

REQUEST FOR PROPOSALS

“Conduct Performance Audits of Ambient Air Monitoring Sites”

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY



RFP No: 3000005962

Proposal Due Date/Time: September 7, 2016/3:00 p.m. CST

Issue Date: August 5, 2016

REQUEST FOR PROPOSALS

“Conduct Performance Audits of Ambient Air Monitoring Sites” Louisiana Department of Environmental Quality

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Attachments to this RFP:

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REQUEST FOR PROPOSALS

“Conduct Performance Audits of Ambient Air Monitoring Sites” Louisiana Department of Environmental Quality

PART I. ADMINISTRATIVE INFORMATION

1.1 Request for Proposals (RFP)

The Louisiana Department of Environmental Quality, hereinafter referred to as the “Department”, requires the services of a well-qualified contractor to conduct performance audits at Department ambient air monitoring sites across the state to ensure that the data being collected is accurate. The goal is for the Department to maintain compliance with federal mandates included in the National Ambient Air Quality Standards (NAAQS), which require that ambient air sites be audited at least once a year and at least 25% of the sites be audited quarterly. The Department invites all qualified parties (companies and individuals) to submit proposals for providing these services. Only one contract will be awarded.

1.2 Contract Term and Compensation

The term of the contract resulting from this RFP will be thirty six (36) months, beginning approximately January 1, 2017, and ending approximately December 31, 2019. Compensation for contract services will be based on the Schedule of Prices (see RFP Section 3.2.7) to be incorporated into the contract, with a maximum total contract amount based on the scheduled number of units of requested services and the unit prices resulting from the RFP process. The Department reserves the right to amend the contract to increase the number of units of requested services and thereby increase the total contract amount, using the unit prices established in Attachment 2, Schedule of Prices. This contract and any amendments require the approval of the Division of Administration, Office of State Procurement.

Although the contract will be federally funded in part, neither the United States Environmental Protection Agency, nor any other federal departments, agencies, nor employees are, or will be, a party to this RFP or any resulting contract.

1.3 Proposal Preparation

Instructions for preparing proposals are provided in Part III of this Request for Proposal. Proposals submitted for consideration should follow the specified order of presentation and format.

1.4 Questions and Answers

It is not intended that a pre-proposal conference be held. **Any and all questions regarding this Request for Proposals must be submitted in writing to the Department’s Financial Services**

Division no later than 3:00 p.m. CST on or before August 19, 2016. Do not contact other Department personnel with questions regarding this RFP.

Questions may be mailed to:

Sharon Schexnayder
Financial Services Division
Louisiana Department of Environmental Quality
P. O. Box 4303
Baton Rouge, LA 70821-4303

or submitted by e-mail to: DEQ-Sect-Procurement@la.gov

Questions will also be accepted by FAX at (225) 219-3868.

Questions submitted in any other manner or to any other address, email, or telephone number will not be answered.

Only Sharon Schexnayder or her designee has the authority to officially respond to proposer's questions on behalf of the Department. Any communications from any other individuals are not binding on the Department.

Responses to these questions will be posted on www.deq.louisiana.gov/RFP. Responses will be posted on or before August 22, 2016. Additionally, Questions and Answers will also be posted to LaPAC <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm> as an addendum to the RFP. It is the responsibility of potential Proposers to check the web site prior to submitting their proposal to verify that they have the most recent updates (i.e. questions and answers, addenda, additional information, etc.). Proposals that do not use the most recent updates will be scored accordingly.

1.5 Submission of Proposals

The Department requests that five (5) copies of the technical proposal and one (1) copy of the financial information be submitted to the address specified below no later than 3:00 pm CST on or before September 7, 2016. **At least one copy of the technical proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization.** A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the technical proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

Proposals, amendments, and any other information received after the date and time identified above will not be considered.

All proposals should be delivered to:

Sharon Schexnayder, Financial Services Division
Louisiana Department of Environmental Quality
Galvez Building
602 N. Fifth Street
Baton Rouge, Louisiana 70802

The U. S. Postal Services does not deliver mail directly to the Department's Headquarters at the address above. Therefore, Proposers must hand deliver or send their proposals by some means other than the U.S. Mail. Proposers are further advised not to wait until the last day to dispatch their proposals. Maximum competition is encouraged but time extensions for messenger delays, traffic, fogbound airplanes, or other causes will not be granted. Proposals will not be accepted by facsimile (FAX) or electronic mail (e-mail).

Proposers are solely responsible for the timely delivery of their proposals. The Department will not acknowledge by mail or telephone timely receipt of proposals.

1.6 Changes, Addendum, or Withdrawal of Proposals

The Department shall reserve the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm> or www.deq.louisiana.gov/RFP. It shall be the responsibility of the proposer to check the website for addenda to the RFP, if any.

Any changes or addendum to a proposal must be submitted in writing, signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section, and received by the Department prior to the proposal due date and time. All changes and addenda must meet all requirements for the proposal. Any Proposer choosing to withdraw its proposal must submit a written withdrawal request to the Department.

1.7 Blackout Period

The Blackout Period is a specified period of time during a competitive sealed procurement process in which any proposer, bidder, or its agent or representative, is prohibited from communicating with any state employee or contractor of the State involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to state employees, but also to any contractor of the State. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person, as per Section 1.4 of this RFP. All communications to and from potential proposers, bidders, vendors and/or their representatives during the Blackout Period must be in accordance with this solicitation's defined method of communication with the designated contact person. The Blackout Period will begin upon posting of the solicitation. The Blackout Period will end when the contract is awarded.

In those instances in which a prospective proposer is also an incumbent contractor, the State and the incumbent contractor may contact each other with respect to the existing contract only. Under no circumstances may the State and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Any bidder, proposer, or state contractor who violates the Blackout Period may be liable to the State in damages and/or subject to any other remedy allowed by law.

Any costs associated with cancellation or termination will be the responsibility of the proposer or bidder.

Notwithstanding the foregoing, the Blackout Period shall not apply to:

1. A protest to a solicitation submitted pursuant to La. R.S. 39:1671;
2. Duly noticed site visits and/or conferences for bidders or proposers;
3. Oral presentations during the evaluation process;
4. Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the RFP.

1.8 RFP Schedule Summary

The events and dates summarized in Table 1 represent milestones in the Department's RFP process; however, the Department reserves the right to deviate from this schedule.

Table 1. RFP Schedule Summary

Event	Date	Local Time
Begin Advertisement of RFP	[insert date]	
Deadline for the Department receipt of written questions from prospective Proposers	[insert date]	3:00 p.m. CST
Post responses to written inquires	[insert date]	
Proposal due date and time	[insert date]	3:00 p.m. CST
Oral presentations by Proposers (if required)	[insert date]	
Estimated award date	Approximately [insert date]	
Estimated initiation of the contract period	Approximately 1/1/2017	

1.9 Definitions

Contractor – Any person or firm having a contract with a governmental body; the selected proposer

DOA - Division of Administration

OSP – Office of State Procurement

Proposer – A firm or individual who responds to this RFP

RFP - Request for Proposal

Shall, Will, Must - Denotes a mandatory requirement

Should, Can, May - Denote a preference, not a mandatory requirement

State - The State of Louisiana

The Department – Louisiana Department of Environmental Quality

PART II. GENERAL INFORMATION

2.1 Corporation Requirements

If the Proposer is a corporation not incorporated under the laws of the State of Louisiana, the Contractor shall obtain a Certificate of Authority pursuant to La. R.S. 12:301-302 from the Louisiana Secretary of State, Corporations Division, 3851 Essen Lane, Baton Rouge, Louisiana, 70809, (225) 925-4704. The Certificate of Authority must be provided prior to contracting with the Department.

If the Proposer is a for-profit corporation whose stock is not publicly traded, the Proposer shall file a Disclosure of Ownership form with the Louisiana Secretary of State's office before contracting with state government. The Disclosure of Ownership Affidavit must be provided prior to contracting with the Department.

2.2 Code of Ethics for State Employees

Proposers are hereby advised that contractors may, in certain circumstances, be deemed "public employees" as interpreted by the Louisiana Board of Ethics. Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. (See Appendix C, Sample Contract, Article 25).

2.3 Insurance Requirements

Proposers are encouraged to carefully examine the insurance coverages that will be required by the contract. (See Appendix C, Sample Contract, Article 27). Certificates of insurance, signed by a person authorized by that insurer to bind coverage on its behalf, must be provided by the successful contractor and approved by the Department before work begins. Furthermore, the successful contractor must include all subcontractors as insured under its policies or shall be responsible for verifying and maintaining the Certificates provided by each subcontractor before work begins.

2.4 Proposal Costs

Proposers are responsible for all costs incurred for the preparation of their proposals. Proposals received in response to this RFP are subject to the Louisiana Public Records Law, R.S. 44:1 and become the property of the Department and will not be returned.

2.5 Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at <http://smallbiz.louisianaeconomicdevelopment.com>.

Ten percent (10%) of the total evaluation points on this RFP are reserved for Proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable Proposers' evaluation score as follows:

Proposer Status and Reserved Points

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurships to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
 - the number of certified small entrepreneurships to be utilized
 - the experience and qualifications of the certified small entrepreneurship(s)
 - the anticipated earnings to accrue to the certified small entrepreneurship(s)

If a Proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), the Proposer shall complete and include in their proposal, Appendix D, Veteran-Owned and Service-Connected Small Entrepreneurships (Veterans Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Table. Reserved points will be allocated according to the information provided by the proposer, not by what could be inferred.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each. See Attachment 3, Form B

The statutes (R.S 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at <http://legis.la.gov/39:2171>; and the statutes (R.S 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed <http://legis.la.gov/Legis/Law.aspx?d=96265>. The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at <http://www.doa.la.gov/Pages/osp/SE/se.aspx>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurships may be obtained from the Louisiana Economic

Development Certification System at <http://smallbiz.louisianaeconomicdevelopment.com>. Additionally, a list of Hudson and Veteran Initiative small entrepreneurships, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>. When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

PART III. PROPOSAL PREPARATION INSTRUCTIONS

3.1 Proposal Content

Proposals submitted in response to this RFP should include as much detail as practical to provide a straightforward, clear, and concise description of the Proposer's ability to meet the requirements of the RFP. The Proposer should demonstrate his understanding of the Department's requirements. Each Proposer is solely responsible for the accuracy and completeness of his proposal.

3.2 Elements for Technical Proposal (Volume I)

Each Proposer should address the elements described by this section in his Technical Proposal in the order listed.

3.2.1 Proposal Cover Sheet

Each Proposer must complete Appendix A, Proposal Cover Sheet. **Proposals lacking a signed cover sheet shall be disqualified.**

3.2.2 Table of Contents

Each Proposer should include a paginated Table of Contents to facilitate locating proposal information.

3.2.3 Scope of Services

Each Proposer should submit a Scope of Services that clearly and concisely describes his technical and management approach to completing the requirements described in Attachment 1, Statement of Work (SOW). The Proposer's Scope of Services should be presented in as much detail as judged necessary by the Proposer. An unsupported statement that the Proposer will comply with all the requirements of this solicitation shall not be acceptable.

Each Proposer's Scope of Services should include a brief introduction followed by a discussion of the following technical elements, in the order listed.

(1) Project Management

The Proposer should describe the proposed approach to project management including, the following information:

(a) Overall company organization

Describe the overall organization of the company. Include a company organizational chart. If multiple offices are involved in the project, describe how the home office and branch offices will interact with each other and with the Department. Include a description of the involvement of any proposed subcontractors in this project (See Item 3.2.6, Subcontractors).

(b) Project organization

The Proposer should provide the following information

Provide a project-specific organizational chart identifying the **Proposer's key personnel and key subcontractor personnel** proposed for work on this project as identified in Attachment 1, SOW, Section 5.0 Minimum Qualifications of the Contractor's Personnel. This chart should specifically include, but need not be limited to, all professional level personnel, a project manager and project manager backup. Show the lines of authority and lines of communication among all participants, including management, supervisory, and technical staff, and points of contact for the Department, and any subcontractor relationships. The chart should be realistic and practical. The organizational chart should be accompanied by a narrative identifying the function and responsibilities of each position identified in the organizational chart and the names of specific personnel proposed for assignment to these positions (include dual assignments, multiple individuals assigned to one position, and subcontractors).

(c) Management approach

The Proposer should describe the proposed approach to project management. Project management shall include, but is not limited to, supervision of the Contractor's personnel, communication between the Contractor and the Department, meetings and training sessions, contract administration, and preparation and submission of submittals and deliverables in general.

(2) Performance of Project Tasks

The Proposer should describe the proposed approach to the performance of the technical tasks described in Attachment 1, SOW. The Proposer should include a description of deliverables to be received by the Department as end products of the services rendered.

3.2.4 Personnel Qualifications and Experience

The Proposer should provide evidence that its proposed staff meets or exceeds the minimum education and experience requirements described in Attachment 1, SOW, Section 5.0 Minimum Qualifications of the Contractor's Personnel. The Department will consider only experience that is relevant to the tasks listed in Attachment 1, SOW.

The Proposer should describe the qualifications and experience of **all key personnel** designated in the project-specific organizational chart (provided under Section 3.2.3, Item 1b. above) as assigned to this project. The Proposer should include résumés (**key personnel only**) showing each assigned individual's education, registrations, accomplishments, and experience.

3.2.5 Company Qualifications and Experience

The Proposer should describe the company's qualifications and experience that are relevant to the proposed tasks listed in Attachment 1, SOW. Experience will be considered relevant if prior projects major features include conducting performance audits of ambient air monitoring sites. Both government and privately-sponsored work may be included. Experience gained through previous contracts with the Department may be considered by the Department for proposal evaluation, whether or not listed by the Proposer.

Each Proposer should describe projects undertaken by his company during the past three (3) years from the proposal submittal date. Experience gained through joint ventures by the company may be included. In the event that the company has not done business under its present organizational name and status for three (3) years, other corporate experience brought to the company through mergers or similar corporate creations may be added.

The Proposer's experience information should be submitted in the tabular format provided in Appendix B, Experience Table. The table may be enlarged or duplicated as necessary to provide all required information. For each listed project, the Proposer should provide:

- (1) the name and address of the client (sponsoring agency or company);
- (2) the name, telephone number, and email address of the client's contact person;
- (3) the project title and contract number;
- (4) the starting and ending dates of the project (contract term);
- (5) the total dollar amount of the project; and
- (6) a brief description of the project.

Each Proposer may include as many entries as he desires, however, only complete entries will be considered. Because the Department may contact a representative sample of the listed clients as references during the evaluation process, Proposers should verify that all client contact information and telephone numbers are current.

3.2.6 Subcontractors

All subcontractors proposed for use by the Proposer for this project should be identified on Appendix A, Proposal Cover Sheet. The Proposer should provide a signed letter of agreement or a copy of a signed contract from any intended subcontractor. This commitment must demonstrate the subcontractor's willingness to undertake his portion of the proposed project.

If any of the subcontractors proposed by the Proposer is a certified small entrepreneurship, the proposer shall complete and include in their proposal all documentation as described in Section 2.5 of this RFP.

3.2.7 Price Proposal (Schedule of Prices)

Each Proposer must submit a price proposal using the Department's pricing structure provided in Attachment 2, Schedule of Prices. No other format shall be acceptable. **Proposals not including a Schedule of Prices shall be disqualified.** Additionally, all blanks on the Schedule of Prices must be completed. For items with no charge, "\$0" must be entered. If a Proposer identifies deficiencies or errors in this format, he should bring this information to the attention of the Department prior to proposal submission. The Department will review the information, and, if necessary, will issue any correction as an addendum to the RFP.

Only Attachment 2, Schedule of Prices will be considered in evaluating the price proposal. The Proposer is advised to not include any additional terms and conditions, company fee schedules, etc., as they will not be considered.

3.3 Elements for Financial Information (Volume II)

Financial information is used for determination of responsibility (See Section 4.6), and not as evaluation criteria. In a separate volume, proposals should include evidence demonstrating the Proposer's financial capability to carry out this project. Evidence can include, but is not limited to:

- (Preferred) Financial Statements audited by an independent Certified Public Accountant (CPA) for the past 3 years. This includes:
 - Notes to the Financial Statements, and
 - The CPA's Audited Report for each year
- Letter of intent to obtain a 100% Performance Bond

If a performance bond is chosen by the Proposer as evidence of financial capability, the successful Proposer shall be required to provide a performance (surety) bond in the amount of 100% of the contract to insure the successful performance under the terms and conditions of the contract negotiated between the successful Proposer and the State. Any performance bond furnished shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is

published annually in the *Federal Register*, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds.

