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Abstract

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Abstract

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1. *Journal of the American Medical Association*, 1997; 277: 1001-1005.

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Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Solicitation Response

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Research Triangle Institute

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Vendor
Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Cloud-based Software/Platform				21538.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Contractor to provide cloud-based software/platform

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Managing Cloud-based Software/Platform				19244.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Managing the cloud-based software/platform

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Test Kits and Sample Analysis	2000.0000	KIT	24.370000	48740.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Provide Test Kits and Sample Analysis

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Training	300.00000	HOUR	52.800000	15840.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Training

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Consultation and Remediation Services	300.00000	HOUR	46.530000	13959.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Provide consultation, and remediation services

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Fixture Replacement Drinking Fountain	10.00000	EA	1768.100000	17681.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Fixture replacement on eligible facilities drinking fountain

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Fixture Replacement Bottle Filling	10.00000	EA	2357.500000	23575.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Fixture replacement on eligible facilities bottle filling

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Cloud-based Software/Platform-Year 2				22292.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Contractor to provide cloud-based software/platform-Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Managing Cloud-based Software/Platform-Year 2				19918.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Managing the cloud-based software/platform-Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Test Kits and Sample Analysis-Year 2	2000.0000	KIT	25.230000	50460.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Provide Test Kits and Sample Analysis-Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Training-Year 2	300.00000	HOUR	54.640000	16392.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Provide training-Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Consultation and Remediation Services-Year 2	300.00000	HOUR	48.150000	14445.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Provide consultation, and remediation services-Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Fixture Replacement Drinking Fountain-Year 2	10.00000	EA	1830.000000	18300.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Fixture replacement Drinking Fountain-Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	Fixture Replacement Bottle Filling-Year 2	10.00000	EA	2440.000000	24400.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Fixture replacement Bottle Filling - Year 2

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Cloud-based Software/Platform-Year 3				23072.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Contractor to provide cloud-based software/platform-Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	Managing Cloud-based Software/Platform-Year 3				20615.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Managing the cloud-based software/platform-Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	Test Kits and Sample Analysis-Year 3	2000.0000	KIT	26.110000	52220.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Provide Test Kits and Sample Analysis-Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	Training-Year 3	300.00000	HOUR	56.560000	16968.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Provide training-Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Consultation and Remediation Services-Year 3	300.00000	HOUR	49.840000	14952.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Provide consultation and remediation services-Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Fixture Replacement Drinking Fountain-Year 3	10.00000	EA	1894.100000	18941.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Fixture replacement drinking fountain-Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	Fixture Replacement Bottle Filling - Year 3	10.00000	EA	2525.400000	25254.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Fixture replacement bottle filling-Year 3

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	Cloud-based Software/Platform-Year 4				23879.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Contractor to provide cloud-based software/platform-Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	Managing Cloud-based Software/Platform-Year 4				21336.00

Comm Code	Manufacturer	Specification	Model #
81162000			

Commodity Line Comments:

Extended Description:

Managing the cloud-based software/platform-Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	Test Kits and Sample Analysis-Year 4	2000.0000	KIT	27.020000	54040.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Provide Test Kits and Sample Analysis - Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
25	Training-Year 4	300.00000	HOUR	58.530000	17559.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Provide training -Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
26	Consultation and Remediation Services-Year 4	300.00000	HOUR	51.580000	15474.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Provide consultation and remediation services-Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
27	Fixture Replacement Drinking Fountain -Year 4	10.00000	EA	1960.300000	19603.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Fixture replacement Drinking Fountain -Year 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
28	Fixture Replacement Bottle Filling-Year 4	10.00000	EA	2613.800000	26138.00

Comm Code	Manufacturer	Specification	Model #
60104202			

Commodity Line Comments:

Extended Description:

Fixture replacement Bottle Filling-Year 4



Testing for Lead Contamination in West Virginia Schools

Volume 1—Technical Proposal

Response to Request for Proposal (RFP)

April 8, 2025

Submitted To

West Virginia Purchasing Division
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Submitted By

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RTI Proposal No. 0282500.830
RFP No. CRFQ EHS2500000001

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of—or in connection with—the submission of these data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in these data if obtained from another source without restriction. The data subject to this restriction are contained in the entire proposal.

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A: RTI Referenced Exhibits

*RTI International is a trade name of Research Triangle Institute.
RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.*

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1. Purpose and Scope

Lead in drinking water is a serious health concern, especially for young children and pregnant women. Exposure to lead can cause developmental delays, learning difficulties, and behavioral problems. According to the U.S. Centers for Disease Control and Prevention (CDC), there is no safe level of lead in children's blood. One of the main sources of lead in drinking water is the corrosion of pipes, plumbing, and fixtures comprising our water infrastructure. Public schools and childcare centers are particularly vulnerable, as early childhood exposure to lead significantly affects lifelong learning potential and earnings. RTI International offers a one-stop shop to meet all West Virginia Department of Health and Human Resources (WVDHHR) objectives to test schools and childcare centers for lead contamination in drinking water, following the U.S. Environmental Protection Agency's (EPA) Training, Testing, and Taking Action (3Ts) guidance. Specifically, RTI will:

- **Provide a Cloud-based platform** to manage school/childcare center enrollment, create sampling plans, coordinate fixture photos and mitigation actions, and handle sampling kit tracking, results reporting, automated notifications, dashboard tracking, and more.
- **Communicate the goals, results, and important information** about the program throughout implementation to keep the public, parents, teachers, and the larger community informed, along with the State of West Virginia grant contacts and EPA.
- **Test (lab sample kits and analysis) by using EPA 3Ts testing protocols** and RTI's laboratory, which is certified by the West Virginia Office of Laboratory Services.
- **Train the school and childcare community** about the risks of lead in drinking water, how to collect and ship samples for lead testing, and solidify key partnerships to support the program.
- **Take action**, when elevated levels of lead are detected, by supporting remediation and mitigation.

1.1 Selecting an Organization Driven by Success

RTI is an independent, nonprofit research institute based in North Carolina with offices throughout the United States and around the world. Founded in 1958 with support from North Carolina government, education, and business leaders, we have been successfully fulfilling state, federal, and commercial contracts for more than 60 years. Our staff of approximately 5,000 span many technical disciplines and share a common vision to improve the human condition by addressing critical problems with multidisciplinary expertise and research insights. RTI is unique because we combine this rich background with the laboratory, programming, and technical capacity to approach problems holistically while providing cost-efficient, quality-assured support for our clients. Importantly for this solicitation, **RTI is authorized to conduct business in West Virginia (VID # VS0000013941)**. As an independent organization, we offer extensive experience and unparalleled support to test for and eliminate lead in drinking water.

West Virginia will benefit from RTI's extensive experience leading water sampling and remediation programs in partnership with state agencies in North Carolina and Georgia. We maintain excellent relationships with EPA Region 3 and public health officials, have demonstrated experience working with public school and childcare centers and their supporting associations.

RTI is committed to finding innovative ways to advance children's health, as exemplified by our background and progress to date in leading statewide lead testing programs. Since 2016, we initiated a novel program that specifically supports schools and childcare centers in conducting lead testing and remediation. RTI's investment in a new approach to lead testing led to a piloted scientific approach and the scalability necessary to successfully test for lead in drinking water statewide. RTI's 2017 internally funded Clean Water for Carolina Kids pilot study was the first study completed focusing on the first study completed focusing on scientifically rigorous yet scalable testing for lead in drinking water at child-occupied facilities. RTI invested more than \$250,000 of internal funding in the effort to pilot a novel approach to lead testing that would be scalable and make a significant impact toward eliminating early childhood lead exposure. The study's findings showed that lead was commonly detected, and lead levels varied from tap to tap in childcare centers and schools with pre-K and Head Start programs. Additionally, the participatory science approach was scientifically rigorous with proper training, made large-scale testing feasible, and positively engaged individuals to improve environmental health literacy and make no-cost and low-cost solutions that led to children's health improvements.¹ Other organizations have attempted to duplicate RTI's success, but lack the commitment to state partnership and genuine community engagement, a focus on profit over impact, or the technical staff to support a full scale statewide program.

The Clean Water for Carolina Kids study and subsequent program was the first-of-its-kind lead testing program nationally to train participants in sample collection with mail-out sample kits, leverage an integrated laboratory analysis and environmental health team, and include a standardized online enrollment and reporting platform for successful lead testing and remediation at schools and childcare centers. To facilitate expanded testing across NC, RTI developed and uses a fully operational and scalable web-based portal dedicated to supporting environmental health programs in childcare centers and schools across North Carolina.

