive bidding, although the details of the notification process are claim-specific. The general steps in the bid process are outlined below:

1. USTIF website "Request for Bid" package. As of October 2009, all bid opportunities will be listed on the USTIF website and no Bid Opportunity Letter "BOL" will be sent. The bidder list may be a list developed by the claimant that is acceptable to the Fund. The RFB shall include:
  - Site description;
  - Bid structure – generally either a defined Scope of Work (SOW) or "bid-to-result" (such as site closure or an approved Site Characterization Report);
  - 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 (submission in a timely manner, attend the mandatory pre-bid site meeting) 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
  - Qualification and experienceNumerical values will be assigned to four categories in those cases where there is bid-to-result request.
  - Understanding of the problem
  - Technical and Regulatory Approach to Remediation
  - Cost
  - Qualifications & Experience
4. Evaluation of Bids  
A committee composed of at least one member of the USTIF Staff, one member of ICF Staff and the TPR who assisted in developing the bid package will score all bids 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 score places them in the category of meeting Reasonable and Necessary criteria and acceptable for USTIF funding. The claimant may select any of those consulting firms to implement the tasks described in the bid.