No surety or insurance company shall write a performance bond which is in excess of the amount indicated as approved by the U.S. Department of the Treasury Financial Management Service list or by a Louisiana domiciled insurance company with an A-rating by A.M. Best up to a limit of 10 percent of policyholders' surplus as shown by A.M. Best; companies authorized by this Paragraph who are not on the treasury list shall not write a performance bond when the penalty exceeds 15 percent of its capital and surplus, such capital and surplus being the amount by which the company's assets exceed its liabilities as reflected by the most recent financial statements filed by the company with the Department of Insurance.

If the performance bond is chosen by the Proposer as evidence to demonstrate financial capability, the Performance Bond is to be provided within ten (10) working days from request. Failure to provide within the time specified may cause your offer to be rejected.

In addition, any performance bond furnished shall be written by a surety or insurance company that is currently licensed to do business in the state of Louisiana.

The selected Proposer may be required to provide additional information as requested by the Department.

3.4 Proposal Format

Proposals submitted for consideration should follow the format and order of presentation provided in Part III, Sections 3.1 and 3.2. Each volume of the proposal should be typed and securely bound in a three ring binder. Pages of the technical proposal should be numbered consecutively and each section should be marked by a labeled page divider. Proposals should be prepared simply, legibly, and economically. Elaborate binders, color pictures, and promotional material are neither necessary nor desired.

3.5 Use and Disclosure of Confidential Information

Pursuant to LSA-R.S. 30:2030 and R.S. 44:1, et seq., documents submitted by Proposers in response to this RFP shall be available to the public. If a Proposer wishes to secure nondisclosure of information contained in his proposal, the Proposer must submit a written request to the Secretary of the Department in accordance with LAC 33:I. Chapter 5 and applicable laws. Upon review of the written request, the Secretary of the Department will determine if the information requires confidentiality.

PART IV. PROPOSAL EVALUATION AND SELECTION

4.1 Evaluation Process

A Selection Committee composed of the Department personnel will evaluate and rank the proposals according to the criteria listed in Section 4.2. Any proposal that does not provide the following mandatory items shall be disqualified by the Department and shall not be evaluated by the Selection Committee:

- (1) an original signed Proposal Cover Sheet (Part III, Section 3.2.1); and
- (2) a Schedule of Prices (Part III, Section 3.2.7).

Proposals will be evaluated in light of the material and the substantiating evidence presented in the proposal, not on the basis of what can be inferred. Additionally, the Department may contact a representative sample of the clients provided to describe the company's experience as references during the evaluation process. (See Section 3.2.5 above.)

The scores will be compiled using Table 2. Evaluation Criteria. The responsible and qualified The Proposer with the highest rated proposal will be recommended for tentative selection. . The Selection Committee will report its comments and recommendations to the Department Secretary or his designee. The tentative selection is subject to the approval of the Secretary of the Department or his designee and the Division of Administration, Office of State Procurement. The Secretary of the Department or his designee is the only individual who can legally commit the Department to the expenditure of funds in connection with this proposed procurement. Any other commitment, either explicit or implied, is invalid. The contract will not be valid until approved by the Division of Administration, Office of State Procurement.

4.2 Evaluation Criteria

The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

Table 2. Evaluation Criteria

CRITERIA	MAXIMUM SCORE
1. Merit of the Proposer's Scope of Services (Part III, Section 3.2.3) and overall quality of the proposal (Part III, Sections 3.1 through 3.4).	20
2. Qualifications and relevant experience of the Proposer's key personnel assigned to the project (including subcontracted personnel as allowed) (Part III, Sections 3.2.4 and 3.2.6).	20
3. Qualifications and relevant experience of the Proposer in conducting performance audits of ambient air monitoring sites (Part III, Sections 3.2.5 and 3.2.6).	25
4. Price (Part III, Section 3.2.7).	25
5. Hudson/Veteran Small Entrepreneurship Program (Part IV, Section 4.4)	10
TOTAL SCORE	100

4.3 Price Evaluation Calculation

The proposal with the lowest total price from Attachment 2, Schedule of Prices, will receive the maximum possible points. All other proposals will be rated using the following formula:

$$25 \times \frac{\text{Price of lowest proposal}}{\text{Price of proposal being rated}} = \text{Proposal price points}$$

4.4 Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

Ten percent (10%) of the total evaluation points on this RFP are reserved for Proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable Proposers' evaluation score as follows:

Proposer Status and Reserved Points:

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurships to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
 - the number of certified small entrepreneurships to be utilized

- the experience and qualifications of the certified small entrepreneurship(s)
- the anticipated earnings to accrue to the certified small entrepreneurship(s)

4.5 Clarifications and Oral Presentations

Written or oral clarifications may be requested for the purpose of enhancing the Department's understanding of a proposal element, eliminating minor irregularities, or correcting apparent clerical mistakes in a proposal. Written or oral discussions may be conducted with Proposers who submit proposals determined to be reasonably susceptible of being selected for award. Any commitments or representations made during discussions, if conducted, may become formally recorded in the final contract. However, proposals may be accepted without such clarifications or discussions and award may be made on the basis of initial offers received. Therefore, proposals should be complete as submitted and reflect the most favorable terms available.

Proposers may be requested to make oral presentations of their proposals to enhance the Department understanding prior to the final selection of the Contractor. Proposers selected for oral presentations will be those susceptible of receiving an award. These Proposers will be notified by the Department's Financial Service's Division on or before September 21, 2016. Presentations will be made by the selected Proposers on September 28, 2017, at a time assigned by the Department.

If oral presentations are required, the original scores may be adjusted to reflect information received in the presentation using the same evaluation criteria in Section 4.2 except that the cost score will remain unchanged.

4.6 Determination of Responsibility

Determination of the Proposer's responsibility relating to this procurement shall be made according to the standards set forth in LAC 34:2536.2. The Department is prohibited from awarding any contract for consulting services for \$50,000 or more to any person or firm unless the Department has first determined that such person or firm is responsible according to the standards described in this section. The Department must find that the selected Proposer:

- (1) has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
 - (i) Upon completion of the Evaluation and Ranking Report, the highest rated proposal shall receive further review through preparation of a Financial Statement Analysis of the documentation provided in response to Section 3.3 of the RFP. The Department reserves the right to request additional information to satisfy financial status review requirements.
- (2) has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them; and
- (3) is able to comply with the proposed or required time of delivery or performance schedule; and

- (4) has a satisfactory record of integrity, judgment, and performance (A Proposer which is seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absence of evidence to the contrary or compelling circumstances, be presumed to be unable to fulfill this requirement.); and
- (5) is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the Department to make its determination by presenting acceptable evidence of financial resources, experience, organization, technical qualifications, skills, personnel, and facilities, to perform the services called for by the contract.

4.7 Contract Award and Debriefings

Unless it is determined that it is in the best interest of the State of Louisiana to reject all proposals or cancel the RFP, the Department estimates that the contract will be awarded by approximately October 10, 2016 and will issue a “Notification of Award” letter to the successful Proposer. Unsuccessful Proposers will also be notified of the Department’s decision in writing, and may request a post-award debriefing by contacting Sharon Schexnayder at (225) 219-3812, or by e-mail at sharon.schexnayder@la.gov.

4.8 Protest of the Solicitation or Award

Any Proposer aggrieved by the proposed award has the right to submit a protest in writing to the head of the agency issuing the proposal within fourteen (14) calendar days after the award has been announced by the agency.

4.9 Right to Prohibit Award

In accordance with the provisions of R.S. 39:2192, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, and all contracts under Title 39, Chapter 17 of the Louisiana Procurement Code, including contracts for professional, personal, consulting, and social services.

**APPENDIX A
PROPOSAL COVER SHEET**

Project Title: “Conduct Performance Audits of Ambient Air Monitoring Sites”

Proposer: Company Name: _____
 Company Address: _____

Are you a certified Veteran or Hudson Initiative small entrepreneurship? (Y/N) ____
If “Yes”, is your Veteran / Hudson Initiative certification attached? (Y/N) ____

Proposer’s Contact Person:

Official Contact Name: _____ Title: _____

Mailing Address: _____

Physical Address (if different): _____

Email Address: _____

Telephone No. (_____) _____ FAX No. (_____) _____

The Proposer designates the above-named person as the person to receive all documents relative to the proposal and contract. Proposer certifies that the above information is true and grants permission to LDEQ to contact the above named person or otherwise verify the information provided.

Subcontractors (add lines as necessary):

Name	Written commitment attached (Y/N)	Veteran/Hudson Initiative* certification attached (Y/N)

***See Section 2.5 of the RFP for more information on what must be submitted with your proposal**

I hereby certify that:

1. The information contained in its response to this RFP is accurate.
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions and all other administrative requirements set forth in this RFP.
4. This proposal will remain in effect for at least ninety (90) calendar days from the proposal due date.
5. Proposer possesses an established system of accounting and financial controls adequate to permit the effective administration of this contract or willingness to modify the present system to meet State of Louisiana requirements.
6. Proposer will be ready and able to begin work within fifteen (15) business days after contract award.

7. Proposer accepts the mandatory Department of Environmental Quality contract provisions (Appendix C).
8. The undersigned is authorized to represent _____ and can commit the organization to all provisions of this proposal.
9. Proposer understands that if selected as the successful Proposer, he/she will have fifteen (15) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.
10. Proposer certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133 (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov).

Signature

Date

**APPENDIX B
EXPERIENCE TABLE**

“Conduct Performance Audits of Ambient Air Monitoring Sites” RFP
(Enlarge or duplicate table as necessary)

Client Name and Address	Contact Person, Telephone Number and email address	Project Title and Contract Number	Dates of Project/ Dollar Amount of Contract	Description of Project

Appendix C
SAMPLE
CONSULTING SERVICES CONTRACT

THIS CONTRACT, made and entered into this _____ day of _____, 2016, by and between the Department of Environmental Quality of the State of Louisiana, hereinafter referred to as "the Department", and **Contractor Name, Contractor Address, Tax ID No.** _____ hereinafter referred to as the "Contractor".

The Department hereby contracts and retains the Contractor who agrees to proceed, after proper notice and receipt of written authorization by the Department with all services necessary to the performance, in proper sequence and in the time specified, of the items of work for the project as hereinafter set forth.

1. PROJECT IDENTITY

This contract shall be identified as "**Conduct Performance Audits of Ambient Air Monitoring Sites**" with the LaGov Number assigned as set forth above. All invoices and other correspondence submitted to the Department in connection with this contract shall be identified by this LaGov Number.

2. CONTRACT TERM

The term for the fulfillment of services to be performed pursuant to this contract shall be from January 1, 2017 through December 31, 2019.

3. SCOPE OF SERVICES

The Contractor shall provide the necessary personnel, materials, services and facilities to perform the work as set forth in Attachment 4, Contractor's Proposal and Attachment 1, Statement of Work attached hereto and made a part hereof.

4. NOTICE TO PROCEED

The Contractor shall proceed with the work only after receipt of an executed contract which has been approved by the Division of Administration, Office of State Procurement and participation in a Commencement Conference to be scheduled by the Department at its offices.

5. PAYMENT TERMS

The amount which the Department agrees to pay and the Contractor agrees to accept for satisfactory completion of the services to be rendered pursuant to this contract shall not exceed a total sum of \$0.00. Work performed by the Contractor during the term of the contract shall be paid at the rates listed in Attachment 2, Schedule of Prices. Travel and other allowable costs shall constitute part of the maximum payable under the terms of this

contract.

The Department will pay the Contractor only for actual work performed, and the Department does not guarantee a maximum payment amount to be earned by the Contractor. The Department will reject any and all claims from the Contractor for damages, anticipated profits, or other related causes resulting from any difference between the amount paid for work actually performed and materials actually furnished and the maximum price of the contract.

The Contractor shall not perform out-of-scope work not authorized by written amendment prior to the expiration date of the contract. Any out-of-scope work performed by the Contractor without written authorization from the Department in the form of an approved contract amendment shall not entitle the contractor to any compensation for any corresponding effort. Verbal directives from any employee of the Department that would result in the performance of out-of-scope work shall carry no authority.

Any increases to the maximum amount shall be made by written amendment and approved by the Division of Administration, Office of State Procurement. Any additional or out-of-scope work performed by the Contractor without written authorization from the Department in the form of an approved amendment shall not entitle the Contractor to payment or an increase in the maximum contract price.

No authority exists for payments which exceed the approved maximum contract amount except through written amendment prior to expiration date of the contract.

a. Payment:

Payment to the Contractor for services rendered shall be made according to the rates in Attachment 2, Schedule of Prices. Payment shall be made upon attendance at the Commencement Conference or participation in the Conference call and upon completion and approval of performance audits as determined by the Project Manager.

The rates for each line in Attachment 2, Schedule of Prices shall include all associated direct costs (labor, supplies, equipment, incidentals and expendables, duplication/copying, communications, postage, shipping and handling, transportation, taxes, etc.), all indirect costs (fringe, overhead, general and administrative costs), travel expenses associated with each line item and profit.

b. Payment Procedure:

The procedure for payment shall follow the procedures described in Attachment 1, Statement of Work, 9.0 Measurement and Payment in the steps listed below:

- (1) The Contractor should submit an original and one (1) copy of an invoice quarterly for work performed during the preceding quarter, within ten (10) working days of the end of that quarter. Multiple performance audits may be included on one invoice. However, for any services completed by June 30th, the Contractor shall submit the invoice to the Department by July 10th.
- (2) The Contractor shall submit the invoice to:

Louisiana Department of Environmental Quality
Financial Services Division
Accounts Payable
P.O. Box 4303
Baton Rouge, LA 70821-4303

or submit electronically to DEQAccountsPayable@la.gov

Each invoice must include:

- (a) the LaGov number;
 - (b) the name and address of the Contractor;
 - (c) location and number of performance audits billed; and
 - (d) the total amount requested.
- (3) The Contractor shall attach a copy of the Attachment 3, Form A Monitoring Report to all requests for payments.
 - (4) The Contractor shall attach a copy of the Attachment 3, Form B LaVet/SE-HI Report to all requests for payments.

Payments shall be made by the Department within approximately thirty (30) days after receipt of a correct invoice, receipt and acceptance of all related deliverables and submittals, and approval of the invoice for payment by the Department's Office of Environmental Compliance/Assessment Division.

6. FISCAL FUNDING

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the

beginning of the first fiscal year for which funds are not appropriated.

7. DELIVERABLES

The Contractor shall provide to the Department the deliverables specified in Attachment 1, Statement of Work as products of the services rendered under this contract. The Department reserves the right to reject any deliverable that is unsatisfactory. The Contractor shall correct any omissions or errors and resubmit the deliverable.

8. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this contract, all data collected by the Contractor and all documents, notes, and files collected or prepared specifically in connection with this work, except the Contractor's personnel and administrative files, shall become and be the property of the Department and the Department shall not be restricted in any way whatsoever in its use of such material. In addition, at any time during the contract period, the Department shall have the right to require the Contractor to furnish copies of any or all data and all documents, notes and files collected or prepared by the Contractor specifically in connection with this contract within five (5) days of receipt of written notice issued by the Department.

9. CORRECTION OF DEFICIENT WORK

If required by the Department, prior to payment, the Contractor shall promptly, without cost to the Department, correct any deficient work performed by him or his subcontractors. Deficient work is defined as work that is (a) unsatisfactory, faulty, or defective, or (b) does not conform to the requirements of the contract documents. If the Contractor does not correct such deficient work within the time specified by the Department, the Department may have the deficiency corrected by a separate party. All direct and indirect costs for such correction shall be paid by the Contractor. If corrections made to deficient work interfere with any other Department work by other parties, the Contractor shall also bear the expenses caused by that interference.

10. INDEMNIFICATION

The Contractor shall indemnify and save harmless the Department against any and all claims, demands, suits and judgments of sums of money to any party for loss of life or injury or damage to person or property growing out of, resulting from, or by reason of, any negligent act or omission, operation or work of the Contractor, its agents, servants, or employees while engaged upon or in connection with the services required or performed by the Contractor hereunder.

11. NONASSIGNABILITY

The Contractor shall not assign any interest in this contract by assignment, transfer, or novation, without the prior written consent of the Department. This provision shall not

be construed to prohibit the Contractor from assigning his bank, trust company or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Department.