In fact, our work was recognized for several awards, including the 2020 winner of Harvard University's prestigious *Roy Award for Environmental Partnership* for protecting North Carolina's children from dangerous lead exposure. This award is presented to an outstanding and collaborative partnership between the public and private sectors that enhances environmental quality through novel and creative approaches that have advanced a new idea, model, or paradigm and that could be readily transferred to other issues or geographic regions. RTI also received a 2020 Business Achievement Award for Project Merit from the *Environmental Business Journal* (EBJ) based on significant innovation and solutions to addressing drinking water quality concerns, and a 2021 Mutual of America Community Partnership Award based on the community impact of our work.²

¹ Redmon, J. H., Levine, K. E., Aceituno, A. M., Litzenberger, K., & Gibson, J. M. (2020). Lead in drinking water at North Carolina childcare centers: Piloting a citizen science-based testing strategy. *Environmental Research*, 183, 109126. <https://doi.org/10.1016/j.envres.2020.109126>

² For more information, see: <https://www.belfercenter.org/publication/clean-water-carolina-kids-program-wins-harvards-roy-award-environmental-partnership>, <https://www.rti.org/announcements/clean-water-carolina-kids-program-recognized-mutual-america>, and <https://ebionline.org/business-achievement-awards-2-2/>

Our statewide Clean Water for Carolina Kids program tested every operating licensed childcare center in the State of North Carolina between July 2020 and December 2024 (more than 4,500 facilities). We are currently retesting all centers and are in the process of testing family childcare homes and public schools with our expanded Clean Classrooms for Carolina Kids program in NC. We have also expanded the program beyond lead in drinking water to also include lead-based paint and asbestos evaluations in. As of 2025, RTI has tested and helped to mitigate lead at *every single tap* used for drinking or cooking in all childcare centers in North Carolina and is halfway through testing and remediating all public school taps in the state.

Our voluntary Clean Water for Georgia Kids program launched in February 2021 and has provided significant environmental education, outreach, and training to statewide partners and potential participants, in addition to testing across public schools and childcare centers. Our approach in Georgia includes presenting at educational and public health conferences across the state and networking with facilities from superintendents to teachers to generate interest in participation. With our consistent outreach, the largest school district in Georgia—the 11th-largest school district in the United States—is currently in the process of enrolling every public school facility in our program. This commitment to engaging the local community, building lasting local relationships, and working to improve participation in this voluntary program will be replicated in West Virginia.

Our Clean Water for US Kids program can conveniently and quickly incorporate the West Virginia program, along with all legacy enrollment, testing, and remediation data into our online enrollment portal. RTI's team offers chemists, software engineers, environmental health scientists, and public outreach specialists to provide a one-stop shop to meet all program requirements, including quickly and efficiently importing all legacy testing information. Our scientifically rigorous approach and the broad skillset of our team will allow us to achieve more testing, proper training, communication support, and more engagement in West Virginia's programs. We will work with WVDHHR to train and help WV school and childcare administrators understand how to test, take action, and communicate about their water quality.

RTI can expand testing for lead in water at schools and childcare centers with little start-up time or additional development cost, thanks to our refined participant approach and easy-to-navigate portal that facilitates outreach, participation through the process, and understanding on how to take action to address potential exposure to lead in drinking and cooking water.

- In 2020, RTI received Harvard's Roy Award for Environmental Partnership for "an outstanding cross-sector partnership that enhances environmental quality through novel and creative approaches" and the advancement of "a new idea, model, or paradigm that could be transferable to other issues or geographic regions to improve the quality of the environment and result in significant actions that contribute to solutions and create leverage for greater action."
- In 2020, we also received the EBJ Business Achievement Award for Project Merit for a "project [that] completed or passed a significant milestone noted for innovation or unique solution or partnership."
- In 2021, we received the Mutual of America Community Partnership Award for "facilitating partnerships with public, private or social sector leaders who are working together as equal partners, not as donors and recipients, to build a cohesive community that serves as a model for collaborating with others for the greater good."

2. Definitions

- “**Contract Item**” or “**Contract Items**” means the list of items identified in *Section 3.1* below and on the Pricing Pages.
- “**Pricing Pages**” means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached as Exhibit A in the Request for Quotation CRFQ EHS2500000001, and used to evaluate the Solicitation responses.
- “**Solicitation**” means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

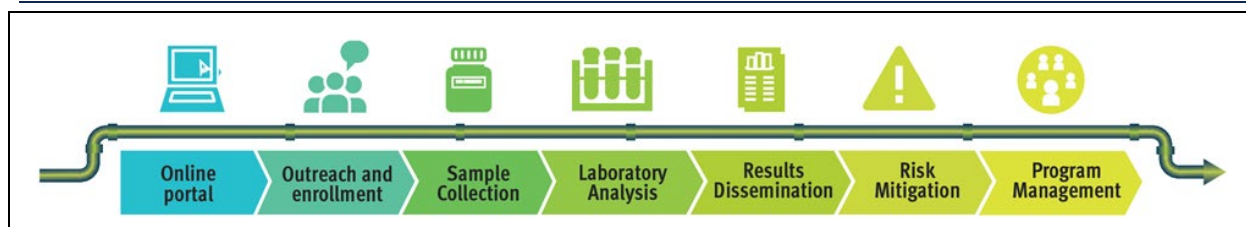
3. General Requirements

3.1 Contract Items and Mandatory Requirements.

RTI meets all mandatory contract service requirements, as demonstrated below, and will submit high-quality deliverables as specified in this solicitation. RTI will support the State of West Virginia’s program to test lead in the drinking water at its schools and childcare centers, collect data, and ensure good communication by leveraging our RTI CleanPlus program (www.rticleanplus.org) and our North Carolina portal (www.cleanwaterforuskids.org/carolina), both of which are already fully developed and will be customized for the State of West Virginia. These sites will facilitate enrollment, EPA 3Ts training, mail-out of sample kits, laboratory analysis, tracking, results reporting, remediation, and overall communication and participation in the program.

RTI offers WVDHHR value by managing all parts of this program in-house (Exhibit 1), including setting up a collaborative cloud-based online portal with our software engineering team, supporting enrollment and training with our public health scientists, analyzing samples in our state of the art laboratory with our deep roster of chemists, coordinating mitigation and remediation activities with our engineering and environmental scientists, and managing the overall program with our experienced, award winning program management team (Appendix A, *Exhibit A-1*). Additional information about how we will meet all requirements and deliverables is documented throughout our proposal.

Exhibit 1. Process Overview for the WVDHHR Lead in Drinking Water Testing and Remediation Program



3.1.1 Provide a Cloud-based Platform

In conjunction with our implementation of North Carolina and Georgia school and childcare center testing and remediation programs, RTI has developed a robust suite of cloud-based web tools designed specifically for managing school and childcare lead in drinking water sampling programs. Leveraging our years of experience and specialized expertise in water testing program

administration, we are well-positioned to rapidly launch and efficiently manage the State of West Virginia’s sampling and remediation program.

Our system stands out because it provides both ready-made tools for program enrollment and management, along with customizable features for communications, reporting, and data collection at every stage of the process. Following a potential contract award, we will deploy our proven cloud-based platform—refined through our work in North Carolina and Georgia—to meet the technical and timeline requirements of WVDHHR.

RTI’s platform is structured to support every stage of a participant-driven water sampling program, from facility training and enrollment through public data reporting. Our system ensures transparency and efficiency for all stakeholders and can be set up to meet any compliance or reporting requirements. Specifically, the cloud-based platform will include the following elements:

- **Facility Enrollment & Dashboard** – Schools and childcare centers access an intuitive online portal to complete enrollment forms, track their sampling progress, and view results. Automated notifications keep facilities and program administrators informed at every stage, from sample kit shipment to final reporting. Facilities can also request assistance directly through the dashboard.
- **Sampling & Laboratory Analysis Management** – Once enrolled, facilities provide details on drinking and cooking water taps that require testing. RTI validates submissions for accuracy before generating and shipping sampling kits. Facilities receive automated shipment notifications and submit their collected samples for analysis. Upon completion, results are uploaded to the system, and both facilities and administrators are notified.
- **Administrative Oversight & Program Management** – Our admin portal enables RTI and (optionally) WVDHHR staff to actively manage the program. The portal provides real-time visibility into enrollment status, sample kit tracking, result review, facility sampling plans, and overall program metrics. These tools allow for timely interventions and full transparency into program progress.
- **Public GIS Data Mapping & Reporting** – Once laboratory results are finalized, they are published on our interactive public GIS data mapper. This publicly accessible tool allows users to explore facility-specific results, view statewide summary statistics, and access training and educational resources. This feature enhances public transparency and ensures stakeholders have access to key program data.

By integrating these capabilities into a single, automated system, RTI delivers a seamless, scalable, and highly efficient solution for program management. Our approach enables rapid deployment, minimizes administrative burden, and ensures accurate, transparent, and timely reporting.

3.1.1.1 Ability to Relate/Manage Multiple Schools/Childcare Centers in One Account

RTI’s cloud-based platform already allows users to view and manage multiple schools and childcare centers under one account (*Exhibit 2*). Each facility receives an enrollment PIN that is used to access their online portal account. Enrollment PINs can be provided by RTI through list of known schools and childcare centers or distributed by WVDHHR. We can also share the PIN at the end of a training webinar or after reviewing an online training to ensure participants

understand enrollment and sampling procedures. A representative from a school or childcare center can then begin the enrollment procedure through the process outlined in **Sections 3.1.1.2** through **3.1.1.17** of this proposal and presented in flyer/video format on our website (instructions available at <https://youtu.be/lhbhJHyooZY?si=YTOHDXgDmNqnm-pk> and https://www.cleanwaterforuskids.org/en/carolina/water_resources/):

- The participant logs on to the enrollment module with a provided PIN and selects their school or childcare center from a known master list.
- If their school or childcare center is not shown in the list or is newly built, then a facility can be added to the portal, which can be verified with WVDHHR following enrollment submission.
- The participant confirms school or childcare center information, including name, address, and contact information. Additionally, they are prompted to create a set of authorized credentials that will later be used to access testing results. Additional users may register by following the same process.
- Once registered a user can request to view, enroll, and manage additional facilities.
- Once granted access, the user will be able to review and manage all enrollment and sampling data associated with the facility and add supporting staff to the facility page.

