

SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY

REQUEST FOR PROPOSAL

ISO Registrar Contract #2019-23

1. PURPOSE

This Request for Proposal (RFP) is issued by the South Dakota Science and Technology Authority (SDSTA) for ISO Registrar to implement the requirements of ISO compliance and certification. Some applicable federal, state and industry standards are referenced below for additional emphasis. All applicable industry and regulatory standards and codes, including those not referenced or listed, constitute criteria for this project.

2. SCOPE OF WORK

Integrated Quality Management System for ISO 9001/Quality Management, 14001/Environmental Management and 45001/Occupational Health and Safety certification. The Sanford Underground Research Facility (SURF) hosts world-leading research experiments in physics, biology, geology and engineering. The dedicated underground scientific research facility is located in Lead South Dakota at the former site of the Homestake Gold Mine. The main level for science is at the 4850-foot level, which can be accessed by two mine shafts. SURF maintains about 12 miles of underground shafts, drifts, ramps and associated facility infrastructure for science activities related to physics research, neutrino, dark matter & biological experiments. Infrastructure support for the mine, shafts, drifts, ventilation, waster water and new construction is also managed.

3. SELECTION CRITERIA

4. PROPOSAL INSTRUCTIONS:

Interested firms having the capabilities to perform this work must submit a project specific proposal to the above address not later than 2:00 PM on the response date indicated below. The proposal shall not exceed 50 pages (8.5" x 11"). Each side of a sheet of paper is a page. Use no smaller than 12-point font. In general, the technical proposal should seek to provide the following information:

- a. Professional qualifications of the firm and the specific individuals who will be assigned to the work.
- b. Specialized experience and technical competence of the firm and individuals in the type of work described in the solicitation.
- c. Capacity and capability of the firm to perform the services.
- d. Method of approach demonstrating the firm's understanding of the project, risks, challenges, and strategy that will be employed to complete the project on time and under budget.
- e. Demonstrated success on similar projects, including past performance on contracts in terms of cost control, quality and schedule.
- f. Identification of any requested changes to the attached contract template.
- g. ISO Certification Questions – Please fill out and submit with your technical proposal (See attachment)
- h. SDSTA will provide any additional details to the ISO Registrar, such as a Customer/Client Questionnaire/Application, as needed to help facilitate your proposal.

Submit one electronic copy of the technical proposal to mbaumann@sanfordlab.org by **2:00 p.m. September 20, 2019** The SDSTA reserves the right to conduct interviews as required.

A project-specific quality control plan must be prepared and approved by the SDSTA as a condition of contract award but is not required with this submission. This is not a request for cost proposal. A firm fixed price contract will be negotiated. The contract is anticipated to be awarded in October 2019

To be eligible for contract award, a firm must be registered as a business entity with the South Dakota Secretary of State.

Please direct all questions in writing to Michele Baumann at mbaumann@sanfordlab.org by close of business **September 12, 2019**. Questions and answers will be posted as an amendment to this RFP by 2:00 p.m. MT **September 16, 2019**



Subj: List of questions for ISO Certification Body as part of SURF RFP Process:

1. Does the certification body have accreditation for auditing ISO 9001, 14001, & 45001? Please list all relevant certifications (ANAB, RvA, IAS, etc).
2. What is the reputation of the certification body? Does the body have a valued reputation? What do other companies say, and are there recommendations from other clients?
3. How many auditors does the certification body have with experience in our industry? How close are the auditors to our Lead, South Dakota location?
4. How many customers does the certification body have? What kinds of customers has the body served? Can you provide a reference list?
5. What is the certification body's requirement on maturity of the QMS before certification?
6. What is the certification body's policy and timelines on issuing Corrective Actions and Opportunities for Improvement?
7. What level of work experience does the body ask of their auditors before becoming certification auditors?
8. Is the certification body recognized globally, or only locally?
9. Does the body have auditors with experience in other management standards? Does the certification body offer integrated audits for more than one standard?
10. What does the certification body see as their greatest benefit over other certification bodies? What other services are offered in the price?
11. Does the body deliver ISO 9001/14001/45001 trainings? If yes, how are the auditors involved in the training?

12. What options does the certification body offer for surveillance visits?
13. Define the integrated process to stand-up the overall three-year program of certification audits and surveillance (maintenance) audits? How many audit days will be required per audit? How does the company decide on the audit days and price?
14. What are the most common problems seen by the certification body in initial certification audits?