12. AUDIT OF RECORDS

The State, through the Legislative Auditor, and/or the Office of the Governor, Division of Administration, the Department's Audit Services, U.S. Environmental Protection Agency, or any of their duly authorized representatives, shall be entitled to audit the books, documents, papers, and records of the Contractor and any subcontractors which are reasonably related to this contract.

13. RECORDS RETENTION

The Contractor and its subcontractors shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred and shall make such materials available at their respective offices at all reasonable times during the contract period and for three (3) years from date of final payment under this contract, for inspection or audit, and copies thereof shall be furnished if requested.

14. TERMINATION FOR CAUSE

The Department may terminate this contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract; provided that the Department shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the Department may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

The Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed. The Department shall be relieved of liability for costs for any undelivered work as of the effective date of termination.

Notwithstanding the above, the Contractor shall not be relieved of liability to the Department for damages sustained by the Department by virtue of any breach of the contract by the Contractor, and the Department may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Department from the Contractor is determined.

15. TERMINATION FOR CONVENIENCE

The Department may terminate the contract at any time by giving thirty (30) days written notice to the Contractor. If the contract is terminated by the Department, as provided

herein, the Contractor shall promptly submit a statement showing in detail the actual services performed to date of termination. The Contractor shall then be paid the proportion of the total contract amount which bears the same ratio as the services completed bears to the total scope of services called for in this contract, less payments of compensation previously made for allowable costs, including non-cancelable commitments.

16. REMEDIES FOR DEFAULT

Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA-R.S. 39:1672.2 through 1672.4.

17. ANTIDISCRIMINATION

The Contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, EPA Title IV implementing regulations, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, political affiliation, disabilities or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

18. COMPLIANCE WITH LAWS AND GRANT

The Contractor and its employees, subcontractors and agents shall comply with all applicable Federal, State and Local laws and ordinances, in carrying out the provisions of this contract.

The Contractor is hereby advised that a U.S. Environmental Protection Agency Grant is being used by the Department to partially fund this contract. The Contractor shall comply with the requirements of this grant. See Attachment 5, Requirements of the Grant. Continuation of this contract is contingent upon grant approval.

19. FORCE MAJEURE

The Contractor or the Department shall be exempt from performance under the contract for any period that the Contractor or the Department is prevented from performing any services in whole or in part as a result of an act of God, strike, war, civil disturbance,

epidemic, or court order, provided the Contractor or the Department has prudently and promptly acted to make any and all corrective steps that the Contractor or the Department can promptly perform. Subject to this provision, such non-performance shall not be considered cause or grounds for termination of the contract.

20. TAX RESPONSIBILITY

The Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be the Contractor's obligation and shall be identified under the federal tax identification number as noted above.

21. SUCCESSORS AND ASSIGNS

This contract shall be binding upon the successors and assigns of the respective parties hereto.

22. CLAIMS FOR LIENS

The Contractor shall be solely liable for and shall hold the Department harmless from any and all claims or liens for labor, services or material furnished to the Contractor in connection with the performance of its obligations under this contract.

23. EMPLOYMENT OF STATE PERSONNEL

In accordance with LSA-R.S. 39:1624(A)4, the Contractor certifies that it has not employed and will not employ any person to engage in the performance of this contract who is currently an employee of the State of Louisiana except provided for in R.S. 39:1626.

24. COVENANT AGAINST CONTINGENT FEES

The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the Department shall have the right to annul this contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

25. CODE OF ETHICS FOR STATE EMPLOYEES

The Contractor is hereby advised that contractors may, in certain circumstances, be deemed "public employees" as interpreted by the Louisiana Board of Ethics. The Contractor shall be responsible for determining that there will be no conflict or violation

of the Ethics Code. By signing this contract the company official certifies that there is no conflict or violation of the Louisiana Code of Ethics.

26. **RELEASE OF INFORMATION**

The Contractor shall not provide information generated or otherwise obtained in the performance of the Contractor's responsibilities under this contract to any party other than the Department or their authorized agents for the life of the contract and for a period of three (3) years after completion of this contract. The Contractor shall not publish, permit to be published, or distribute, use, or disclose to anyone for public consumption, any information, oral or written, concerning the results or conclusions made pursuant to the performance of this contract, without the prior written consent of the Department.

27. **CONTRACTOR'S INSURANCE**

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

a. **Minimum Scope and Limits of Insurance**

(1) **Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

(2) **Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability, and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

(3) **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property

damage liability for owned, hired and non-owned automobiles.

b. **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and accepted by the Department. The Contractor shall be responsible for all deductibles and self-insured retentions.

c. **Other Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

(1) Commercial General Liability and Automobile Liability Coverages

(a) The Department, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Department.

(b) The Contractor's insurance shall be primary as respects the Department, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Department shall be excess and non-contributory of the Contractor's insurance.

(2) Workers Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Department, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Department.

(3) All Coverages

(a) All policies must be endorsed to require 30 days written notice of cancellation to the Department. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Department of policy cancellations or reductions in limits.

(b) The acceptance of the completed work, payment, failure of the

Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.

- (c) The insurance companies issuing the policies shall have no recourse against the Department for payment of premiums or for assessments under any form of the policies.
- (d) Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Department, its officers, agents, employees and volunteers.

d. **Acceptability of Insurers**

- (1) All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.
- (2) If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

e. **Verification of Coverage**

- (1) Contractor shall furnish the Department with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Department before work commences and upon any contract renewal or insurance policy renewal thereafter.

- (2) The Certificate Holder shall be listed as follows:

State of Louisiana
Department of Environmental Quality
Financial Services Division
P.O. Box 4303
Baton Rouge, LA 70821-4303
Attn: LaGov No.

- (3) In addition to the Certificates, Contractor should submit the declarations page and the cancellation provision for each insurance policy. The

Department reserves the right to request complete certified copies of all required insurance policies at any time.

- (4) Upon failure of the Contractor to furnish, deliver and maintain required insurance, this contract, at the election of the Department, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

f. **Subcontractors**

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Department reserves the right to request copies of subcontractor's Certificates at any time.

g. **Workers Compensation Indemnity**

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

h. **Indemnification/Hold Harmless Agreement**

1. Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State

Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

2. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

28. SUBCONTRACTORS

If it becomes necessary for the Contractor to use subcontractors, the Department urges the contractor to use Louisiana vendors, including small and emerging businesses, a small entrepreneurship or a veteran or service-connected disabled veteran-owned small entrepreneurship, if practical. For a list of Veteran-Owned businesses go to https://smallbiz.louisianaforward.com/CertifiedVET_List.asp. For a list of Service Connected Disabled Veteran-Owned go to https://smallbiz.louisianaforward.com/CertifiedSD_VET_List.asp

The Contractor agrees to obtain written Department approval prior to subcontracting any part of the services specified in Attachment 1, Statement of Work. The Contractor shall include, in any subcontract, the provisions contained in this contract. The Contractor shall submit requests for approval, accompanied by copies of proposed subcontractors, to the Department Project Manager. The Contractor further agrees to guarantee and be liable to the Department for all services performed under any such subcontract.

29. SUBSTITUTION OF PERSONNEL

If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitute must be at least equal in education, qualifications, and experience to the person being replaced. A detailed résumé of the individual's qualifications and a written justification for the change must be submitted to the Department for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's proposal.

30. ENTIRE AGREEMENT AND ORDER OF PRECEDENCE

This contract, together with the Request for Proposals (the RFP) and addenda issued thereto by the Department, the proposal submitted by the Contractor in response to the Department's RFP (the Proposal), and any exhibits specifically incorporated therein by reference constitutes the entire agreement between the parties with respect to subject matter.

This contract shall, to the extent possible, be construed to give effect to all provisions contained therein. However, where provisions are in conflict, first priority shall be given to the provisions of the contract excluding the RFP and the Contractor’s Proposal; second priority shall be given to the provisions of the RFP and amendments thereto; and third priority shall be given to the provisions of the Proposal.

31. AMENDMENTS

All changes to the contract price or term shall require amendment to the contract. No amendment shall be effective unless it is in writing, signed by duly authorized representatives of both parties, and approved by the Division of Administration, Office of State Procurement. Verbal directives from any employee of the Department shall carry no authority, and shall not entitle the Contractor to any compensation for any corresponding effort.

THE DEPARTMENT AND THE CONTRACTOR REPRESENT THAT THIS CONTRACT SUPERSEDES ALL PROPOSALS, ORAL AND WRITTEN, ALL PREVIOUS CONTRACTS, AGREEMENTS, NEGOTIATIONS AND ALL OTHER COMMUNICATIONS BETWEEN THE PARTIES WITH RESPECT TO THE SUBJECT MATTER HEREOF.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

WITNESSES:

DEPARTMENT OF ENVIRONMENTAL QUALITY:

Karyn Andrews
Undersecretary
Office of Management and Finance

WITNESS:

CONTRACTOR:

Company Name

APPENDIX D

Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Table

(see Sections 2.5 and 4.4 of the RFP)

"Conduct Performance Audits of Ambient Air Monitoring Sites" RFP

(Enlarge or duplicate table as necessary)

Name of Certified Veteran Initiative or Hudson Initiative Small Entrepreneurship Subcontractor	Dollar Value of Subcontract (specific to this project) or Anticipated Earnings to Accrue to the Subcontractor (conveyed as percentage of total project/award)	Years of Experience and Qualifications of Subcontractor (conveyed as number of years of relevant experience)	Description of Work Subcontractor will Perform

ATTACHMENT 1**STATEMENT OF WORK****“Conduct Performance Audits of Ambient Air Monitoring Sites”
Louisiana Department of Environmental Quality**

1.0 INTRODUCTION

The Louisiana Department of Environmental Quality, hereinafter referred to as “the Department”, is responsible for maintaining a safe and healthful environment for the people of Louisiana. The Department promotes and protects the health, safety, and welfare of the people of Louisiana through various and complex regulatory and permitting functions. To support these activities, the Department, with Contractor assistance, proposes to conduct performance audits of its ambient air monitoring sites.

This project shall require Contractor services for conducting performance audits and providing audit reports to the Department.

1.1 Goals and Objectives

The objective of this contract is to assess the performance of air monitors to ensure that the data being collected is accurate. The goal is for the Department to maintain compliance with federal mandates included in the National Ambient Air Quality Standards (NAAQS), which require that ambient air sites be audited at least once a year and at least 25% of the sites be audited quarterly.

2.0 Background

Federal mandates included in the National Ambient Air Quality Standards (AAQS) require that all ambient air monitoring sites (AAMS) be audited in accordance with 40 CFR Part 58 Appendix A. The Department has no available employees to perform these services and is seeking the services of a contractor to perform the necessary audits.

3.0 CONTRACTOR TASKS

Services provided by the Contractor shall include the following tasks.

3.1 Commencement Conference or Commencement Conference Call

A commencement conference or Commencement Conference Call shall be held between the Contractor’s key personnel and Department staff to discuss the commencement of the project and answer any questions regarding the contract. This conference will be held at Department Headquarters in Baton Rouge (602 N. Fifth Street). The Department will schedule the conference, prepare an agenda for the meeting, take the minutes, and distribute copies of the minutes to all participants. The Contractor shall come to the conference prepared to request

clarification of any issues not clearly understood. The Department reserves the right to hold a conference call in lieu of a meeting at the Department's Headquarters, or waive the requirement for a commencement conference. No work may be performed by the Contractor until the Commencement Conference has been completed or waived.

3.2 Conduct Performance Audits of Department Ambient Air Monitoring Sites

The Contractor will conduct multi-point performance audits of Department ambient air monitoring sites within each quarter, in accordance with USEPA requirements (40 CFR Part 58 Appendix A) and in the presence of a Department employee. The Contractor and the Department will agree on a schedule as to which sites and monitors will be audited each quarter in accordance with 40 CFR Part 58 Appendix APM₁₀, PM_{10-2.5} and PM_{2.5} particulate analyzers must be audited for particulate and for flow rate every six months. Pb and TSP monitors shall be treated as particulate monitors. NO_y and Speciation analyzers shall be treated as SLAMS analyzers. All parameters in the monitoring network are listed in Table A. An example of a potential auditing schedule is given in Table B. Data shall be in compliance with Enclosure B, AQSP&A Transaction Generator User's Guide. The Contractor shall use audit levels mandated by EPA, as provided in Enclosure D.

The Department reserves the right to review and/or crosscheck the auditor's calibrator flows (both gases and dilutions) and the certifications of the flows, gas cylinders, ozone calibrators, and NIST traceable equipment. Each audit must be conducted at the zero concentration of each pollutant, and at least three of the audit levels given in Enclosure D attached. The audit levels do not have to be consecutive.

The auditing schedule per quarter shall be submitted to the Department by the Contractor within 2 weeks of commencing the audits. For example, stating Convent and Geismar will be audited the first week of August shall be sufficient. No exact dates shall be needed until after confirmation of operators' availability. The number of monitors shall be subject to change based upon network monitoring needs, but shall not increase or decrease by more than four monitors in any quarter. Updates will be sent to the contractor at least two weeks before audits are scheduled.

Audits will be considered completed when all reports have been submitted to and approved by the Department.

Table A is a list of current addresses and monitors that constitute the current Department Air monitoring network that the Contractor shall audit.

Table A		
Site	Address/Location	Monitors
Dixie	Haygood Road, Dixie, Caddo Parish	O ₃
Shreveport Airport	1425 Airport Drive, Shreveport, Caddo Parish	O ₃
		PM ₁₀ (BAM)
		Speciation
		PM _{2.5} (TEOM)
Shreveport Calumet	Midway Street, Shreveport, Caddo Parish	SO ₂
		PM _{2.5} (FRM)
Monroe	5296 Southwest Road, Monroe, Ouachita Parish	PM _{2.5} (FRM)
		PM _{2.5} (FRM)
Alexandria	8105 Tom Bowman Drive, Alexandria, Rapides Parish	O ₃
Vinton	5806 Lisa Lane, Vinton, Calcasieu Parish	PM _{2.5} (BAM)
		PM _{2.5} (FRM)
		PM _{2.5} (BAM)
Westlake	2646 John Stine Road, Westlake, Calcasieu Parish	PM _{2.5} (FRM)
		PM _{2.5} (BAM)
McNeese University	Ryan Street at McNeese Street, Lake Charles, Calcasieu Parish	PM _{2.5} (FRM)
		PM _{2.5} (FRM)
Carlyss	Highway 28 & Highway 108, Carlyss, Calcasieu Parish	O ₃

Site	Address/Location	Monitors
Lafayette - USGS	700 Cajundome Blvd., Lafayette, Lafayette Parish	O ₃
		PM ₁₀ (BAM)
		PM ₁₀ (BAM)
		PM _{2.5} (BAM)
		PM _{2.5} (FRM)
New Iberia	To be determined	O ₃
New Roads	Highway 415, New Roads, Pointe Coupee Parish	O ₃
Pride	Port Hudson Rd., Pride, East Baton Rouge Parish	NO _x
		O ₃
Baker - Pb	1400 West Irene Road, Zachary, East Baton Rouge Parish	TSP-Pb
Port Allen	3758 La Hwy. 1, Port Allen, West Baton Rouge Parish	NO _x
		O ₃
		SO ₂
		PM _{2.5} (FRM)
		PM _{2.5} (BAM)
Capitol	1061-A Leesville Ave., Baton Rouge, East Baton Rouge Parish	NO _x
		NO _y
		TSP-Pb
		PM _{10-2.5}
		O ₃
		Trace level SO ₂
		Trace level CO
		PM _{2.5} (FRM)
		PM _{2.5} (FRM)
		Speciation
		PM ₁₀ (BAM)
LSU	East End Aster Lane, Baton Rouge, East Baton Rouge Parish	NO _x
		O ₃

Site	Address/Location	Monitors
Bayou Plaquemine	65180 Belleview Rd., Bayou Plaquemine, Iberville Parish	O ₃
		NO _x
		NO _y
		PM _{2.5} (FRM)
Carville	Hwy 141, Carville, Iberville Parish	NO _x
		O ₃
Geismar	Highway 75, Geismar, Iberville Parish	PM _{2.5} (FRM)
Dutchtown	11153 Kling Road, Dutchtown, Ascension Parish	NO _x
		O ₃
French Settlement	Hwy. 16, 16627 Perrilloux Lane, French Settlement, Livingston Parish	O ₃
		NO _x
		PM _{2.5} (TEOM)
Hammond	21549 Old Covington Highway, Hammond, Tangipahoa Parish	PM _{2.5} (FRM)
		PM _{2.5} (FRM)
Garyville	E. Azalea St., Garyville, St. John the Baptist Parish	O ₃
Convent	LA Highway 44 at Canatella Street (inside St. James Parish Courthouse), Convent, St. James Parish	O ₃
LaPlace	115 Garden Grove, LaPlace, St. John the Baptist Parish	TSP-Pb
		TSP-Pb
Thibodaux	194 Thoroughbred Park Drive, Lafourche Parish	O ₃
		PM _{2.5} (TEOM)
Houma	4047 West Park Avenue at Hwy. 24, Gray, Terrebonne Parish	PM _{2.5} (FRM)
Kenner	100 West Temple Place, Kenner, Jefferson Parish	NO _x
		O ₃
		PM _{2.5} (FRM)
		PM _{2.5} (TEOM)

Site	Address/Location	Monitors
Hahnville	1 River Park Drive, Hahnville, St. Charles Parish	O ₃
Madisonville	1421 Hwy. 22 W, Madisonville, St. Tammany Parish	O ₃
		PM _{2.5} (TEOM)
City Park	Florida & Orleans Avenue, New Orleans, Orleans Parish	O ₃
		PM _{2.5} (TEOM)
		PM ₁₀ (BAM)
New Orleans Near Road	I-610 & I-10, New Orleans, Orleans Parish	NO _x
		CO
		PM _{2.5} (FRM)
New Orleans Near Road	I-610 & I-10, New Orleans, Orleans Parish	NO _x
		CO
		PM _{2.5} (FRM)
Marrero	Patriot Street and Allo Street, Marrero, Jefferson Parish	PM _{2.5} (FRM)
Chalmette Vista	24 E. Chalmette Circle, Chalmette, St. Bernard Parish	SO ₂
		PM _{2.5} (FRM)
		PM _{2.5} (BAM)
		PM ₁₀ (BAM)
Meraux	4101 Mistrot Drive, Meraux, St. Bernard Parish	SO ₂
		O ₃

Table B is an example of a site audit schedule.