Our online facility dashboard shows the specific school or childcare center's enrollment status and multi-facility relationships and allows for management of the school or center's team from both the administrator (*Exhibit 2*) and user perspective (*Exhibits 3 and 4*).

3.1.1.2 User Permissions Layers to Support Different Users at the State, District/ Franchise, and School/Childcare Level

Our online platform employs a role-based authentication scheme against a known store of database usernames and passwords that limits or enhances access to users based on their involvement:

- For school or childcare center enrollees, access is limited to the individual facility or set of facilities enrolled.
- WVDHHR-authorized users will have access to the entire database of facilities registered with their program.
- The public will have access to the aggregated GIS mapper, public data pages, and school specific results that removes school descriptive survey information.

Exhibit 2. Administrator View of Facility Information

[Program Status](#)
[Tasks](#)
[Documents](#)
[Samples](#)

Facility Information

Facility Name

Facility Type

School

County

CWAPI Facility ID

Facility ID

Year Built

1985 - 2014

Facility Address

Facility Contacts

Name	Email	Phone
		Other Facilities
		Other Facilities
		Other Facilities

Facility Links

[View Data Mapper Page for Facility](#)

[View Associated Facilities](#)

[View District Summary](#)

Program Details

Lead Water

- Enrollment Survey
- Survey Reviewed By RTI
- Sample Kit Shipped to Facility
- Collected Samples Shipped to RTI
- Facility Results & Recommendations
- Mitigation Request Form
- Facility Mitigation

Lead-Based Paint

- Enrollment Survey
- Survey Reviewed By RTI
- On-Site Visit
- Facility Results & Recommendations
- Facility Mitigation

Asbestos

- Enrollment Survey
- Survey Reviewed By RTI
- On-Site Visit
- Facility Results & Recommendations
- Facility Mitigation

All passwords are stored in an encrypted database and processed through a hashing and salting process. Role-based authentication in the software dictates which modules and features of the application are available to each user. All roles will be fully specified and checked through a least-privileged authorization process. Additionally, all data in transit and at rest in the system are secured via industry-standard encryption practices.

Examples of a user view and multi-facility functionality can be seen in *Exhibits 3* and *4*.

Exhibit 3. User View of Facility Information

This dashboard includes additional Lead-Based Paint and Asbestos testing programs we run in North Carolina schools and childcare centers. These sections will not be visible to West Virginia schools and childcare centers for this program.

Menu

[View Facility Data Mapper](#)

[Enroll a New Facility](#)

[View My Other Facilities](#)

[Contact Us](#)

Sample Kits

Optional Paid Sampling
No packages found for this order

Initial Sampling
Package #1: Delivered to RTI
Package #2: Delivered to RTI

Facility Team

Please work on one enrollment survey at a time to prevent duplicate data entry.

Program Details

Lead in Water Section Status

✓ Training

✓ Enrollment Survey [\(view\)](#)

✓ Survey Review by RTI

✓ Sample Kit Shipped to Facility

✓ Collected Samples Shipped to RTI

✓ Facility Results & Recommendations

✓ Facility Mitigation

View your lead in water results and recommended actions.

[View Results](#)

Lead-Based Paint Section Status

✓ Training

✓ Enrollment Survey [\(view\)](#)

✓ Survey Review by RTI

✗ On-Site Visit

✗ Facility Results & Recommendations

✗ Facility Mitigation

Bradley Creek Elementary has successfully completed the **Lead-Based Paint** section of the program.

No further action is required for the lead-based paint section of the program.

Asbestos Section Status

✓ Training

✓ Enrollment Survey [\(view\)](#)

✓ Survey Review by RTI

✗ On-Site Visit

✗ Facility Results & Recommendations

✗ Facility Mitigation

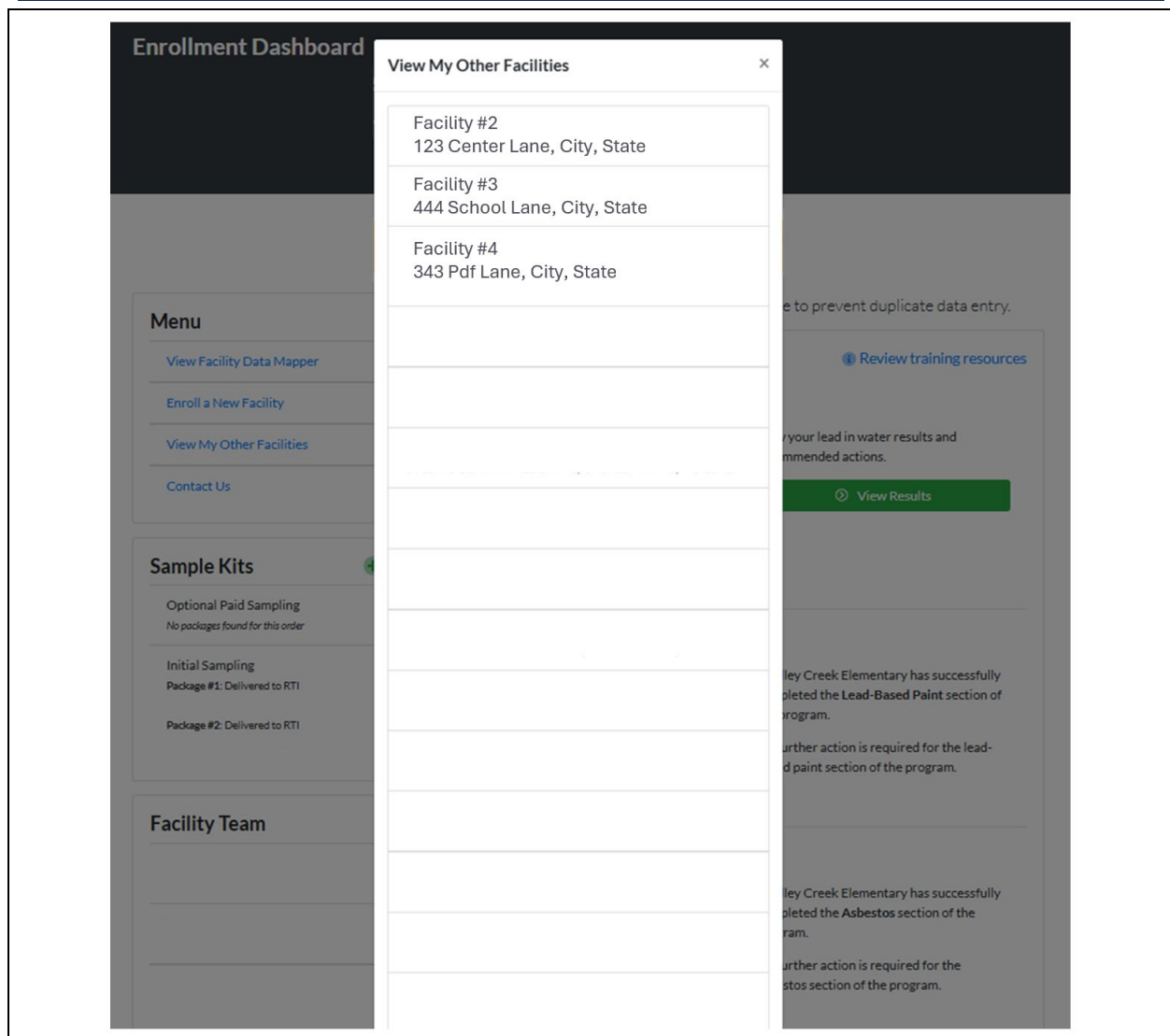
Bradley Creek Elementary has successfully completed the **Asbestos** section of the program.

No further action is required for the asbestos section of the program.

8

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

Exhibit 4. User View to Toggle Between Facilities on Single User Account



3.1.1.3 Ability to Create/Manage Water Sample Plans Based on 3T's Best Practices

Our online enrollment survey allows each facility to build out a comprehensive sampling plan and walks the enrollee through the creation of a virtual facility profile step-by-step. Each facility is broken down into buildings, floors, rooms, fixtures, and areas (e.g., Classroom, Kitchen, Gymnasium). This creates a well-defined digital mapping of the facility's layout and promotes an efficient and linear sampling protocol. It also helps distinguish and identify specific fixtures within a facility that can be targeted for replacement if a high lead level is reported at that fixture. The walkthrough includes identification of water fountains, outdoor taps, and other drinking water taps throughout the facility (*Exhibit 5*). We also ask if the tap is used by a childcare center within the facility to avoid double sampling the same taps between school and childcare centers that may enroll separately.

Exhibit 5. An Example Program Enrollment Survey on the Center Dashboard

This survey can be customized to meet WVDHHR needs to include or remove any current metrics.

Add Tap

Use the following form to add a new tap to your facility.

Building

East Building

Floor/Zone

First Floor

Room/Area Name

When listing a room or area, choose a meaningful name that someone else can later identify (e.g. Room 132)

Enter a name for the room/area...

Room/Area Description

When describing a room, choose additional characteristics that will be helpful in identifying exactly where the room is (e.g. classroom next to nurses office.)

Enter a description for the room/area...

Is this room/area used by the licensed child care facilities operating within your school?

Select...

Tap Name

When listing a tap please provide a meaningful name (e.g. left most kitchen sink on back wall)

Enter a name for the tap...

RTI will use the information provided in this brief and easy to use survey to build the sample kit to send the school or childcare center and pre-fill the facility's chain of custody form with a sample bottle for each fixture.

3.1.1.4 Ability to Capture Fixture-Level Data Useful for Remediation Decision Making


RTI's Program management system features a flexible and comprehensive fixture-level data model, enabling the State of West Virginia to capture detailed information about fixtures in schools and childcare centers. Our system currently records key details, including fixture photographs, previous replacement dates, filtration status, fixture type (e.g., fountain vs. faucet), and the fixture's status in the sampling process (e.g., active, undergoing replacement, replaced). We also document key locational features (see *Exhibit 5*) that will make identifying the fixture in need of replacement easier for outside plumbers or contractors. When a facility submits their enrollment survey and prior to creating the sample kit, our team does a final check on the listed taps to ensure that they are identifiable for staff and for future remediation. We reach out to the facility about the recommended changes to ensure taps are properly labeled and easily identifiable. Tap names like "sink 1", "A", "fountain", are flagged for change or more detailed description.

Additionally, RTI can customize our survey and data model by incorporating additional fields based on the specific program needs at WVDHHR's discretion. All collected data is readily accessible to program administrators through the online portal, providing full visibility and streamlined management of fixture-related information.

3.1.1.5 Ability to Upload Photos of Fixtures or Outlets

RTI's current remediation program offers a robust framework for collecting and storing images and documents for all fixtures and outlets. This will allow the user to upload fixture or outlet-specific information so we can ensure a proper replacement is selected. This information includes, fixture dimensions, wall space restrictions, location photographs and other information pertinent to ensuring remediation is successful (*Exhibit 6*).

Exhibit 6. An Example of Tap/Fixture-Specific Remediation Information Tracking, Including Photograph Upload

Welcome	Shipping Information	Contact Information	Mitigation Request	Tap Information	Acknowledgements
First Floor - Main Building - Room 205 - Faucet					
Tap Type: Faucet					
Was this tap used for food preparation (including preparing formula) for children or students on a daily basis?					
<div>No</div>					
Faucet Height (in inches) Enter the faucet height in inches.					
<div>1</div>					
Is there a space available underneath the faucet or sink where a water filter could be installed?					
<div>Yes</div>					
Is the water shut-off valve underneath the sink/faucet accessible?					
<div>Yes</div>					
Any additional comments about this tap? Enter any comments about the mitigation for this tap.					
<div></div>					
Upload Photo					
Please include a clear photograph of the tap to help us determine the correct replacement product(s). After taking the photograph, please post "Do Not Use for Drinking or Cooking" signs at each tap awaiting mitigation. Refer to the "Welcome" section of this form to download those signs.					
Current Tap Photograph					
					
FillingLeadWaterSampleBottle.png					

3.1.1.6 Sample Kit/Collection Tracking

We will mail water sample kits and associated documentation directly to the facility. Each mail-out water sample kit is based on a guided survey with quality control (QC) checks built into the water sample kit construction process (see **Section 3.1.1.3**). A facility's water sample kit (**Exhibit 7**) contains a pre-labeled 250-mL bottle for each drinking or cooking water outlet identified in the enrollment survey and can hold up to 18 bottles (for nine taps). Additional water

sample kits will be sent to facilities with more than 18 taps that need testing. Sample bottles have preassigned unique identification numbers linked by barcode to the enrollment survey responses and the chain of custody form to reduce transcription errors and aid with sample tracking. The chain of custody form is used to track sample collection details at each tap. Written instructions are also included in the kit, along with a prepaid UPS return label. Sample kits are shipped by UPS 2nd-day air within 5 business days after all information has been logged on the website. Upon receiving the water sample kit, the trained participant will coordinate and conduct sampling within their own facility. The sample protocol involves collecting first-draw samples after water is not used for at least 8 hours. After sample collection, the original box and prepaid return mailing label are used to ship samples to RTI via UPS 2nd-day air shipping to RTI for laboratory analysis.

3.1.1.7 Remediation Tracking

RTI implements a granular task-based workflow for progressing facilities through each stage of the testing process. Any facility that has results detecting lead above the WVDHHR specified action level (15 ppb currently: <https://oehs.wvdhhr.org/eed/data-management/lead-in-schools-sampling-program/>) will automatically have a remediation tracking task associated with their facility that includes a notification to all relevant personnel (RTI, WVDHHR, and facility). Each remediation task is assigned a status as it moves through the remediation process (e.g., waiting for delivery of fixtures, waiting for fixture installation). The remediation tasks allow portal admin and facility users to easily identify and track facilities requiring remediation (**Exhibit 8**).

3.1.1.8 Custom Fields to Track Any Additional Metrics about School/Childcare Participants Valuable to the State

Our system implements a flexible data model that can capture a wide range of water sampling, demographic, enrollment, and other related data relevant to the state. For example, in North Carolina, the state Department of Health and Human Services was interested in collecting data about the use and prevalence of septic systems in North Carolina schools and childcare centers, so we added a question on it to our enrollment survey.

Exhibit 7. An Example of a Current Mail-Out Sample Kit for Our Clean Classrooms for Carolina Kids Program in North Carolina

One box holds up to 18 bottles.



Similarly, we can quickly add any additional metrics or data collection information required by WVDHHR. Our current enrollment survey collects data on building age, water system, septic system, filter use, center enrollment, number of students receiving and financial assistance (see *Exhibit 5*). Upon request, our RTI program software engineering team can implement custom metrics on the program administrators dashboard and surveys.

3.1.1.9 Ability to Use Cell Phone/Tablet in Field to Make Sample Plans and Capture Sample Collection Data

RTI's drinking water management portal is a cloud-based platform that has been designed to work on a wide range of web enabled devices from desktop computers to tablets and cell phones. The user's interface will dynamically adapt to different screen sizes ensuring a pleasant user experience on any device. This means that schools and centers can enroll, make their sample collection plan, view results, list mitigation measures, or make changes to their enrollment no matter what device they are on, as long as they have cell service or internet. Participants can keep notes on their device noting sample collection data as well, but our 3TS quality assurance (QA) process requires manually filling out the chain of custody document prior to shipping.

3.1.1.10 Designate fixture Status Such as Active, and Associate Samples

RTI's drinking water program management software ensures comprehensive tracking of each fixture throughout the program lifecycle. Every fixture is assigned a customized status (e.g., "Waiting for Sample Collection") to reflect its current stage in the process.

Additionally, each fixture in the system is uniquely identified by building, floor, room, description, name, tap status, and filtration status, ensuring accurate sample-to-fixture relationships (see *Exhibit 5*). This listing is reviewed by our team prior to shipping samples to ensure all taps are identifiable and guarantees that all samples collected for a given fixture are correctly linked and consistently displayed under that fixture's results, maintaining data integrity and traceability throughout the program.

3.1.1.11 Automatic Notifications of Completed Sample Plans and Lab Results for All Software Users

RTI's cloud-based platform supports innovation and efficiency by interfacing directly with RTI laboratory systems and providing program status and results information in real time to

Exhibit 8. Tracking Mitigation/Remediation Jobs Across Facilities

The screenshot displays a web application interface for tracking mitigation and remediation jobs. At the top, there is a 'Filters' section with dropdown menus for 'View Completed Tasks' (set to 'No'), 'Service Level' (set to 'Select...'), 'Owner' (set to 'RTI'), 'Review Status' (set to 'Pending Product Installation'), and 'Facility Type' (set to 'Select...'). Below the filters is a 'Clear Filters' button. A 'Download' button and a search bar are also present. The main part of the interface is a table with the following columns: Job Completed, Status Color, Status, Owner, Facility Name, Facility Type, County, Service Level, Actions Completed, and Created On. The table contains three rows of data, all with a 'View' button next to the 'Created On' date.