Table B					
Site	Monitors	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Dixie	O ₃	O ₃			

Site	Monitors	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Shreveport Airport	SO ₂			SO ₂	
	O ₃	O ₃			
	PM ₁₀ (BAM)	PM ₁₀ (BAM)		PM ₁₀ (BAM)	
	Speciation	Speciation		Speciation	
	PM _{2.5} (TEOM)	PM _{2.5} (TEOM)		PM _{2.5} (TEOM)	
Shreveport Calumet	PM _{2.5} (FRM)	PM _{2.5} (FRM)		PM _{2.5} (FRM)	
	PM _{2.5} (FRM)	PM _{2.5} (FRM)		PM _{2.5} (FRM)	
Monroe	O ₃	O ₃			
	PM _{2.5} (BAM)	PM _{2.5} (BAM)		PM _{2.5} (BAM)	
	PM _{2.5} (FRM)	PM _{2.5} (FRM)		PM _{2.5} (FRM)	
Alexandria	PM _{2.5} (FRM)	PM _{2.5} (FRM)		PM _{2.5} (FRM)	
	PM _{2.5} (BAM)	PM _{2.5} (BAM)		PM _{2.5} (BAM)	
	PM _{2.5} (BAM)	PM _{2.5} (BAM)		PM _{2.5} (BAM)	
Vinton	O ₃				O ₃
	PM _{2.5} (FRM)		PM _{2.5} (FRM)		PM _{2.5} (FRM)
Westlake	SO ₂		SO ₂		SO ₂
	O ₃				O ₃
	NO _x				NO _x
	PM _{2.5} (TEOM)		PM _{2.5} (TEOM)		PM _{2.5} (TEOM)
McNeese University	PM _{2.5} (FRM)		PM _{2.5} (FRM)		PM _{2.5} (FRM)
Carlyss	O ₃				O ₃

Site	Monitors	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Lafayette - USGS	O ₃				O ₃
	PM ₁₀ (BAM)		PM ₁₀ (BAM)		PM ₁₀ (BAM)
	PM ₁₀ (BAM)		PM ₁₀ (BAM)		PM ₁₀ (BAM)
	PM _{2.5} (BAM)		PM _{2.5} (BAM)		PM _{2.5} (BAM)
	PM _{2.5} (FRM)		PM _{2.5} (FRM)		PM _{2.5} (FRM)
New Iberia	O ₃				O ₃
New Roads	O ₃			O ₃	
Pride	NO _x	NO _x			
	O ₃				O ₃
Baker - Pb	TSP-Pb		TSP-Pb		TSP-Pb
Port Allen	NO _x	NO _x			
	O ₃	O ₃			
	SO ₂			SO ₂	
	PM _{2.5} (FRM)	PM _{2.5} (FRM)		PM _{2.5} (FRM)	
	PM _{2.5} (BAM)	PM _{2.5} (BAM)		PM _{2.5} (BAM)	
Capitol	NO _x				NO _x
	NO _y				NO _y
	TSP-Pb		TSP-Pb		TSP-Pb
	PM _{10-2.5}		PM _{10-2.5}		PM _{10-2.5}
	O ₃				O ₃
	Trace level SO ₂	SO ₂			SO ₂
	Trace level CO	CO		CO	
	PM _{2.5} (FRM)	PM _{2.5} (FRM)		PM _{2.5} (FRM)	
	PM _{2.5} (FRM)	PM _{2.5} (FRM)		PM _{2.5} (FRM)	
	Speciation		Speciation		Speciation
	PM ₁₀ (BAM)		PM ₁₀ (BAM)		PM ₁₀ (BAM)

Site	Monitors	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
LSU	NO _x	NO _x			
	O ₃	O ₃			
Bayou Plaquemine	O ₃			O ₃	
	NO _x			NO _x	
	NO _y			NO _y	
	PM _{2.5} (FRM)	PM _{2.5} (FRM)		PM _{2.5} (FRM)	
Carville	NO _x			NO _x	
	O ₃			O ₃	
Geismar	PM _{2.5} (FRM)	PM _{2.5} (FRM)		PM _{2.5} (FRM)	
Dutchtown	NO _x		NO _x		
	O ₃		O ₃		
French Settlement	O ₃		O ₃		
	NO _x		NO _x		
	PM _{2.5} (TEOM)		PM _{2.5} (TEOM)		PM _{2.5} (TEOM)
Hammond	PM _{2.5} (FRM)		PM _{2.5} (FRM)		PM _{2.5} (FRM)
	PM _{2.5} (FRM)		PM _{2.5} (FRM)		PM _{2.5} (FRM)
Garyville	O ₃		O ₃		
Convent	O ₃		O ₃		
LaPlace	TSP-Pb	TSP-Pb		TSP-Pb	
	TSP-Pb	TSP-Pb		TSP-Pb	
Thibodaux	O ₃	O ₃			
	PM _{2.5} (TEOM)	PM _{2.5} (TEOM)		PM _{2.5} (TEOM)	
Houma	PM _{2.5} (FRM)	PM _{2.5} (FRM)		PM _{2.5} (FRM)	
Kenner	NO _x		NO _x		
	O ₃		O ₃		
	PM _{2.5} (FRM)		PM _{2.5} (FRM)		PM _{2.5} (FRM)
	PM _{2.5} (TEOM)		PM _{2.5} (TEOM)		PM _{2.5} (TEOM)
Hahnville	O ₃		O ₃		

Site	Monitors	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Madisonville	O ₃			O ₃	
	PM _{2.5} (TEOM)		PM _{2.5} (TEOM)		PM _{2.5} (TEOM)
City Park	O ₃			O ₃	
	PM _{2.5} (TEOM)	PM _{2.5} (TEOM)		PM _{2.5} (TEOM)	
	PM ₁₀ (BAM)	PM ₁₀ (BAM)		PM ₁₀ (BAM)	
New Orleans Near Road Marrero	NO _x CO PM _{2.5} (FRM) PM _{2.5} (FRM)		NO _x CO PM _{2.5} (FRM) PM _{2.5} (FRM)		CO PM _{2.5} (FRM) PM _{2.5} (FRM)
Chalmette Vista	SO ₂		SO ₂		
	PM _{2.5} (FRM)		PM _{2.5} (FRM)		PM _{2.5} (FRM)
	PM _{2.5} (BAM)		PM _{2.5} (BAM)		PM _{2.5} (BAM)
	PM ₁₀ (BAM)	PM ₁₀ (BAM)		PM ₁₀ (BAM)	
Meraux	SO ₂	SO ₂			
	O ₃			O ₃	

4.0 PROJECT SCHEDULE

The project schedule shall be determined by the Department and the Contractor. Quarters shall be identified as January-March, April-June, July-September, and October-December. Quarterly audits shall be performed consistent with the timeline in SOW Section 3.2, Conduct Performance Audits of Department Ambient Air Monitoring Sites.

5.0 MINIMUM QUALIFICATIONS OF THE CONTRACTOR'S PERSONNEL

The Contractor shall provide qualified personnel to accomplish the required tasks. Personnel shall have relevant experience in ambient air operations. Education and experience requirements shall include, but are not limited to:

- (1) Key professional staff, proposed to perform the on-site audits and/or results reporting, should have a bachelor's degree in a related field or a minimum of one (1) year relevant experience in the auditing or operating of ambient air monitoring sites in local or state governments, or with the EPA national audit program.

- (2) The Project Manager and Backup Project Manager should have a bachelor's degree and a minimum of five (5) years project management experience in a setting comparable to Department operations, as well as a working knowledge of issues (40 CFR Parts 53 and 58) and technologies necessary to the operation of ambient air monitoring sites.

6.0 PROJECT MANAGEMENT

The Contractor shall provide efficient management throughout the term of the contract to ensure the successful completion of assigned projects. The resources and methodology for project management activities shall be the responsibility of the Contractor.

Project management shall include, but shall not be limited to, the following activities:

- (1) supervision of the Contractor's personnel (including performance of day to day project management for all tasks and activities necessary to complete the Statement of Work);
- (2) contract administration:
 - (a) invoicing;
 - (b) changes to contract;
 - (c) resolving disputes between the Contractor and the Department; and
 - (d) compliance by the Contractor with all contract clauses and conditions;
- (3) scheduling meetings;
- (4) informal communication (telephone, e-mail, etc.); and
- (5) record-keeping.

6.1 Progress Reporting by the Contractor

The Contractor shall prepare and submit to the Project Manager, by mail, e-mail, or facsimile, a brief Monthly Progress Report describing all work completed or in progress during the preceding month and any problems encountered. The Monthly Progress Report shall be submitted within two weeks of the end of each monitoring period.

This report shall include:

- (1) the Contractor's name, address, and the name of the Project Manager;
- (2) the Department's contract number and project title;

- (3) the dates of the reporting period;
- (4) the number and title of the task(s); and
- (5) a description of the progress made during the previous 30 day period on each task, including problems experienced, requested or approved changes in personnel, and the effect of problems/changes on the due dates of deliverables.

The format of this report may be determined by the Contractor, however, the Department reserves the right to require format revisions.

6.2 Deliverables

The Contractor must submit standard operating procedures for performing the audits to the Department within 15 calendar days after the Commencement Conference.

The Contractor will submit performance audit results electronically **in AQS format**, in a format similar to Enclosure A, AQS Format Table which is attached. Results will be submitted to Doug Wafer, doug.wafer@la.gov and Camila Tao, Camila.Tao@la.gov within 15 calendar days after the end of every quarter.

Example deliverables are included as Enclosure C; however, the example deliverables are in Non-AQS format and are included for reference only.

At every site where a logbook exists, the Contractor shall enter the day, time, results, and any information pertaining to the audit. Signatures of the auditor and the site operator must be included. In case of sites without logbooks, the Contractor shall provide an e-mail or a hardcopy to the site operator within 15 calendar days after the audit so corrective actions can be taken, if needed.

7.0 DEPARTMENT RESPONSIBILITIES

As part of its responsibilities for assigned projects, the Department shall:

- (1) provide points of contact for technical and contract activities (Project Manager and Contract Manager);
- (2) provide Department materials (documents, reports, etc.) for the Contractor's work as necessary;
- (3) monitor the Contractor's work through telephone communications, meetings and review of Monthly Progress Reports; and
- (4) review, require revisions as necessary, and accept deliverables and submittals.

The Department will be available for assistance to the Contractor in solving problems or answering questions that may arise and will meet with the Contractor as necessary. However, the Department shall not be responsible for the Contractor's performance of the work and reserves the right to reject deficient work.

In the event that unforeseen circumstances may dictate that changes be made to Table A or Table B, the Department will notify the Contractor and take necessary steps to provide for a replacement site.

8.0 MONITORING AND METHODS TO MEASURE PERFORMANCE

The Department's Project Manager will monitor the progress of the Contractor during the contract by:

- (1) monitoring the Contractor's work through telephone communication, meetings and review of Monthly Progress Reports;
- (2) ensuring that deliverables are submitted within the timeframe of the contract; and
- (3) reviewing, requiring correction as necessary, and approving all deliverables and submittals.

The Department's Project Manager will measure the successful performance of the Contractor by reviewing and evaluating the acceptability of all deliverables and submittals.

9.0 MEASUREMENT AND PAYMENT

The Contractor shall be compensated for the tasks required in this Statement of Work according to the rates specified in Attachment 2, Schedule of Prices. Payment may be requested by the Contractor upon successful completion of each task and acceptance of the task deliverable by the Department.

Payment for work performed under this contract will not exceed the agreed contract amount. Additional work performed by the Contractor without written authorization from the Department in the form of an approved contract amendment will not entitle him to an increase in contract price.

9.1 Commencement Conference or Commencement Conference Call

The commencement conference payment line item shall include all activities and resources necessary for attendance by the Contractor at the commencement conference (approximately two (2) hours) to be held at the Department's Headquarters in Baton Rouge or held via conference call at the discretion of the Department. Payment shall be made in one lump sum in accordance with the rates provided in Attachment 2, Schedule of Prices. Attendance of the Project Manager is mandatory. Payment will be made by the Department following completion of the conference

or Commence Conference call and submission of the Contractor's invoice. Only one line item shall be charged. If the conference is waived, then the Department will not be charged.

9.2 Conduct Performance Audits

The conduct performance audits payment item shall be on a per audit basis, regardless of audit type.

Transaction Type	Action Indicator	State Code	County Code	Site ID	Parameter	POC	Accuracy Audit ID Number	Duration Code	Reported Unit	Method Code	Year Represented	Quarter Represented	Accuracy Date
------------------	------------------	------------	-------------	---------	-----------	-----	--------------------------	---------------	---------------	-------------	------------------	---------------------	---------------

Audit Type	Local Primary Standard	Audit Class	Accuracy Type	Audit Sample ID	Expiration Date	Audit Scheduled	1st Actual Value	1st Indicated Value	2nd Actual Value	2nd Indicated Value	3rd Actual Value
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3rd Indicated Value	4th Actual Value	4th Indicated Value	5th Actual Value	5th Indicated Value	Zero Span
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Enclosure B

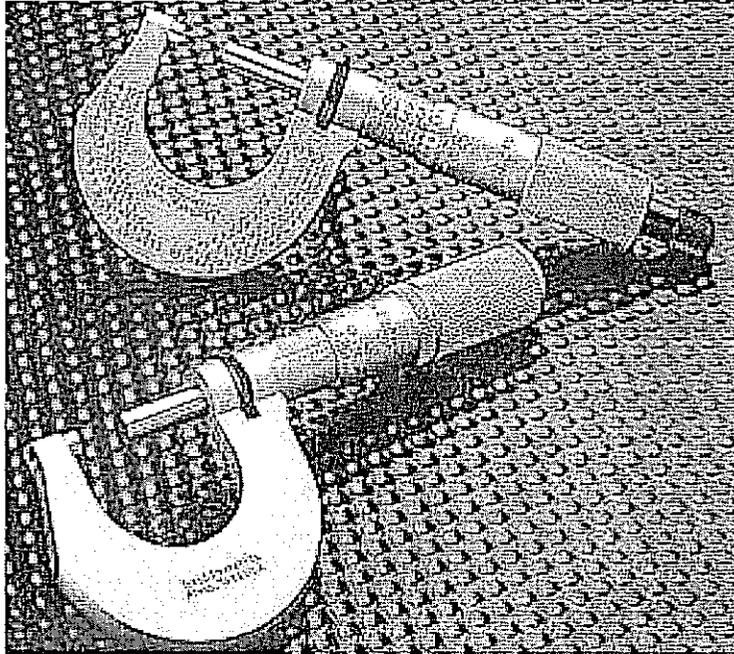
United States
Environmental
Protection
Agency

Office of Air Quality Planning and Standards
Outreach and Information Division
National Air Data Group
Research Triangle Park, NC 27711

AQSP&A Transaction Generator

Users' Guide

Version 10.4



Air Quality System

June 2010

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About AQSP&A

AQSP&A is a stand-alone PC tool to build precision and accuracy transactions for uploading P&A data into the Air Quality System (AQS). The intent of this tool is to provide you with a simple way to create the 2 AQS data input transactions used for uploading accuracy data (transaction type RA) and precision data (transaction type RP). The transactions are created in the AQS format with pipe delimiters (vertical bars), or in XML format to comply with the AQS XML Schema version 2.