Job Completed	Status Color	Status	Owner	Facility Name	Facility Type	County	Service Level	Actions Completed	Created On
		Pending Product Installation	RTI	Child Care Center	Child Care Center		Full Service	-	03/20/2025 View
		Pending Product Installation	RTI	Child Care Center	Child Care Center		Full Service	-	03/11/2025 View
		Pending Product Installation	RTI	School	School		Full Service	-	02/25/2025 View

facilities, partners, and the public. In addition, RTI's communications scientists support iterative refinement of results reports based on feedback from participants and other stakeholders to most clearly and effectively empower facility leaders to select health-protective actions that are appropriate for their results and for their facility. A key facet of our platform is to provide standardized yet facility-specific communications at each stage of the program, including a comprehensive set of built-in pre-written notifications: enrollment complete, samples on the way, sample kit arrived, remember to sample, and results ready to view. WVDHHR can review these notifications the update language, logos, and more. Schools and childcare centers with samples requiring remediation will receive a special notification email to begin filling out the remediation survey (*Exhibit 6*).

When laboratory analytical results are available, RTI will provide automated email updates to participants. Automated notifications and results will also be provided to WVDHHR to support further outreach and remediation needs. Program staff may additionally call facilities with unusually high results or a large number of water outlets with results over the 15 ppb state action level. Results are accompanied by recommendations for action, tailored to the result for each tap. All participants have access to help desk staff to discuss results and recommendations, in addition to on-demand access to a library of resources on the program website (*Exhibit 9*). When results are shared with school and childcare centers, they are delayed from appearing on our public mapper for 5 business days to allow facilities a chance to take action and list remediation measures for taps with high levels of lead. This allows facilities to address issues but still follow 3TS recommended public results reporting requirements.

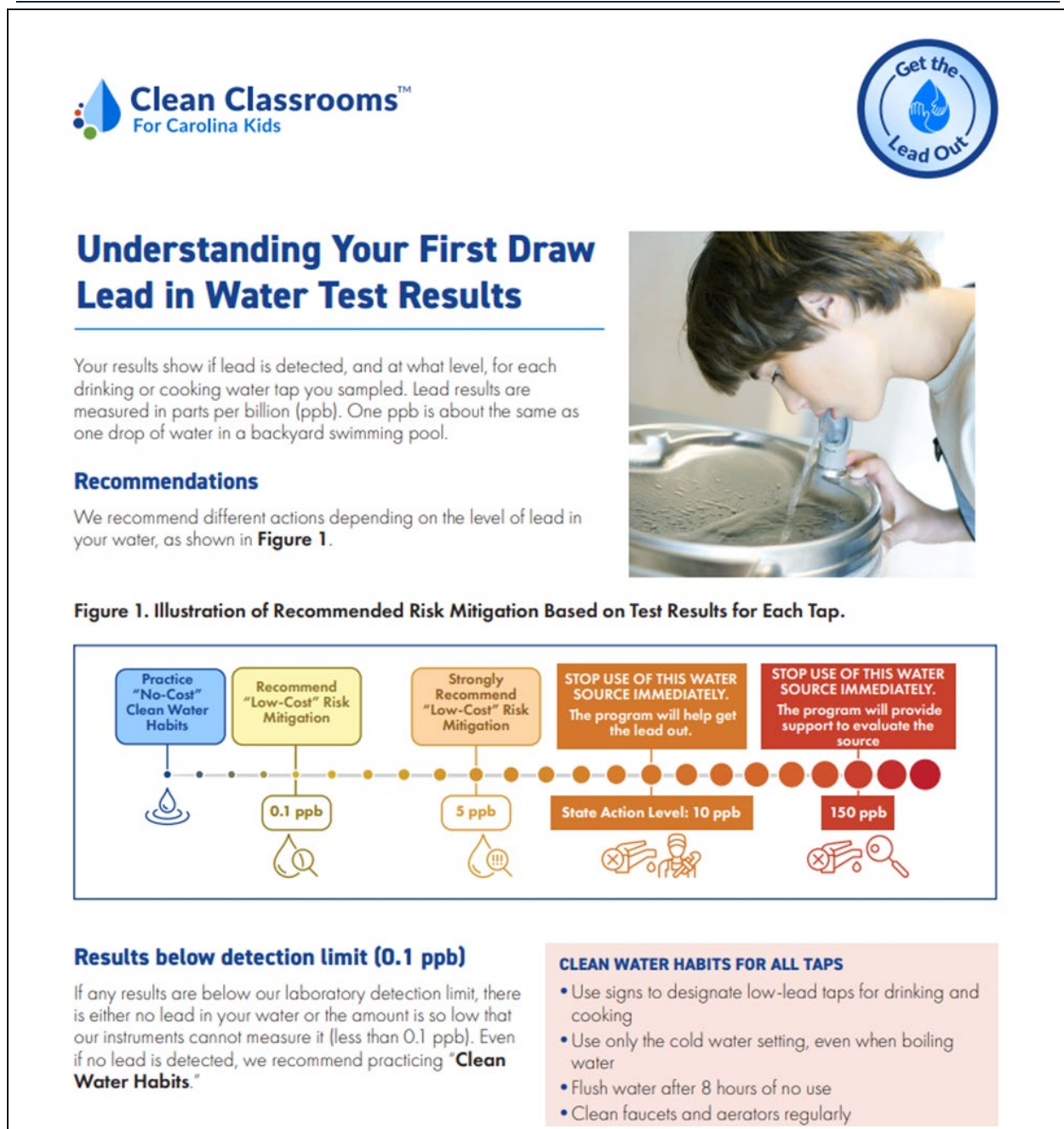
3.1.1.12 Sorting/filtering Options on Sample Plan and Results Data

All our sample plans and results data are available electronically as well as hard copy. Through our administrator and facility dashboard, our electronic data has features built in that allow users to easily sort, filter, and search across all fields related to fixtures, results, and enrollment data. All reported results and mitigation efforts are also reported on our public mapper and are searchable by center name, address, or county. We can also add fields and features to provide additional filtering and sorting options as needed (*Exhibit 10*).

3.1.1.13 Downloadable Reports Related to Sampling Activity and Results

We use data from the online repository to autonomously create our program management dashboard (see *Section 3.1.1.15*). Views from this dashboard can be used to generate reports, which can be used to track the schools that have lead concentrations at or above 15 ppb, the number of children impacted by the program's testing, and report on mitigation activities. For existing programs, we use these reports to pull data for and fill in EPA Water Infrastructure Improvements for the Nation (WIIN) grant quarterly reports. A complete tracking report can be generated for each school or childcare center, documenting the dates and times when each step of the registration, analysis, and reporting process occurred. WVDHHR can use the program administration section of our online portal to view, download, and upload data and reports for all or for individual schools and childcare centers with initial results.

Exhibit 9. Example of the Top Portion of a Flyer Overviewing Lead Levels and Response Actions for 2-Step Lead In Drinking Water Samples



Available at https://www.cleanwaterforuskids.org/cms/documents/104/Understanding_First_Draw_Results.pdf.

Exhibit 10. Filtering and Sorting Samples by Location, Room, and Tap

Samples By Tap

All Samples

Kits

Packages

Notifications

Filters

Laboratory

Select...

Room Type

Select...

Filtered

Select...

Analysis Start Date

mm/dd/yyyy

Has Result

Select...

Analysis End Date

mm/dd/yyyy

Reset Filters

Refresh

Search by Sample ID, Building Name, Ro

Search

Laboratory	Sample ID	Analysis Date	Building Name	Room Type	Room Name	Tap Name	Filtered	Pb (µg/L)	Qualifier Flag
-	S000321	-	Building 1	Classroom	Area 7	Location 1	Y	-	- ●●●
-	S000322	-	Building 1	Classroom	Area 6	Location 1	Y	-	- ●●●
-	S000323	-	Building 1	Classroom	Area 5	Location 1 - Edit	N	-	- ●●●
-	S000324	-	Building 1	Classroom	Area 7	Location 1	Y	-	- ●●●
-	S000325	-	Building 1	Classroom	Area 6	Location 1	Y	-	- ●●●
-	S000326	-	Building 1	Classroom	Area 5	Location 1 - Edit	N	-	- ●●●

The report will summarize the results for each school and childcare center, including those that prompted the elevated lead notification and the need for additional sampling. We can readily prepare additional custom reports, as required, for WVDHHR.

3.1.1.14 Document Libraries for All Facilities

One of the central features of RTI's drinking water program management system is our robust document database. We routinely collect and generate thousands of documents from facilities and contractors. Facilities routinely upload photographs of fixtures and documentation regarding mitigation activities. Each facility will have its own cloud-based document repository and will be able to view, download, and upload documents at any time through their facility dashboard. Administrators are also able to view all the documents across any facility associated with their program.

WVDHHR and its stakeholders will directly benefit from RTI's already developed portal that documents all fixture locations, test results, and mitigation actions. We also house training documents and videos on our portal for use by all facilities. Additionally, personalized and standardized information can be downloaded when needed (*Exhibit 11*).

3.1.1.15 Internal-facing Dashboards on Sampling Metrics

The WVDHHR will directly benefit from RTI's already operational online portal that includes internal-facing dashboards that can be readily customized for the State of West Virginia (*Exhibits 12 and 13*). The portal tracks enrollments and the number of samples requested by each participant, divided into unprocessed enrollments, outbound shipments, inbound shipments, samples received and awaiting laboratory analysis, and samples analyzed. In addition to tracking samples, the program administration section of our online portal can be used by WVDHHR to view, download, and upload data from individual schools with initial results or following confirmatory, 30-second flush sampling results.

Using the www.cleanwaterforuskids.org portal for West Virginia, RTI and system administrators at the WVDHHR can track schools that complete initial sampling in the program with the portal providing information about which schools have requested samples, which are pending, and which have not yet started the program. We can also design automated reports that can be emailed directly from the portal to summarize weekly, monthly, or quarterly sampling progress and provide results reports and enrollment metrics (*Exhibit 14*).

3.1.1.16 Public-facing Dashboards to Facilitate Results-sharing by Participants with School/Childcare Stakeholders

In support of transparency, we have created several public data mapper and public-facing dashboards that show results for every water sample by facility (*Exhibit 15*). Additionally, users may view remediation actions completed in collaboration with WVDHHR for taps that exceed the state hazard level, along with optional remediation actions completed and reported by the facility.

This ready to use offering includes a GIS data mapper, similar to the one available at www.cleanwaterforcarolinakids.org/data (*Exhibit 16*) for the State of West Virginia. We will provide documentation of sampling by the school or childcare center in a facility-specific laboratory report that the school may publicly share for notice of performance, as well as an online public results mapper (<https://www.cleanwaterforuskids.org/data>) that provides the public

Exhibit 11. Personalized and Standardized Videos and Documents in the Portal

Document Name	Document Type	Upload Date	Document Privileges	
result_report.pdf	Lead Risk Assessment Report	11/19/2024	Private	...
Facility_Id_76_PROPERTY_TAX_DOCUMENT_09-07-2023.pdf	Property Tax Document	09/07/2023	Private	...
Facility_Id_76_LEAD_PAINT_PARTIAL_BUILDING_AGE_EXEMPTION_09-02-2023.pdf	Lead-Based Paint Partial Building Age Exemption	09/02/2023	Private	...
Facility_Id_76_LEAD_PAINT_RISK_ASSESSMENT_09-02-2023.pdf	Lead-Based Paint Risk Assessment or Inspection Report	09/02/2023	Private	...
Facility_Id_76_LEAD_PAINT_MITIGATION_ABATEMENT_RECORD_09-02-2023.docx	Lead-Based Paint Mitigation or Abatement Record	09/02/2023	Private	...

with notice of the school outlets that were tested and the corresponding results (*Exhibit 17*). Training materials that demonstrate how representatives from schools and childcare centers and members of the public can properly use these tools are available on our website at <https://www.cleanwaterforcarolinakids.org/howto> or on our program YouTube page at https://www.youtube.com/watch?v=jP1Lr_DWdqI&feature=youtu.be.

Exhibit 12. Administration View, Showing High-Level Statistics for the Program, Including Enrollment and Sample Status, and Allows Administrators to Create Reports and View Data

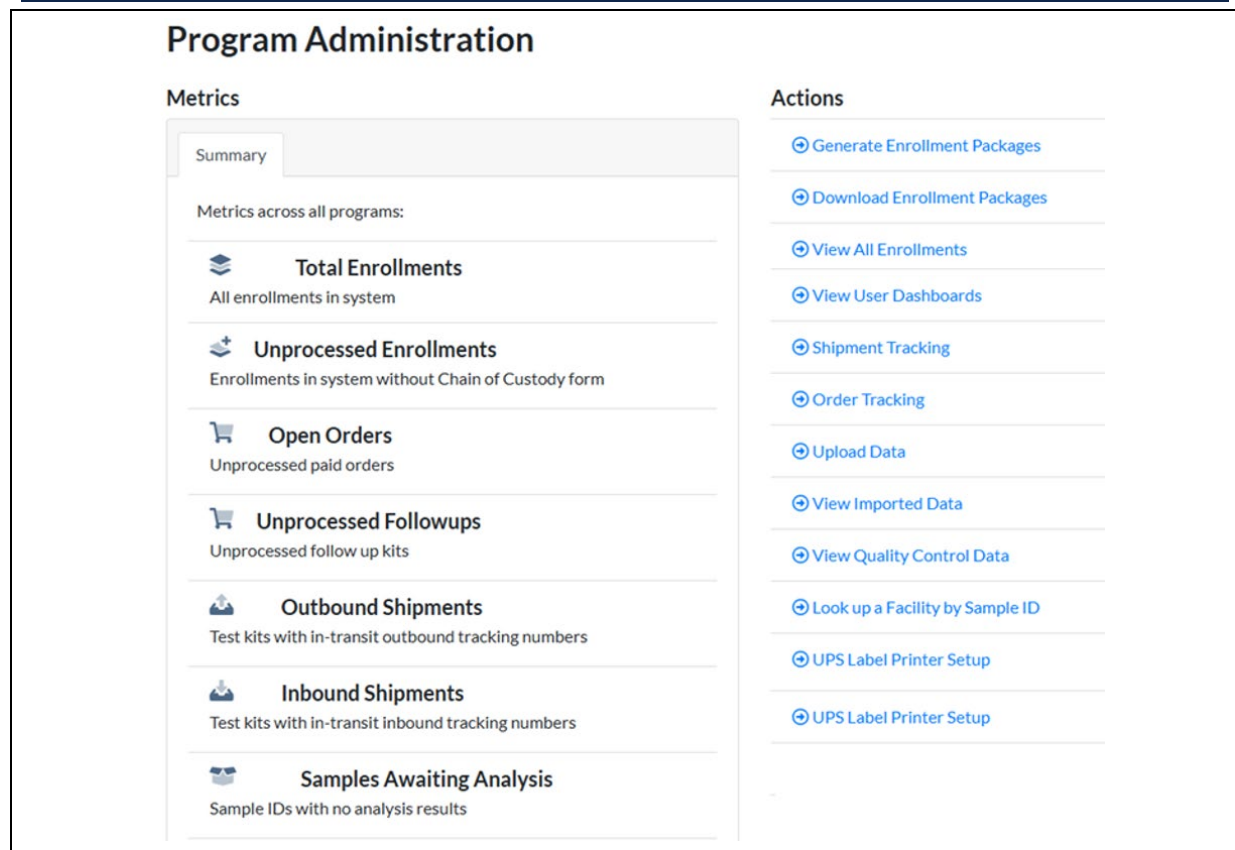


Exhibit 13. Enrollment Tracking by Facility, Which Allows System Administrators to View All Enrollments Online with Their Respective Statuses

Clicking on a facility here will pop up a facility management dashboard, where internal information about the facility such as last login date, enrollment progress, and more are easily accessible.

Show 5 entries					Search: <input type="text"/>			
Facility Name	Operating Status	User Email	User Phone	Facility Location	Enrollment Status	Enrollment Started Date	Enrollment Completion Date	Enrollment Package Status
Normal					COMPLETED	2024-05-03 01:32:29	2024-05-03 02:39:09	COMPLETED
Unknown					STARTED	2024-05-08 14:39:12		

Exhibit 14. Enrollment Tracking by Facility, Which Allows System Administrators to View All Enrollments Online with Their Respective Statuses