AQSP&A is a Microsoft Excel workbook. You must have Excel software to use AQSP&A. The minimum version of Excel required is Excel 97.

Note: An Excel file is also called a Workbook. A workbook can include many worksheets. Each worksheet has a tab name. In the AQSP&A workbook, there are 7 worksheets, named Help, TransactionRA, TransactionRP, Valid Methods, Code Values, Audit Protocols, and Coding Manual.

We have created 10 workbooks, one for each USEPA region. Each workbook contains reference tables for active criteria pollutant monitors for every reporting organization in the USEPA region. You need only one of the workbooks; the one appropriate to your USEPA region. More information about this can be found in Chapter 2 of this guide.

To fulfill the intent of providing you with a simple way to create precision and accuracy transactions, we have included the following capabilities:

- Lists of values for data entry are provided whenever practical. The lists of values provided for data entry are taken from the reference worksheets, which have been loaded with AQS data. The lists of values are presented in drop down menus, and are available for most fields, including Method, Units, and Sampling Duration.
- Descriptions of codes and monitors are provided by “right-clicking” the field in question. A date-picker (calendar) is available by right-clicking date fields.
- The P&A data you enter in the worksheet are validated prior to creation of transaction. The use of valid monitors, methods, durations, units, various code values, and acceptable observation values are checked. Feedback is provided to you, enabling error corrections. **Note:** The existence of corresponding raw data values is not checked, however.
- Help is provided for each field on each transaction by including the appropriate information from the AQS Data Coding Manual.
- A report can be generated for each transaction (as a Microsoft Word document). The generated report includes the % difference calculated value for each transaction, as well as a subset of the transaction fields.
- The ability to “toggle” between Tribal and non-tribal modes is included. In Tribal mode, monitors are identified using the Tribal code in place of the State + County code.

- The use of Excel is considered to provide a user-friendly aspect to this application. Because this application is an Excel file, you can create multiple copies of the file, move it to different directories, and also use the many built-in capabilities provided by the Excel program.

2. Set up

Setting up this application consists of copying the appropriate file to your hard drive. Following this, you may also choose to run the Set Up Screening Group utility from the Help worksheet to include only the monitors in one screening group.

Copy the file

Log onto USEPA's Technology Transfer Network (TTN), go to the AQS page, and then go to the "Precision and Accuracy Data" page. The URL is:

<http://www.epa.gov/ttn/airs/airsaqs/padata/padata.htm>

Ten similar files have been "posted" on the TTN... one for each USEPA Region. Choose the file for the Region in which your agency resides. For example, if you are an agency in Region 1, then you would download the file named "AQSP&A RO1 v10.42.zip".

You must decide on a target drive and folder (directory) to download the file into. As a default suggestion, you could create a folder named "AQSP&A" on your hard drive. Then download the file from the TTN into this directory. You must then "unzip" the file. Be sure to unzip it, and then open the "unzipped" file. If you run the file from within WinZip or some other decompression utility program, the spreadsheet macros may not run properly.

Enable Macros

After unzipping the file, double click it to open it with Excel, or start Excel and then open the file from Excel. Because the file contains "macros", you must be sure that the security setting in Excel is set to let you run macros. If you do not get a prompt window to "Enable Macros" when the file is opening, then change the security setting in Excel.

To change the security setting in Excel, first close the AQSP&A file if open. Start Excel, and then from the Excel menu, choose Tools / Macro / Security. There are 3 settings (4 in Excel 2003 and higher), Low, Medium, and High. If security is set to High, you will not be able to run macros. In this case, change the level to "Medium". With this setting, Excel will prompt you every time you open a file; asking whether you want to enable macros, or not. You can still choose to disable macros when opening other Excel files.

Once you have opened the file from Excel and "Enabled Macros", you will see the Help worksheet.

Set Up Screening Group

- The Help worksheet contains a green button labeled "Set Up Screening Group". This button runs a procedure that prompts you for your screening group, and then deletes all of the extraneous data for other screening groups from the look up worksheets (Valid Methods and Code Values) in the workbook. This helps ensure that you build transactions only for the monitors belonging to your screening group. You only need to run this utility one time.
- The "Set Up Screening Group" button does not have to be used. If you want all of the lookup data available for all agencies in the EPA Region, then ignore the "Set Up Screening Group" button.

Note about multiple screening groups

If you submit precision and accuracy data to AQS for more than one screening group, then you can create copies of the AQSP&A file with a different name for each screening group that you use. The AQSP&A files must have different names, of course, or else reside in different directories. Then run the Set Up Screening Group utility for each copy, and choose a different screening group for each copy.

Different versions of Excel

With AQSP&A versions 4.3 and later, version incompatibilities of Excel no longer create compile errors when first running the spreadsheet.

- However, if you run into problems, please give NADG a call so that we can address the problem in future releases. Our contact numbers are included in the back of this Users' Guide.

3. Entering Data into AOSP&A

Creating input data transactions consists of entering values into the columns of two worksheets; TransactionRA or TransactionRP. For accuracy transactions (type RA), use the TransactionRA worksheet. For precision transactions, (type RP), use the TransactionRP worksheet.

Each transaction worksheet has a column header area that contains the names of the fields in the order in which they appear in the transaction format for that transaction type. To create a transaction, populate a row with appropriate values in each column. If you want to create multiple transactions, populate multiple rows with the required data. Mandatory fields have black column headings; optional fields have blue headings. Right clicking the heading will jump you to the field definition as contained in the AQS Coding manual.

Drop down lists are available for most fields. For fields that have a set of allowable codes or values, drop down lists will appear in each cell containing the allowable choices. The left mouse button is used to select the appropriate value from the list. In all cases, warnings are given if values not on the list are typed in; however you can proceed with those values if so desired. But if you generate a transaction with non-valid values, you will receive an error when attempting to load the transaction into AQS.

In cases where values are dependent upon other values, such as duration, units, and method, the drop down list of values will contain only the appropriate choices for the specific monitor. The most recently used method code will appear as the first value (at the top) of the method code drop down list.

To populate the monitor id fields, you can type the appropriate values into the monitor id columns (State – County – Site ID – Parameter – POC; or Tribal Code-Site ID-Parameter-POC when you are in Tribal mode)

Another way to populate the monitor id fields is to use the “Look Up Monitor” button on the Excel menu. To add a monitor in this way, first select (left click) a cell in a blank row under one of the monitor id columns. Then click the “Look Up Monitor” button on the Excel menu. A procedure will run that asks you to first select a county code, or Tribal code in Tribal mode. When you select the code, a list of monitors is displayed in the dialogue window. You can then click on a monitor, and the monitor id will be filled in on the worksheet.

To quickly copy recurring monitor data (state-county-site-parameter-POC-precision/accuracy id-duration, units, and method) data from the last populated row to the next blank row, you can right click the first un-populated row following the data you have entered; and follow the prompts. This function can help speed up data input and reduce transcription errors.

4. Using Lookups

In addition to the drop down list of values for selection, look ups are available for validating monitors and for displaying code descriptions. Look ups are performed by using the right mouse button.

After entering data, you can right-click the values for duration, units, or method to see a description of the code value. For example, right clicking on a unit code of "001" will display a message box with "UG/CU METER (25)".

If you enter values for the monitor id fields directly into the spreadsheet, rather than using the look up monitor function, you can check the validity of the monitor id by right-clicking any one of the monitor id fields you just populated. A message window will be displayed informing you whether or not the monitor exists on the reference worksheet (Valid Methods). The validation routines that run during transaction generation will also check for valid monitors as well.

Note about using the mouse

Because the right mouse button is used for look ups on the two transaction worksheets, the default right-click function menu will not appear. To perform those functions (e.g. cut/copy/paste), you will have to use the menu at the top of the worksheet.

Important Note: If you use cut/copy/paste, always use paste special and paste only the values to prevent overwriting the specific cell validation formulas.

For the three date fields, a right click will open a pop-up calendar from which you can graphically choose the date. When picking dates for multiple records, the calendar's selected date will default to the last date picked, so that you do not have to toggle back through months when entering multiple records with older data.

For more information about validation, see the Help Worksheet in AQSP&A.

5. Adding a new monitor or method to lookup worksheets

You may need to build a transaction for a monitor, or use a method, that is not included in the lookup worksheets. To provide for this possibility, a menu button labeled "Add New Monitor / Method" is provided. This procedure will present a form requiring you to enter the monitor, method, duration, and units for a new entry. After filling in the form, the appropriate lookup worksheets are updated with the new monitor or method. From then on the new values will be available in the drop down lists of values and the look ups in the transaction worksheets.

You may choose to use this button rather than downloading a newer version of AQSP&A if the lookup worksheets start to get "out of sync" with AQS.

Check our website for a newer version of AQSP&A, which will always include refreshed lookup tables. If a newer version is not yet available, then you may contact NADG, and we will send you a refreshed file. Additional pollutants can also be included.

6. Assigning and Revising Tribal Codes

Tribal codes are included as part of the monitor id when you are in Tribal mode (similar to AQS). These codes are included in the look up tables for monitors that have had raw, criteria data reported.

Tribal codes can be added or deleted using the Look Up Monitor menu item. When in Tribal mode, a couple of new buttons appear on the Look Up Monitor form that allow you to add or delete a Tribal code for a specific monitor.

7. Generating a transaction file

The Generate Text File of Transactions button is used to create transactions for uploading via CDX to AQS for loading into the database. The button has 2 submenus... one choice creates a text file of transactions in the new vertical bar delimited format, and the other choice will generate an XML file of input transactions formed to comply with the AQS schema document version 2.

Select one or more rows on the transaction worksheet for generating transactions and then choose the transaction type to be generated by pressing the button "Generate Transactions", and choosing either AQS format or XML format from the submenu.

When selecting rows to create input transactions, you do not have to be precise regarding which columns you have selected. All of the appropriate columns will be used by the transaction generation procedure. The procedure will reselect all columns in rows with highlighted cells.

You will then be prompted for the path and file name for saving the text file, or xml file. To enable your PC to open the file in the application you normally use for text editing, you may want to add the appropriate file extension to the name (e.g. ".txt" or ".xml").

Edit checks are performed for mandatory fields, values within ranges, max values, and percent differences. For certain fields, the errors are highlighted with red text. Message boxes are used to inform you of the condition generating the error. When an error is encountered, you can choose to continue file generation, or to stop file generation and return to the field in error to fix the value. If you choose to generate the file with errors, you can also choose to receive an error report. After file generation, the rows for which you generated the text file are set to a gray background as a reminder to you. The error report will refer to transaction lines produced in the generated AQS format transaction text file – not the xml format file. You can generate both transaction formats if you want to use the error report when submitting xml format.

Tribal codes will be used when in Tribal mode, or State-County codes if not in Tribal mode.

Separate files must be generated for each transaction type. You can append them together later after they have been created, but AQSP&A will not generate both transaction types in one file.

You may want to develop a file naming convention, and use certain directories, to stay organized and provide some audit trail capabilities.

8. Creating a Report

Some limited reporting capability is available. A "Create Report" menu choice allows you to create a report as a Microsoft Word document for the rows selected on either of the 2 transaction worksheets. The main benefit of running the reports is that you will be able to see the calculated percent differences for each transaction. Errors will be flagged with red text. So although the complete statistical summarization is not performed, one of the key indicators (the percent difference) is provided as a tool. (Note that % difference checks are also included in the validation routines when you generate a text transaction file).

Reports can be generated for one transaction type at a time. Not all fields are included on the reports in order to make the report easier to print (and read).

9. Tips for using Excel

Various tips to help with using this workbook:

- You can hide look up sheets, and unhide them, as desired. The coding manual worksheet must not be hidden if you want to access it via right clicking the field names.
- You should always use Paste – Special when copying and pasting. Choose Paste Values only; this will keep the cells' data validation formulae in place for the selected cells.
- Deleting rows on the transaction spreadsheets is OK. The data validations are still in place.
- You can use Excel filters and sorting if helpful.
- The default “right-click” menu of commands is not active on the worksheets (cut, copy, paste, insert, delete, clear, format, etc.), because the right click event is used for providing look ups. You can still perform these functions by using the Excel menu, or shortcut keys (Cntl A, Cntl C, Cntl X, Cntl V).
- If you do not use the “Set Up Screening Group” button, all of the active criteria monitors in the USEPA Region will remain on the look up worksheets. You can use the application in this way, but you must remember which monitors are appropriate for the screening group you will use to submit data input transactions.

10. How do I get the generated transactions into AQS?

- After you have generated one or several transaction files using AQSP&A, you are ready to load them into AQS.
 1. The first step is to log into USEPA's Central Data Exchange (or CDX for short). The CDX home page can be accessed from the AQS TTN Website at the following address:

<http://www.epa.gov/ttn/airs/airsaqs/aqsweb/>

2. After logging into CDX, you will see a menu with the option:

AQS: Air Quality System - File Transfer

Clicking on the link will open up a dialog box allowing you to select the files on your hard drive that you want to upload to CDX.

3. After selecting the file(s) and uploading them, you can log on to AQS, and navigate to the batch load screen. You will see them listed as ready for loading; they have been sent by CDX to the AQS application automatically and are ready for loading.
4. A few notes:
 - Use Internet Explorer as your browser.
 - You may have to install ActiveX objects the first time you try to upload files to CDX. You will have to allow pop-ups (this is true for AQS as well)
 - There is a CDX helpline as well as an AQS helpline. Use the AQS helpline for any questions, including CDX questions.

11. Miscellaneous Information

The lookup tables referred to throughout this user guide are the data on the sheets called Valid Methods, Code Values, and Audit Protocols. These sheets contain downloads of data from various queries against the AQS data base that are refreshed as needed. The selection logic used to create the list of monitors includes the following:

- Monitors for the following parameters:
11101,12128,14128,14129,42101,42401,42600,42601,42602,42603,44201,81102,85101
85128,85129,88101,88500,88501,88502,88503

met parms
61101,61102,61103,61104,61105,61106,61107,61109,61110,61111,61112,61120,61202
61301,61302,62101,62102,62103,62104,62105,62106,62108,62201,62604,63101,63301,63302,
63303,63304,63305,64101,65101,65102,65103,66101
- The monitors must be active (sampling end date not null).
- The monitors must be owned by screening groups in the USEPA Region that the AQSP&A file is named for, as follows:

Screening Groups by Region

These are screening group numbers (not agency ids).