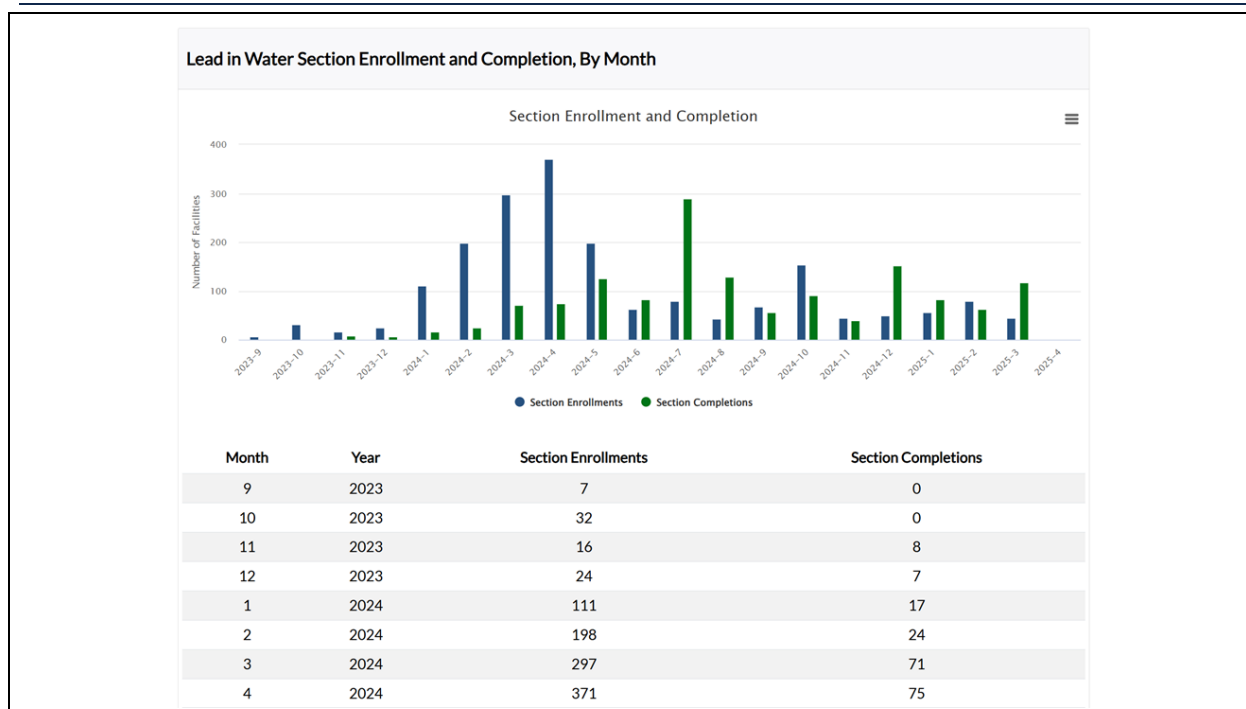
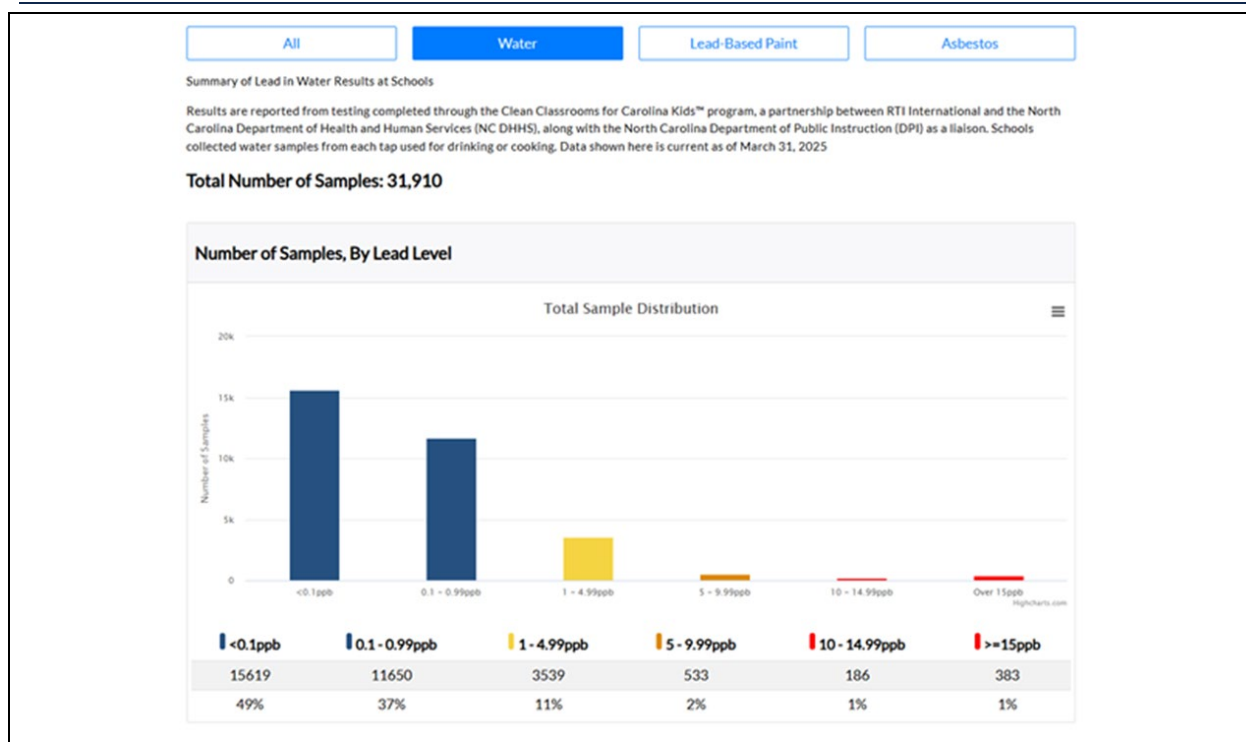


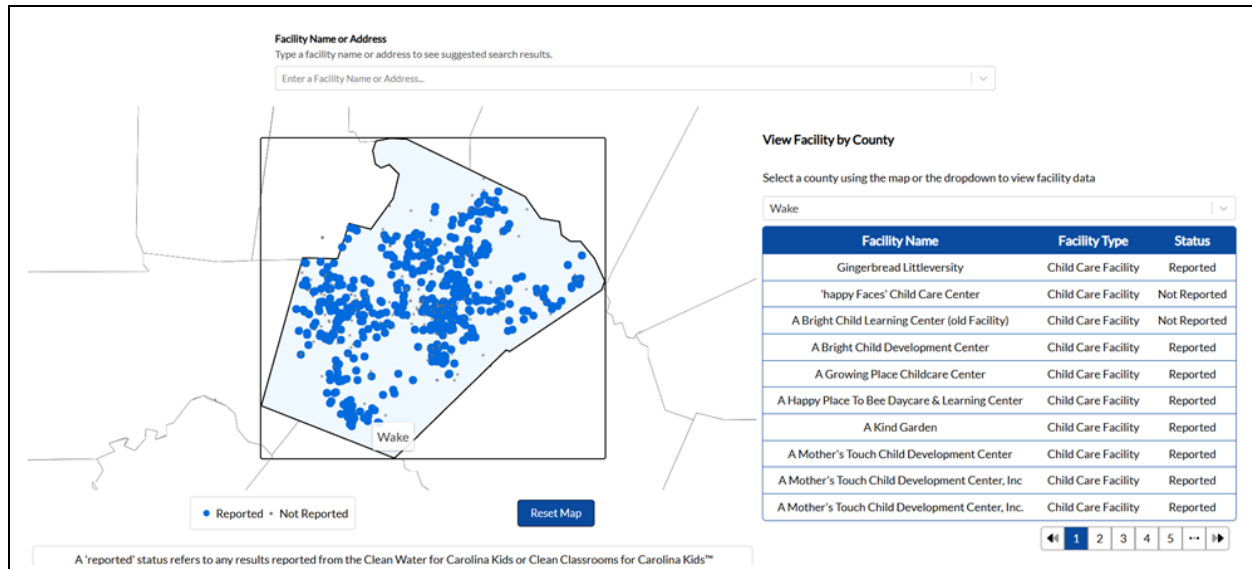
Exhibit 15. Public Data in Chart View from our North Carolina Testing Program



Available at <https://data.cleanwaterforuskids.org/data/north-carolina/ccck/summary/schools>.

Exhibit 16. Public Data from Our North Carolina Program in Map View

RTI can recreate both views for West Virginia.



Available at <https://data.cleanwaterforuskids.org/data/north-carolina>.

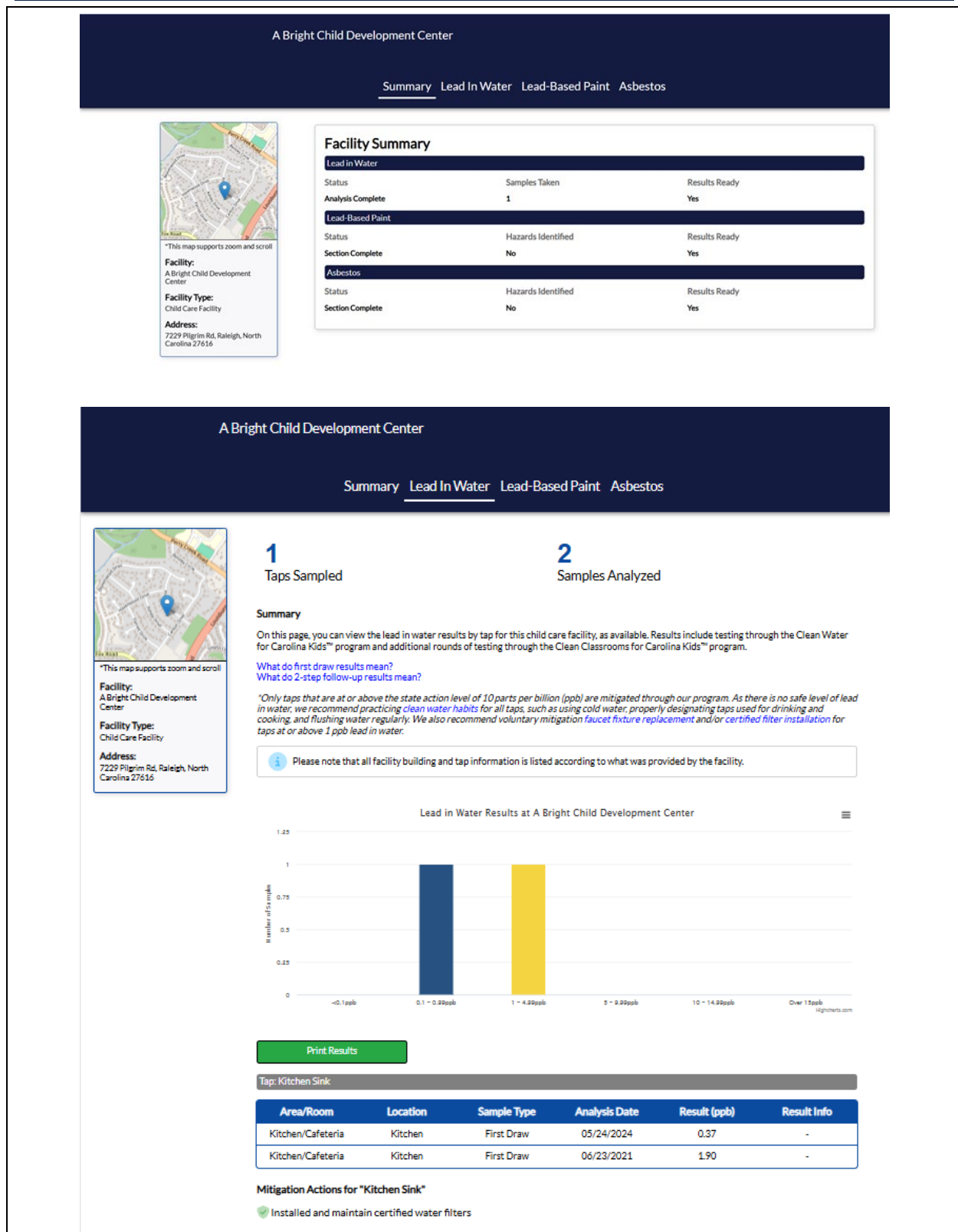
Laboratory reports may serve as a certification that testing was completed, with additional laboratory reports required for schools or childcare centers that have initial samples containing lead at or above 15 ppb (*Exhibit 16*). These dashboards and facility mapping platform can also easily include previous statewide testing data and results (see *Section 3.1.1.18*).