Region 1

26,27,28,29,45,55,68,70,78,88,94,157,158,164,172,201,204,207,234

Region 2

79,81,101,102,112,155,286

Region 3

35,36,56,57,69,87,95,97,113,159,160,169,187

Region 4

2,3,33,34,37,38,39,41,49,58,59,66,73,82,89,91,114,129,130,145,147,162,197,249

Region 5

30,40,46,62,63,71,72,84,98,122,202

Region 6

52,67,80,85,92,115,131,132,133,134,135,136,137,138,150,151,174,208,242

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Region 7

24,25,47,64,65,74,76,200,203,243,244,289

Region 8

48,54,75,83,90,93,99,139,175,176,177,178,179,180,181,182,183,186,188

Region 9

4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,31,32,51,53,60,77,100,116,120,124,125,126,127,128,140,141,142,143,144,156,166,167,171,196,198,205,226,227,230,236,237,239,245,250,251,252,253,254,255,256,257,258,288,290

Region 10

50,61,86,96,117,161,163,165,168,173,185

- New Audit Level Ranges

The current accuracy audit level ranges are as follows (since January 2007):
 The audit levels selected should represent or bracket 80 percent of ambient concentrations measured by the analyzer being evaluated:

Audit Level	Concentration Range (ppm)			
	O ₃	SO ₂	NO ₂	CO
1	0.02-0.05	0.0003-0.005	0.0002-0.002	0.08-0.10
2	0.06-0.10	0.006-0.01	0.003-0.005	0.50-1.00
3	0.11-0.20	0.02-0.10	0.006-0.10	1.50-4.00
4	0.21-0.30	0.11-0.40	0.11-0.30	5-15
5	0.31-0.90	.41-0.90	0.31-0.60	20-50

- Use of collocated data pairs:

At low concentrations, agreement between the measurements of collocated samplers, expressed as relative percent difference or percent difference, may be relatively poor. For this reason, collocated measurement pairs are selected for use in the precision and bias calculations only when both measurements are equal to

or above the following limits:

- (1) TSP: 20 $\mu\text{g}/\text{m}^3$.
- (2) Pb: 0.15 $\mu\text{g}/\text{m}^3$.
- (3) PM10 (Hi-Vol): 15 $\mu\text{g}/\text{m}^3$.
- (4) PM10 (Lo-Vol): 3 $\mu\text{g}/\text{m}^3$.
- (5) PM10-2.5 and PM2.5: 3 $\mu\text{g}/\text{m}^3$.

- Reporting Requirements:

A button entitled "EPA's QA Requirements" has been added to the Help worksheet. When clicked, this button will display Table A2 from Appendix A of 40 CFR Part 58. This table defines the quality assessments you should perform, and those that must be reported to AQS. We have included the transaction type you must use to report each assessment, and whether it is required reporting or not. We have also included the parameter codes of the pollutants referenced in each assessment description.

Enclosure C

Example Audit in Non-AQS Format
BAM

BAM-1020 PARTICULATE MATTER MONITOR
PERFORMANCE AUDIT DATA

SITE NAME: Capitol -- AQS Site Code: 220330009
 AQS Site Code: 220330009
 DATE: May 25, 2010
 TIME: 910 - 940 CDT

PARISH: East Baton Rouge Parish
 SAMPLER ID: Met One BAM
 Model Number: 1020
 Serial Number: J3780

FLOW RATE AND LEAK CHECK AUDIT DATA			
Leak Check:	0.20 LPM	Flow Rate Audit Device: BGI	
	1. Acceptance Criteria: < 1.0 LPM	Model Number: dellaCal	
Clock/Timer Verification:		Serial Number: 579	
BAM-1020:	8:43:06	Certification Expiration: September 24, 2010	
Datalogger:	8:43:06		
	2. Acceptance Criteria: within 30 sec. of each other		

Sampler Indicated Flow Rate (LPM)	Audit Flow Rate (Q _s) (LPM)	Percent Difference ³ (Sampler vs. Audit)	Percent Difference ⁴ (Audit vs. Design)		
Flow Rate	16.70	Flow Rate	16.69	0.1%	0.1%

3. Acceptance Criteria: ± 4.0%

TEMPERATURE AUDIT DATA			
Temperature Audit Device: BGI			
Model Number: dellaCal		Serial Number: 579	
Certification Expiration: September 24, 2010			
Sampler Sensor Temperature (T _s) (°C)	Audit Sensor Temperature (T _a) (°C)	Temperature Difference ⁵ (Sampler - Audit) (°C)	
31.7	31.4	0.3	
31.7	31.4	0.3	
31.7	31.4	0.3	

5. Acceptance Criteria: ± 2.0 °C

PRESSURE AUDIT DATA			
Pressure Audit Device: BGI			
Model Number: dellaCal		Serial Number: 579	
Certification Expiration: September 24, 2010			
Sampler Sensor Pressure (P _s) (mm Hg)	Audit Sensor Pressure (P _a) (mm Hg)	Pressure Difference ⁶ (Sampler - Audit) (mm Hg)	
760.0	759.0	1.0	
760.0	759.0	1.0	
760.0	759.0	1.0	

6. Acceptance Criteria: ± 10.0 mm Hg

AUDITOR:

Notes:

Enclosure C

Example Audit in Non-AQS Format
CO

**CARBON MONOXIDE
PERFORMANCE AUDIT DATA**

Site ID: Capitol -- AQS Site Code: 220330009
 Date: May 25, 2010
 Time: 810 - 1010 CDT
 ANALYZER ID: TECO 48i
 Serial No. 19371
 Range 0-5 ppm-v

CALIBRATOR: Sabio
 Serial Number: 2990606A
 GAS STANDARD: JA02486
 Concentration 519.0 (ppm CO)
 Expiration 4/7/2012
 AIR SOURCE: Sabio 2020

CO AUDIT DATA						
CALIBRATOR FLOW RATES				CO Input (ppm-v)	CO Response (ppm-v)	Percent Difference (objective +15)
Source Gas		Diluent Air				
(cc/min)	(setting)	(cc/min)	(setting)			
0.00	Off	4901	5000	0.0	0.1	
5.03	5.00	4901	5000	0.5	0.6	4.1%
20.06	20.00	4901	5000	2.1	2.1	-1.7%
40.10	40.00	4901	5000	4.2	4.2	-1.0%

CO Analyzer Regression Data:

Slope: 0.94206
 Intercept: 0.07979
 Correlation: 0.99972

AUDITOR:

Notes:

Enclosure C

Example Audit in Non-AQS Format

H2S

**HYDROGEN SULFIDE
PERFORMANCE AUDIT DATA**

Site ID:	Chalmette High School -- AQS Site Code 220870009	CALIBRATOR:	Sabio
Date:	May 25, 2010	Serial Number:	2850105
Time:	1100-1356 CST	GAS STANDARD:	JB02888
ANALYZER ID:	API 101A	Concentration	50.4 (ppm SO2)
Serial No.	503	Expiration	40872
Range	0.0 - 0.5 ppm	AIR SOURCE:	Sabio 1001

SO ₂ AUDIT DATA						
CALIBRATOR FLOW RATES				SO ₂ Input (ppm-v)	SO ₂ Response (ppm-v)	Percent Difference (objective +15)
Source Gas		Diluent Air				
(cc/min)	(setting)	(cc/min)	(setting)			
0.00	Off	4888	5000	0.000	0.002	
7.20	7.00	4888	5000	0.074	0.084	13.5%
18.99	19.00	4888	5000	0.195	0.214	9.7%
43.55	44.00	4888	5000	0.445	0.483	8.5%

SO₂ Analyzer Regression Data:

Slope: 1.07923
Intercept: 0.00311
Correlation: 0.99999

CALIBRATOR:	Sabio
Serial Number:	2850105
GAS STANDARD:	JA03006
Concentration	47.6 (ppm H2S)
Expiration	40667
AIR SOURCE:	Sabio 1001

H ₂ S AUDIT DATA						
CALIBRATOR FLOW RATES				H ₂ S Input (ppm-v)	H ₂ S Response (ppm-v)	Percent Difference (objective +15)
Source Gas		Diluent Air				
(cc/min)	(setting)	(cc/min)	(setting)			
0.00	Off	4888	5000	0.000	0.001	
7.20	7.00	4888	5000	0.070	0.076	8.6%
19.97	20.00	4888	5000	0.194	0.211	8.8%
46.50	47.00	4888	5000	0.449	0.478	6.5%

H₂S Analyzer Regression Data:

Slope: 1.06230
Intercept: 0.00215
Correlation: 0.99996

H₂S Scrubber Efficiency: 100.2%
 (Acceptance Criteria > 98%)

H₂S / SO₂ Converter Check: 98.4%
 (Acceptance Criteria > 95%)

AUDITOR:

Notes: calibrated on 5/18/10, Filters changed on 5/18/10
 5/26/10 H2S audited from 702-826 CST
 analyzer sample flow at 504ccm

Enclosure C

Example Audit in Non-AQS Format

TEOM

TEOM PARTICULATE MATTER SAMPLER
PERFORMANCE AUDIT DATA

SITE NAME: Pride -- AQS Site Code: 220330013 PARISH: East Baton Rouge Parish
 AQS Site Code: 220330013 SAMPLER ID: R&P TEOM
 DATE: May 24, 2010 Model Number: 1400
 TIME: 1320 - 1345 CDT Serial Number: 245820

FLOW RATE AND LEAK CHECK AUDIT DATA					
Main Flow Leak Check:	0.02 LPM	Flow Rate Audit Device: BGI			
Aux Flow Leak Check:	0.04 LPM	Model Number: deltaCal			
		Serial Number: 579			
		Certification Expiration: September 24, 2010			
Sampler Indicated Flow Rate (LPM)		Audit Flow Rate (Q _a) (LPM)		Percent Difference ³ (Sampler vs. Audit)	Percent Difference ⁴ (Audit vs. Design)
Main Flow	2.99	Main Flow	2.99	2.0%	-2.3%
Auxiliary Flow	13.60	Auxiliary Flow	13.30	2.3%	-2.7%
Total Flow	16.59	Total Flow	16.23	2.2%	-2.6%

3. Acceptance Criteria: ± 4.0%
 4. Acceptance Criteria: ± 5.0%

TEMPERATURE AUDIT DATA		
Temperature Audit Device: BGI		
Model Number: deltaCal	Serial Number: 579	Certification Expiration: September 24, 2010
Sampler Sensor Temperature (T _s) (°C)	Audit Sensor Temperature (T _a) (°C)	Temperature Difference ⁵ (Sampler - Audit) (°C)
34.5	33.7	0.8
34.5	33.7	0.8
34.5	33.7	0.8

5. Acceptance Criteria: ± 2.0 °C

PRESSURE AUDIT DATA		
Pressure Audit Device: BGI		
Model Number: deltaCal	Serial Number: 579	Certification Expiration: September 24, 2010
Sampler Sensor Pressure (P _s) (mm Hg)	Audit Sensor Pressure (P _a) (mm Hg)	Pressure Difference ⁶ (Sampler - Audit) (mm Hg)
758.5	756.0	2.5
758.5	756.0	2.5
758.5	756.0	2.5

6. Acceptance Criteria: ± 10.0 mm Hg

MASS TRANSDUCER AUDIT DATA				
Audit Filter: CVK3289				
Serial Number: CVK3289		Weight: 0.11295 (grams)	Weight Certification Date: March 26, 2010	
Mass Transducer Frequency without Audit Filter	Mass Transducer Frequency with Audit Filter	TEOM Sampler K ₀ Constant	Audit K ₀ Constant	Percent Difference ⁷ (Audit K ₀ Constant vs. TEOM K ₀ Constant)
342.92385	248.66446	14743	14734	-0.1%

7. Acceptance Criteria: ± 2.5 %

AUDITOR:

Notes:

Enclosure C

Example Audit in Non-AQS Format

SO2

**SULFUR DIOXIDE
PERFORMANCE AUDIT DATA**

Site ID: Chalmette Vista -- AQS Site Code: 220870007
 Date: May 25, 2010
 Time: 900-1008 CST
 ANALYZER ID: TECO 43I
 Serial No. CM07230006
 Range 0.0 - 0.5 ppm

CALIBRATOR: Sabio
 Serial Number: 2850105
 GAS STANDARD: JB02888
 Concentration: 50.4 (ppm SO2)
 Expiration: November 25, 2011
 AIR SOURCE: Sabio 2020

SO ₂ AUDIT DATA						
CALIBRATOR FLOW RATES				SO ₂ Input (ppm-v)	SO ₂ Response (ppm-v)	Percent Difference ¹ (Response vs. Input)
Source Gas		Diluent Air				
(cc/min)	(Setting)	(cc/min)	(Setting)			
0.00	Off	4888	5000	0.000	0.000	
7.20	7.00	4888	5000	0.074	0.074	0.0%
18.99	19.00	4888	5000	0.195	0.197	1.0%
43.55	44.00	4888	5000	0.445	0.448	0.7%

1. Acceptance Criteria: ± 15%

SO₂ Analyzer Regression Data:

Slope: 1.00730
 Intercept: -0.00005
 Correlation: 1.00000

AUDITOR:

Notes: calibrated on 3/18/10. filters changed on 5/17/10.

Enclosure C

Example Audit in Non-AQS Format
PM25

R&P PARTICULATE MATTER (PM_{2.5}) SAMPLER
PERFORMANCE AUDIT DATA

SITE NAME: Hammond -- AQS Site Code: 221050001 PARISH: Tangipahoa Parish
 AQS Site Code: 221050001 SAMPLER ID: R&P Partisol Plus
 DATE: May 25, 2010 Model Number: 2025
 TIME: 1310-1340 Serial Number: 20763

TEMPERATURE AUDIT DATA					
Temperature Audit Device: BGI					
Model Number: deltaCal		Serial Number: 579		Certification Expiration: September 24, 2010	
Sampler Sensor Temperature (T _s) (°C)		Audit Sensor Temperature (T _a) (°C)		Temperature Difference ¹ (Sampler - Audit) (°C)	
Ambient	Filter	Ambient	Filter	Ambient	Filter
34.8	37.3	33.4	36.9	1.4	0.4
34.8	37.3	33.4	36.9	1.4	0.4
34.8	37.3	33.4	36.9	1.4	0.4

1. Acceptance Criteria: ± 2.0 °C

PRESSURE AUDIT DATA		
Pressure Audit Device: BGI		
Model Number: deltaCal	Serial Number: 579	Certification Expiration: September 24, 2010
Sampler Sensor Pressure (P _s) (mm Hg)	Audit Sensor Pressure (P _a) (mm Hg)	Pressure Difference ² (Sampler - Audit) (mm Hg)
764.0	758.0	6.0
764.0	758.0	6.0
764.0	758.0	6.0

2. Acceptance Criteria: ± 10.0 mm Hg

COMPARTMENT TEMPERATURE AUDIT DATA		
Temperature Audit Device: BGI		
Model Number: deltaCal	Serial Number: 579	Certification Expiration: September 24, 2010
Sampler Sensor Temperature (T _s) (°C)	Audit Sensor Temperature (T _a) (°C)	Temperature Difference ³ (Sampler - Audit) (°C)
36.0	34.8	1.2
36.0	34.8	1.2
36.0	34.8	1.2

3. Acceptance Criteria: ± 2.0 °C

FLOW RATE AND LEAK CHECK AUDIT DATA			
Flow Rate Audit Device: BGI			
External Leak Check ⁴ 14.0 mm Hg	Model Number: dryCal	Serial Number: 579	
4. Acceptance Criteria: < 25 mm Hg	Certification Expiration: September 24, 2010		
Sampler Indicated Flow Rate (LPM)	Audit Flow Rate (Q _a) (LPM)	Percent Difference ⁵ (Sampler vs. Audit)	Percent Difference ⁶ (Audit vs. Design)
15.04	14.66	2.6%	-2.3%
18.74	16.41	2.0%	-1.6%
18.44	18.20	1.3%	-1.1%

5. Acceptance Criteria: ± 4.0%

6. Acceptance Criteria: ± 5.0%

AUDITOR:

Notes:

Enclosure C
 Example Audit in Non-AQS Format
 PM10
 PM₁₀ / VOLUMETRIC FLOW CONTROL (VFC)
 PERFORMANCE AUDIT DATA

Site ID:	Chalmette Vista -- AQS Site Code: 220870007	Audit Device:	Variable Orifice		
Date:	February 22, 2010	Serial #:	R-53		
Time:	1440	Q _a Slope:	0.97231	Q _a Slope:	1.55276
Pressure (mm Hg):	755.0	Q _a Intercept:	-0.00139	Q _a Intercept:	-0.00222
Temperature (F):	75.0	Q _a Correlation:	0.99996	Q _a Correlation:	0.99996
Temperature (C):	23.9	Certification Expiration Date:	October 20, 2010		
Ambient Air Correction Factor:	0.99714				

PM ₁₀ AUDIT DATA - Actual Conditions						
Sampler ID#	Audit Pressure Drop ("H ₂ O)	Stagnation Pressure ("H ₂ O)	Audit Flow Q _a (m ³ /min)	Sampler Flow ₁ (actual) (m ³ /min)	Audit % Difference ₂	Design % Difference ₃
P1780	2.70	17.0	1.061	1.130	6.5%	-6.1%

1. From Sampler Look-Up Table
2. Acceptance Criteria: ± 7%
3. Acceptance Criteria: ± 10%

PM ₁₀ AUDIT DATA - Standard Conditions				
Sampler ID#	Audit Pressure Drop ("H ₂ O)	Stagnation Pressure ("H ₂ O)	Audit Flow Q _{std} (m ³ /min)	Sampler Flow (std) (m ³ /min)
P1780	2.70	17.0	1.058	1.127

SAMPLER CALIBRATION DATA					
Sampler ID#	Pressure Ratio (mmHg)	Calibration Date	Sampler Slope	Sampler Intercept	Sampler Correlation
P1780	0.9579				

Equations:
 Audit Flow (Q_a) = (√(Audit Pressure Drop * ((Temp °C + 273) / Pressure))) - Q_a Intercept) / Q_a Slope
 Audit Flow (Q_{std}) = (√(Audit Pressure Drop * (298 / (Temp °C + 273)) * (Pressure / 760))) - Q_{std} Intercept) / Q_{std} Slope
 Sampler Flow (standard) = Sampler Flow_(actual - from look-up table) * (298 / (Temp °C + 273)) * (Pressure / 760)
 Pressure Ratio = (Pressure - (Stagnation Pressure * 1.87)) / Pressure
 Ambient Air Correction Factor = (Pressure / 760) * (298 / (Temp °C + 273))

AUDITOR:

Notes:

Enclosure C

Example Audit in Non-AQS Format

03

**OZONE
PERFORMANCE AUDIT DATA**

SITE NAME: Capitol -- AQS Site Code: 220330009
 DATE: May 25, 2010
 TIME: 810 - 1000 CDT
 ANALYZER ID: API 400E
 Serial Number: 70741
 Range: 0.0 - 0.5 ppm

TRANSFER STD: Sabio
 Serial Number: 6401107
 Cert. Expiration: August 18, 2010
 Std. Slope: 1.0286
 Std. Intercept: -0.0023
 Air Source: Sabio 1001

O ₃ AUDIT DATA				
Ozone Generator Setting (ppm-v)	Average Transfer Standard Response (ppm-v)	O ₃ Input (ppm-v)	O ₃ Response (ppm-v)	Percent Difference ¹ (Response vs. Input)
Off	0.001	0.000	0.003	
70.000	0.070	0.069	0.070	1.4%
180.000	0.180	0.182	0.182	0.0%
420.000	0.421	0.430	0.427	-0.7%

1. Acceptance Criteria: ± 15%

O₃ Analyzer Regression Data:

Slope: 0.98698
 Intercept: 0.00247
 Correlation: 1.00000

AUDITOR:

Notes:

Enclosure C

Example Audit in Non-AQS Format

NO_y

**OXIDES OF NITROGEN - NO_y
PERFORMANCE AUDIT DATA**

Site ID: Bayou Plaquemine - AQS Site Code: 220470009
 Date: February 24, 2010
 Time: 826-1341 CST
 ANALYZER ID: TECO 421_Y
 Serial No. 719022695
 Range 0-200ppb

CALIBRATOR: Sabio
 Serial Number: 2650105
 GAS CYLINDER NO: JJ694
 Concentration: 20.4 (ppm NO_x/NO)
 Expiration: July 30, 2010
 Air Source: Sabio 1001

NO _y / NO AUDIT DATA								
CALIBRATOR FLOW RATES				NO _y / NO Input (ppm-v)	RESPONSE		Percent Difference ¹ (Response vs. Input)	
Source Gas		Diluent Air			NO _y	NO	NO _y	NO
(cc/min)	(setting)	(cc/min)	(setting)		(ppm-v)	(ppm-v)		
0.00	Off	7821	8000	0.000	0.001	0.000		
8.22	8.00	7821	8000	0.021	0.021	0.022	0.0%	4.8%
15.14	15.00	7821	8000	0.039	0.039	0.040	0.0%	2.6%
28.97	29.00	7821	8000	0.075	0.075	0.077	0.0%	2.7%
46.76	47.00	7821	8000	0.121	0.121	0.125	0.0%	3.3%
70.47	71.00	7821	8000	0.182	0.182	0.187	0.0%	2.7%

NO_y / NO Analyzer Regression Data:

	NO _y	NO
Slope:	0.99688	1.02802
Intercept:	0.00039	0.00012
Correlation:	0.99999	0.99999

1. Acceptance Criteria: ± 15%

GAS PHASE TITRATION				
Ozone Setting	Response		Corrected	
	NO _y	NO	NO _y	NO
Off	0.182	0.187	0.182	0.182
0.55	0.193	0.022	0.193	0.021
Off	0.121	0.125	0.121	0.121
6.29	0.126	0.051	0.126	0.049
Off	0.075	0.077	0.075	0.075
0.23	0.077	0.046	0.077	0.045

NO ₂ AUDIT DATA			
NO ₂ Input (ppm-v)	NO ₂ Response (ppm-v)	NO ₂ Percent Difference ² (Response vs. Input)	NO ₂ Converted (ppm-v)
0.000	0.001		
0.030	0.030	0.0%	0.032
0.072	0.071	-1.4%	0.077
0.161	0.150	-0.6%	0.172

2. Acceptance Criteria: ± 15%

NO₂ Analyzer Regression Data:

Slope:	0.98863
Intercept:	0.00050
Correlation:	0.99997

NO₂ Converter Efficiency: 105.6%
 (Acceptance Criteria: >95%)

GAS CYLINDER NO: JJ1317
 Concentration: 19.69 (ppm NO_y)
 Expiration: January 8, 2011

NPN AUDIT DATA								
CALIBRATOR FLOW RATES				NPN Input (ppm-v)	RESPONSE		Percent Difference ¹ (Response vs. Input)	
Source Gas		Diluent Air			NO _y	NO _y - Diff	NO _y	NO _y - Diff
(cc/min)	(setting)	(cc/min)	(setting)		(ppm-v)	(ppm-v)		
0.00	Off	7821	8000	0.000	0.001	0.001		
10.20	10.00	7821	8000	0.026	0.026	0.025	0.0%	-3.8%
29.96	30.00	7821	8000	0.075	0.075	0.071	0.0%	-5.3%
60.59	61.00	7821	8000	0.151	0.153	0.143	1.3%	-5.3%
76.38	79.00	7821	8000	0.195	0.195	0.183	0.0%	-6.2%

1. Acceptance Criteria: ± 15%

NPN Input (ppm-v)	RESPONSE		CORRECTED	
	NO _y (ppm-v)	NO _y - Diff (ppm-v)	NO _y (ppm-v)	NO _y - Diff (ppm-v)
0.000	0.001	0.001	-	-
0.026	0.026	0.025	0.025	0.026
0.075	0.075	0.071	0.074	0.075
0.151	0.153	0.143	0.152	0.152
0.195	0.195	0.183	0.194	0.194

NPN Converter Efficiency: 99.6%
 (Acceptance Criteria: >95%)

NO_y Analyzer Regression Data:

	NO _y	NO _y - Diff
Slope:	1.00124	0.93637
Intercept:	0.00049	0.00089
Correlation:	0.99994	0.99998

AUDITOR:

Notes: fillers changed 2/17/10. Calibrated 12/22/09

Example Audit in Non-AQS Format

NOx

**OXIDES OF NITROGEN
PERFORMANCE AUDIT DATA**

Site ID: Capitol -- AQS Site Code: 220330009
 Date: May 25, 2010
 Time: 810 - 1106 CST
 ANALYZER ID: TECO 42C
 Serial No. 66377
 Range 0.0 - 0.5 ppm

CALIBRATOR: Sablo
 Serial Number: 2990606A
 GAS CYLINDER NO: JA02486
 Concentration: 50.4 (ppm NOx/NO)
 Expiration: April 7, 2012
 Air Source: Sablo 1001

NO _x / NO AUDIT DATA								
CALIBRATOR FLOW RATES				NO _x / NO Input (ppm-v)	RESPONSE		Percent Difference (Response vs. Input)	
Source Gas		Diluent Air			NO _x	NO	NO _x	NO
(cc/min)	(setting)	(cc/min)	(setting)		(ppm-v)	(ppm-v)		
0.00	Off	4901	5000	0.000	0.002	0.002		
5.03	5.00	4901	5000	0.052	0.053	0.054	2.0%	3.6%
10.04	10.00	4901	5000	0.103	0.103	0.105	0.0%	1.9%
20.06	20.00	4901	5000	0.205	0.206	0.210	0.5%	2.4%
30.08	30.00	4901	5000	0.307	0.309	0.314	0.7%	2.3%
40.10	40.00	4901	5000	0.409	0.413	0.420	1.0%	2.7%

NO_x / NO Analyzer Regression Data:

1. Acceptance Criteria: ± 15%

	NO _x	NO
Slope:	1.00574	1.02260
Intercept:	0.00064	0.00076
Correlation:	0.99998	0.99998

GAS PHASE TITRATION					
Ozone Setting	Response		Corrected		NO Corrected (0.08 - 0.12 ppm)
	NO _x	NO	NO _x	NO	
Off	0.413	0.420	0.410	0.410	
0.83	0.412	0.082	0.409	0.079	0.079
Off	0.309	0.314	0.307	0.306	
0.58	0.309	0.102	0.307	0.099	0.099
Off	0.206	0.210	0.204	0.205	
0.3	0.206	0.116	0.204	0.113	0.113

NO ₂ AUDIT DATA			
NO ₂ Input (ppm-v)	NO ₂ Response (ppm-v)	NO ₂ Percent Difference (Response vs. Input)	NO ₂ Converted (ppm-v)
0.000	0.001		
0.092	0.099	7.6%	0.092
0.207	0.226	9.2%	0.207
0.331	0.359	8.5%	0.330

2. Acceptance Criteria: ± 15%

NO₂ Analyzer Regression Data:

NO₂ Converter Efficiency: 99.9%
 (Acceptance Criteria: >96%)

Slope: 1.08406
 Intercept: 0.00051
 Correlation: 0.99998

AUDITOR:

Calibrated 4/14/2010

Notes: Nox m= 498.4 b=2.0, NO m=499.4 b=1.8, NO₂ m= 542.9 b=0.5

Enclosure C

Example Audit in Non-AOS Format

TSP

TOTAL SUSPENDED PARTICULATE (TSP)
PERFORMANCE AUDIT DATA

Site ID:	Baker -- AQS Site Code: 220331001	Audit Device:	Variable Orifice	Q_s Slope:	1.55276
Date:	May 24, 2010	Serial #:	R-53	Q_s Intercept:	-0.00222
Time:	1210 - 1300 CDT	Q_s Slope:	0.97231	Q_s Correlation:	0.99996
Pressure (mm Hg):	755.0	Q_s Intercept:	-0.00139	Certification Expiration Date:	September 22, 2010
Temperature (F):	88.0	Q_s Correlation:	0.99996		
Temperature (C):	31.1				
Ambient Air Correction Factor:	0.97346				

TSP AUDIT DATA - Actual Conditions						
Sampler ID#	Audit Pressure Drop ("H ₂ O)	Stagnation Pressure ("H ₂ O)	Audit Flow Q_a (m ³ /min)	Sampler Flow ₁ (actual) (m ³ /min)	Audit % Difference ₂	Design % Difference ₃
P05695	3.20	21.0	1.169	1.239	6.0%	3.5%

1. From Sampler Look-Up Table
2. Acceptance Criteria: ± 7%
3. Acceptance Criteria: ± 10%

TSP AUDIT DATA - Standard Conditions				
Sampler ID#	Audit Pressure Drop ("H ₂ O)	Stagnation Pressure ("H ₂ O)	Audit Flow Q_{std} (m ³ /min)	Sampler Flow (std) (m ³ /min)
P05695	3.20	21.0	1.138	1.206

SAMPLER CALIBRATION DATA					
Sampler ID#	Pressure Ratio (mmHg)	Calibration Date	Sampler Slope	Sampler Intercept	Sampler Correlation
P05695	0.9480	04/01/09	Flow rates determined from look-up table		

Equations:

Audit Flow (Q_a) = $(\text{Audit Pressure Drop} * ((\text{Temp } ^\circ\text{C} + 273) / \text{Pressure})) - Q_a \text{ Intercept} / Q_a \text{ Slope}$
 Audit Flow (Q_{std}) = $(\text{Audit Pressure Drop} * (298 / (\text{Temp } ^\circ\text{C} + 273)) * (\text{Pressure} / 760)) - Q_{std} \text{ Intercept} / Q_{std} \text{ Slope}$
 Sampler Flow (standard) = $\text{Sampler Flow}_{\text{(actual - from look-up table)}} * (298 / (\text{Temp } ^\circ\text{C} + 273)) * (\text{Pressure} / 760)$
 Pressure Ratio = $(\text{Pressure} - (\text{Stagnation Pressure} * 1.87)) / \text{Pressure}$
 Ambient Air Correction Factor = $(\text{Pressure} / 760) * (298 / (\text{Temp } ^\circ\text{C} + 273))$

AUDITOR:

Notes:

Enclosure C - Example Speciation

Chemical Speciation Network Performance Audit Worksheet MetOne SASS	US Environmental Protection Agency Office of Air and Radiation
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Note - Cyan fields are entered from TSA worksheet or calculated - yellow fields are to be filled in here

Location (*)	Capitol	Date (*)	9/24/2009
AQS Site ID	220330009	Latitude:	
AQS Sampler POC (*)	5	Longitude:	

Audit Information		Export SASS Data to File	
Sampler Channel Configuration	d) Super SASS No Carbon		
Auditor(s)	Shannon Saunier	Affiliation	LADEQ
Audit Type	UNKNOWN		
Operator	Cory Parent	Affiliation	LADEQ
Phone No.	225-765-2663		
Sampler Model	MetOne SASS	Sampler S/N	G9195
		Head S/N	N/A
		Pump S/N	G9154
Last Calibration Date	9/23/2009	Collocated?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Flow Reference Std Model	BIOS DRY CAL	Standard S/N	B829, H1599
Temperature Ref Std Model	COLE PARMER	Standard S/N	10383812
BP Std Model	MERIAM	Standard S/N	192770-T2

Calibration Date 12/4/2008, 8/17/2009, 9/21/2009

Significant Findings:

General Findings:

Clock Test:

If Local Time is under daylight savings, convert Ref Std to Local Standard Time. Daylight Saving Time begins for

Location (*) Capitol Date (*) 9/24/2009

most of the United States at 2:00 a.m. on the first Sunday of April. Time reverts to standard time at 2:00 a.m. on the last Sunday of October.

Audit	Time (hh:mm)				Difference Minutes	5 minutes or less?	
	Ref Std		SASS			Pass	Fail
	10:15	(*)	10:15	(*)		0.0	X
Recalibrated							
Date	9/24/2009						

Leak Test

	Initial Audit			After Correction		0.10 L/min or greater fails		
	A L/min			B L/min		Fail A	Fail B	Pass
Channel 1	0.000	(*)	Channel 1					X
Channel 2	0.000	(*)	Channel 2					X
Channel 3	0.000	(*)	Channel 3					X
Channel 4	0.000	(*)	Channel 4					X
Channel 5	0.000	(*)	Channel 5					X
Channel 6	0.000	(*)	Channel 6					X
Channel 7	0.000	(*)	Channel 7					X
Channel 8	0.000	(*)	Channel 8					X

Flow Test Calibration

For the reference standard, enter "UR" for under range and "OR" for over range flow readings.

	L/min				% Difference	Less than 10%?	
	Ref Std		SASS			Pass	Fail
Channel 1	6.80	(*)	6.80	(*)	0.00	X	
Channel 2	6.80	(*)	6.70	(*)	-1.47	X	
Channel 3	6.80	(*)	6.70	(*)	-1.47	X	
Channel 4	6.90	(*)	6.70	(*)	-2.90	X	
Channel 5	6.80	(*)	6.80	(*)	0.00	X	
Channel 6	6.80	(*)	6.70	(*)	-1.47	X	
Channel 7	6.80	(*)	6.70	(*)	-1.47	X	
Channel 8	6.90	(*)	6.70	(*)	-2.90	X	

Retest after Calibration

	L/min				% Difference	Less than 10%?	
	Ref Std		SASS			Pass	Fail
Channel 1							
Channel 2							
Channel 3							
Channel 4							
Channel 5							
Channel 6							
Channel 7							
Channel 8							

Reference Standard vs Design Flow

	L/min				% Difference	Less than 10%?	
	Ref Std		SASS			Pass	Fail
Channel 1	6.80	(*)	6.70	(*)	-1.47	X	
Channel 2	6.80	(*)	6.70	(*)	-1.47	X	
Channel 3	6.80	(*)	6.70	(*)	-1.47	X	
Channel 4	6.90	(*)	6.70	(*)	-2.90	X	
Channel 5	6.80	(*)	6.70	(*)	-1.47	X	
Channel 6	6.80	(*)	6.70	(*)	-1.47	X	
Channel 7	6.80	(*)	6.70	(*)	-1.47	X	
Channel 8	6.90	(*)	6.70	(*)	-2.90	X	

Retest after Calibration

Location (*)	Capitol		Date (*)	9/24/2009	
	L/min				Less than 10%?
	Ref Std	SASS	% Difference	Pass	Fail
Channel 1		6.7			
Channel 2		6.7			
Channel 3		6.7			
Channel 4		6.7			
Channel 5		6.7			
Channel 6		6.7			
Channel 7		6.7			
Channel 8		6.7			

Ambient Temperature Test

	Degrees C				Less than 2 degrees?
	Ref Std	SASS	Difference	Pass	Fail
	33.4 (*)	31.7 (*)	-1.7	X	
Retest After Recalibration					

Filter Temperature Test

	Degrees C				Less than 2 degrees?
	Ref Std	SASS	Difference	Pass	Fail
Channel 1	32.4 (*)	31.5 (*)	-0.9	X	
Channel 2	32.3 (*)	32.0 (*)	-0.3	X	
Channel 3	32.0 (*)	31.7 (*)	-0.3	X	
Channel 4	32.0 (*)	31.1 (*)	-0.9	X	
Channel 5	32.4 (*)	32.3 (*)	-0.1	X	
Channel 6	32.5 (*)	32.6 (*)	0.1	X	
Channel 7	32.7 (*)	32.7 (*)	0	X	
Channel 8	32.7 (*)	32.7 (*)	0	X	

Retest After Recalibration					
Channel 1					
Channel 2					
Channel 3					
Channel 4					
Channel 5					
Channel 6					
Channel 7					
Channel 8					

Pressure Test

	mm Hg				Less than 10 mm?
	Ref Std	SASS	Difference	Pass	Fail
	764 (*)	763 (*)	-1	X	
Retest after recalibration					

Please save workbook file as 19000100_.xls

LDEQ PERFORMANCE AUDIT SUMMARY REPORT

Week of May 24 - 28, 2010 (Page 1 of 3)

Site Information						
Site:	Baker	Pride	Capitol	Hammond	Convent	French Settlement
AQS Site Code:	220331001	220330013	220330009	221050001	220930002	220630002
Parish:	East Baton Rouge	East Baton Rouge	East Baton Rouge	Tangipahoa	St. James	Livingston
Site Operator:	Remy Boudreaux	Rhonda Braud	Cory Parent	Jay Zuelke	Jennifer Zimmer	Jana Orillion
Date of the Audit:	May 24, 2010	May 24, 2010	May 25, 2010	May 25, 2010	May 26, 2010	May 26, 2010
Auditor(s):						
Performance Audit Results (Pass/Fail):						
PM _{2.5} (FRM - Routine)						
Leak Check				Pass		
Ambient Temperature				Pass		
Filter Temperature				Pass		
Barometric Pressure				Pass		
Compartment Temperature	---	---	---	Pass	---	---
Flow Rate (15.0 LPM)				Pass		
Flow Rate (16.7 LPM)				Pass		
Flow Rate (18.4 LPM)				Pass		
PM _{2.5} (FRM - Duplicate)						
Leak Check				Pass		
Ambient Temperature				Pass		
Filter Temperature				Pass		
Barometric Pressure				Pass		
Compartment Temperature	---	---	---	Pass	---	---
Flow Rate (15.0 LPM)				Pass		
Flow Rate (16.7 LPM)				Pass		
Flow Rate (18.4 LPM)				Pass		
PM ₁₀ (BAM)						
Leak Check			Pass			
Ambient Temperature			Pass			
Barometric Pressure	---	---	Pass	---	---	---
Flow Rate			Pass			
Clock/Timer Verification			Pass			
Ozone	---	---	Pass	---	Pass	Pass
Oxides of Nitrogen						
NO _x	---	---	Pass	---	---	Pass
NO	---	---	Pass	---	---	Pass
NO ₂	---	---	Pass	---	---	Pass
Converter Efficiency	---	---	Pass	---	---	Pass
Trace CO	---	---	Pass	---	---	---
TSP	Pass	---	---	---	---	---
PM _{2.5} (TEOM)						
Leak Check (Main Flow)		Pass	Pass			Pass
Leak Check (Aux Flow)		Pass	Pass			Pass
Main Flow Rate		Pass	Pass			Pass
Aux Flow Rate		Pass	Pass			Pass
Total Flow Rate		Pass	Pass			Pass
Temperature		Pass	Pass			Pass
Pressure		Pass	Pass			Pass
Mass Transducer (K _o Const)		Pass	Pass			Pass
CAR No. Identified Parameter/System						
Previous Corrective Action Reports (CARs):						
CAR No. Identified Parameter/System						

LDEQ PERFORMANCE AUDIT SUMMARY REPORT

Week of May 24 - 28, 2010 (Page 2 of 3)

Site Information

Site:	Dutchtown	LaPlace	Kenner	Marrero	Chalmette Vista	Chalmette High School
AQS Site Code:	220050004	220950003	220511001	2205112001	220870007	220870009
Parish:	Ascension	St. John the Baptist	Jefferson	Jefferson	St. Bernard	St. Bernard
Site Operator:	Jana Orillion	Doug Wafer	Kim Winters	Rebecca Genter	Peter Cazeaux	Peter Cazeaux
Date of the Audit:	May 27, 2010	May 27, 2010	May 24, 2010	May 25, 2010	May 25, 2010	May 25-26, 2010
Auditor(s):	/					

Performance Audit Results (Pass/Fail):

PM _{2.5} (FRM - Routine)						
Leak Check			Pass	Pass	Pass	---
Ambient Temperature			Pass	Pass	Pass	---
Filter Temperature			Pass	Pass	Pass	---
Barometric Pressure	---	---	Pass	Pass	Pass	---
Compartment Temperature			Pass	Pass	Pass	---
Flow Rate (15.0 LPM)			Pass	Pass	Pass	---
Flow Rate (16.7 LPM)			Pass	Pass	Pass	---
Flow Rate (18.4 LPM)			Pass	Pass	Pass	---

PM _{7.5} (BAM)						
Leak Check					Pass	
Ambient Temperature					Pass	
Barometric Pressure	---	---	---	---	Pass	---
Flow Rate					Pass	
Clock/Timer Verification					Pass	

Ozone	Pass		Pass	---	---	---
Oxides of Nitrogen						
NO _x	Pass	---	Pass	---	---	---
NO	Pass	---	Pass	---	---	---
NO ₂	Pass	---	Fail	---	---	---
Converter Efficiency	Pass	---	Pass	---	---	---
SO ₂	---	---	---	---	Pass	Pass
H ₂ S						
SO ₂ Portion	---	---	---	---	---	Pass
H ₂ S Portion	---	---	---	---	---	Pass
Scrubber Efficiency	---	---	---	---	---	Pass
Converter Efficiency	---	---	---	---	---	Pass
TSP	---	Pass	---	---	---	---
TSP - Colocated	---	Pass	---	---	---	---

CAR No.	Identified Parameter/System					
DB7726	The NO ₂ responses were found to be 18-22% high compared to the audit inputs					
	Previous Corrective Action Reports (CARs):					
CAR No.	Identified Parameter/System					

LDEQ PERFORMANCE AUDIT SUMMARY REPORT

Week of May 24 - 28, 2010 (Page 3 of 3)

Site Information

Site:	Hahnville	Houma
AQS Site Code:	220890003	221090001
Parish:	St. Charles	Terrebonne
Site Operator:	Kim Winters	Rebecca Genter
Date of the Audit:	May 26, 2010	May 26, 2010
Auditor(s):		

Performance Audit Results (Pass/Fail):

PM _{2.5} (FRM - Routine)		
Leak Check	----	Pass
Ambient Temperature	----	Pass
Filter Temperature	----	Pass
Barometric Pressure	----	Pass
Compartment Temperature	----	Pass
Flow Rate (15.0 LPM)	----	Pass
Flow Rate (16.7 LPM)	----	Pass
Flow Rate (18.4 LPM)	----	Pass

Ozone	Pass	----
-------	------	------

CAR No.	Identified Parameter/System

Previous Corrective Action Reports (CARs):

CAR No.	Identified Parameter/System

Enclosure D. Audit Level Ranges

Concentration Range, ppm

Audit Level	O₃	SO₂	NO₂	CO
1	0.004-0.0059	0.0003-0.0029	0.0003-0.0029	0.020-0.059
2	0.006-0.019	0.0030-0.0049	0.0030-0.0049	0.060-0.199
3	0.020-0.039	0.0050-0.0079	0.0050-0.0079	0.200-0.899
4	0.040-0.069	0.0080-0.0199	0.0080-0.0199	0.900-2.999
5	0.070-0.089	0.0200-0.0499	0.0200-0.0499	3.000-7.999
6	0.090-0.119	0.0500-0.0999	0.0500-0.0999	8.000-15.999
7	0.120-0.139	0.1000-0.1499	0.1000-0.2999	16.000-30.999
8	0.140-0.169	0.1500-0.2599	0.3000-0.4999	31.000-39.999
9	0.170-0.189	0.2600-0.7999	0.5000-0.7999	40.000-49.999
10	0.190-0.259	0.8000-1.000	0.8000-1.000	50.000-60.000

ATTACHMENT 2
SCHEDULE OF PRICES
“Conduct Performance Audits of Ambient Air Monitoring Sites”
Louisiana Department of Environmental Quality

Line Item No.	Pay Item Description	Payment Unit	No. of Units	Unit Rate¹	Line Total
1	Commencement Conference	Lump Sum	1	\$ -	\$ -
2	Commencement Conference Call	Lump Sum	1	\$ -	\$ -
3	Conduct Performance Audits ²	Each	489	\$ -	\$ -
Total Price					\$ -

¹ The rate shall include all direct costs (labor, supplies, equipment, incidentals and expendables, duplication/copying, communications, postage, shipping and handling, transportation, taxes, etc.), all indirect costs (fringe, overhead, general and administrative costs), travel expenses associated with each line, and profit.

² The number of units is based on the current number of audits required for the monitors (447), increased by 42 for contingency purposes. These numbers reflect 149 audits per year (3 years) and 14 contingency audits per year (3 years).

***ALL BLANKS MUST BE COMPLETED**

ATTACHMENT 3

Form A

MONITORING REPORT

Date: _____ LaGov No. _____

Contractor: _____

Project Title: “ _____ ”

Invoice No.: _____ Invoice Amount: _____

Total Contract Amount: \$ _____ Balance: \$ _____

Reporting Period: _____

Total Invoiced to Date: \$ _____

I. WORK COMPLETED TO DATE:

A. Scope of Services Outlined by Tasks (include tasks completed or portion of task completed to date).

II. FOR EACH PROJECT A NARRATIVE OF IMPLEMENTATION PROGRESS INCLUDING:

A. Tasks and/or milestones accomplished (give dates)

B. Tasks and/or milestones not accomplished with explanation of assessment of:

1. Nature of problems encountered:

2. Remedial action taken or planned:

3. Whether minimum criteria for measure can still be met:

4. Likely impact upon achievement:

III. DELIVERABLES

IV. OTHER DISCUSSION OF SPECIAL NOTE

Contractor _____ Date _____
Signature

Approval _____ Date _____
Department Project Manager

**ATTACHMENT 3
Form B**

**Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship (LaVet) and
Hudson Initiative small entrepreneurship (SE-HI) Procurement Invoice Reporting**

Contractor: _____

Project Title: “ _____ ”

Reporting Period: _____

Procurement Made By: (check appropriate box)		Name (If Subcontractor)	Business Enterprise: (check appropriate box)		Dollar Value of Procurement	LED Certification Number of Contractor or Subcontractor
Contractor	Subcontractor		LaVet	SE		

A good faith effort has been made to obtain LaVet and/or SE-HI vendor participation:

Signature

Date

ATTACHMENT 5

REQUIREMENTS OF THE GRANT

1. DISADVANTAGE BUSINESS ENTERPRISE REQUIREMENTS

The Contractor agrees to ensure that disadvantaged business enterprises have the maximum opportunity to participate in the performance of this contract and any subcontracts for supplies, equipment, construction, or services that may be let. In this regard, the Contractor shall take all necessary and reasonable steps to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform services relating to this contract.

The following affirmative steps for utilizing DBEs are required:

- a. Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities.
- b. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process.
- c. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs.
- d. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- e. Use the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
- f. If the prime contractor awards subcontracts, require the prime contractor to take steps outlined above (a. – e.).

The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

The prime contractor shall pay all subcontractors for satisfactory performance no more than 30 days from the prime contractor's receipt of payment.

The prime contractor shall notify the Department in writing prior to any termination of DBE subcontractor for convenience.

2. REPORTING REQUIREMENTS

- a. A procurement summary detailing purchases from Minority/Women Business Enterprises (MBE/WBE) shall be submitted annually by the Contractor on Attachment 5, Form A. The information in the report should cover the period ending September 30th and must be submitted within fourteen (14) calendar days of the end of the preceding period.

This report should be submitted to:

Louisiana Department of Environmental Quality
Financial Services Division
P.O. Box 4303
Baton Rouge, LA 70821-4303

Failure to submit this report for the reporting period(s) listed above will result in payment being withheld.

- b. Each Contractor must provide their Data Universal Numbering System (DUNS) number by completing Attachment 5, Form B, Transparency Act Reporting Information Form. **This form must be provided to the Department within 30 days upon receipt of a fully executed contract.**

This form should be submitted to:

Louisiana Department of Environmental Quality
Financial Services Division
P.O. Box 4303
Baton Rouge, LA 70821-4303

Failure to submit this form will result in payment being withheld.

3. DBE PROGRAM CERTIFICATION INFORMATION

The Department wishes to encourage uncertified DBE's to seek certification. For more information go to http://www.epa.gov/osbp/dbe_team.htm.

**ATTACHMENT 5
Form A**

**MBE/WBE PROCUREMENTS MADE DURING REPORTING PERIOD
EPA Financial Assistance Agreement Number: _____**

1. Procurement Made By		2. Business Enterprise		3. \$ Value of Procurement	4. Date of Award MM/DD/YY	5. Type of Product or Services (Enter Code)	6. Name/Address/Phone Number of MBE/WBE Contractor or Vendor
Contractor	Sub-Contractor	Minority	Women				

Type of product or service codes:

1 = Construction

2 = Supplies

3 = Services

4 = Equipment

- A = Business Services
- B = Professional Services
- C = Repair Services
- D = Personal Services

A good faith effort has been made to obtain MBE/WBE vendors _____

Signature

DATE: _____

Annual Reporting ____ (Oct-Sept)

**ATTACHMENT 5
FORM B
TRANSPARENCY ACT REPORTING INFORMATION FORM**

This form is required for projects funded in whole or in part from federal grants awarded on or after October 1, 2010.

Contractor information:

Name:	
Data Universal Numbering system (DUNS) No.*:	
LDEQ LaGov Number:	
Street Address	
City, State and Zip (Zip must include 4 digit extension)	
Federal Congressional District(s) of contractor Utility Service Area:	

*If the DUNS No. provided above is registered under a different name than the recipient of funding, please provide the registration name below:

DUNS Name	
-----------	--

DUNS Registration Information: <http://fedgov.dnb.com/webform> OR 1-866-705-5711

Registration is free and can be completed over the phone or via the web. Phone registration requests take approximately 10 minutes. Internet requests are fulfilled within 24 hours. If the contractor has not yet obtained a DUNS Number, please do so immediately. This form must be provided to the Department within 30 days upon receipt of a fully executed contract.

Physical Location of Project (Primary Place of Performance)

Street Address	
City, State and Zip (Zip must include 4 digit extension)	
Federal Congressional District(s) of Project Location	

Description of the project:

Reliance upon Federal Assistance (please answer the below questions Yes or No):

Did contractor receive 80% or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards) during the last fiscal year?	
Did contractor receive \$25 million or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards) during the last fiscal year?	
Does the public have access to compensation of senior executives of the contractor through periodic reports filed under Section 13A or 15D of the Securities Exchange Act of 1934 or Section 6104 of the Internal Revenue Code of 1986?	