3.1.1.17 Ability to access the software on an ongoing basis beyond the sampling program completion date.

After sampling program completion, data may be accessed via the web-based Clean Water for U.S. Kids portal for up to 1 year following the conclusion of the program. At program completion, RTI will provide all data and archived web-based communications to the WVDHHR through our readily exportable database, which is password-protected. Data can be provided via secure channel such as Secure File Transfer Protocol (SFTP) or encrypted email in a well-defined format such as CSV, XLS, or SQL per WVDHHR preference. The interface allows secure communication and coordination between users through the proper assignment of roles, groups, and permissions. Data can be extracted and analyzed in a variety of ways to evaluate project goals and meet applicable requirements. Software access for additional years past the year following project completion are subject to a license fee to cover the cost of maintenance and hosting the service.

RTI developed the Clean Water for U.S. Kids portal internally with private RTI funding and pursuant to Section 27 of the Federal Acquisition Regulations (FAR) and 48 Code of Federal Regulations (CFR) § 27.404-2. The Clean Water for U.S. Kids portal is classified as restricted computer software, restricting rights and any modifications thereof.

Exhibit 17. Summary Data from a Childcare Center(Top) and Detailed Lead and Water Data from the Same Facility (Bottom)



3.1.1.18 Ability to Upload and Incorporate Existing Sample Results and Facility Data for the Facilities Previously Sampled Under this Program

RTI believes that data transfer should not be a barrier to leveraging an excellent program management system. That is why RTI offers comprehensive data migration and integration services. Whether data from the current State of West Virginia Lead in Schools Sampling Program (<https://oehs.wvdhhr.org/eed/data-management/lead-in-schools-sampling-program/>) or other sampling program has been collected by different vendors, stored in various formats, or managed using different systems, RTI has a skilled software engineering team with the expertise needed to seamlessly transfer and integrate this information into our unified system of record.

Our team will collaborate closely with WVDHHR and any relevant stakeholders to ensure that all historical program data are securely and accurately migrated. Through automated data transformation processes and rigorous quality assurance checks, we will standardize and integrate the data into a single, accessible platform. This will allow the State of West Virginia to maintain full continuity of its drinking water testing programs while benefiting from the enhanced engagement, cleaner reporting capabilities, and streamlined workflows RTI offers. Our experience in handling complex data integration challenges ensures a smooth transition.

3.1.2 Communications

The RTI team will leverage WVDHHR's existing connections with school superintendents and childcare administrators across the state to support the program and drive enrollment. The community outreach and engagement strategies detailed throughout this solicitation will additionally support recruitment of facilities to the program.

RTI will refine and adapt existing communication methods, described above, to reach out to childcare center and school personnel. The communication methods include the following:

- Press releases and social media postings
- Direct emails to facility contacts and follow-up calls
- Presentations at conferences, webinars with partners, and additional outreach measures

The goal of this outreach is to educate school and childcare personnel about the program, the requirements, the importance of identifying and mitigating environmental hazards, and how to enroll. Meetings with state agencies, health officers, childcare consultants, school system leaders, universities, and other stakeholders will occur as needed to discuss relevant items to better help and support centers and schools. RTI will assign designated points of contact to ensure rapid response to inquiries from facility representatives and the public. RTI will share communications with WVDHHR. RTI will also leverage existing relationships and expertise in forging new partnerships based on our current experiences in Georgia and North Carolina.

Building on this experience, our multipronged communication approach will support the following tasks:

- Recruitment of facilities for participation in the voluntary testing program.
- Education of a wide range of stakeholders in the challenges of lead in water and the benefits of the testing program.
- Strengthening or initiation of partnerships to support the long-term positive impacts that could come from one-time, widespread testing for lead in water at schools and childcare centers.

With a voluntary program, RTI believes that committing to a persistent, coordinated, collaborative, and flexible communication approach is essential to maintaining transparency throughout the program and consistently reaching all target audiences in a timely manner.

Outreach and engagement will occur throughout the life of the program, to support all program goals. Metrics of outreach and recruitment results will be monitored throughout the program to refine efforts.

RTI recognizes that timely and ongoing communication with all stakeholders is critically important to the success of the program. To ensure successful communication, we will closely coordinate with WVDHHR to:

- Refine the communication strategy to promote the program,
- Provide educational activities to an array of stakeholders,
- Draft public communications,
- Address urgent public relations matters, and
- Respond to inquiries as they arise.

3.1.2.1 Consultant Must Provide Assistance in Developing a Lead Testing in Drinking Water Strategy that Supports Training, Monitoring and Maintenance Plan that Protects Children from Lead Exposure Now and in the Future

To support the successful development of a lead testing in drinking water strategy based on the 3Ts training, monitoring, and maintenance in the effort to protect children from early childhood exposure to lead now and in the future, RTI will work with the WVDHHR to adapt our comprehensive training, monitoring, maintenance, and communication strategy for the West Virginia program. The cloud-based platform (outlined previously) will provide key information about WVDHHR's lead sampling program to stakeholders and will give them access to resources to better understand the issues with lead in drinking water, how to use the portal, and how to manage high levels of lead in water. To share this and other information, we will establish key partnerships in the State of West Virginia from both the school and childcare sector, public health programs, and other interested organizations to support the program and transparently keep stakeholders informed of program progress and results.

Training. Through these partnerships and by directly sharing this information with each of the schools and childcare centers in the State of West Virginia, we will strive to educate school and childcare center staff about lead in drinking water, the sampling process, and potential remediation before the program begins and then again after obtaining the testing results and encourage them to share these resources with parents. Importantly, RTI will provide, at a minimum, the following items:

- Testing results will be shared as soon as possible with the childcare community through our functional online, web-based portal, but no later than 2 weeks after receiving the results.
- Press releases and public meetings in collaboration with the WVDHHR and school and childcare center leaders, as applicable, at least once a year.
- Ongoing public education and updates to the website.

We will provide webinars, training sessions, and additional support for program participants. Our training strategies are further discussed in **Section 3.1.4** below.

Monitoring. Our monitoring/testing strategy uses our RTI West Virginia–certified laboratory as discussed in **Section 3.1.3**.

Additionally, we will support remediation and maintenance measures by following the WVDHHR guidelines and will recommend sustainable no-cost and low-cost solutions to keep lead out of water if no corrective measures are required because the lead levels are below the 15 ppb EPA 3Ts recommended limit.

Maintenance. RTI houses all technical and web development resources and professionals on site to provide support, development, and customization of the web portal and data management system as needed for the State of West Virginia. The system that we developed boasts of rigorous cybersecurity functions and confidentiality to protect the privacy of program participants. Furthermore, because RTI hosts the system, it interfaces directly with our laboratory systems, thereby allowing for seamless import of analytical data for review and processing.

Our testing strategy has protected more than 250,000 children in childcare centers across the State of North Carolina.

3.1.2.2 Consultant Must Establish a Communication Plan for Presenting Results, Findings and Mitigations When Recommended

RTI’s online portal significantly streamlines communication, including testing results, which will be shared with school and childcare communities no later than 2 weeks after receiving the results. Once we complete QA and QC of the laboratory results, RTI will upload the information into the portal; this action will immediately notify the school or childcare center that their results are available. RTI’s online results mapper also posts results for stakeholders or the public to view after giving the facility 5 business days to update the mapper with implemented or planned remediation actions. We have developed videos that explain this process to help schools and childcare centers understand their results.

3.1.2.3 Consultant Must Provide Educational Materials on Lead Sampling and Remediation

With results, we share simple recommendations following EPA 3Ts protocol that facilities can take to reduce lead in their drinking water (**Figure 9** and **17**). Our suggested risk remediation measures align with the state action level: For Lead Detected at 15 ppb or Higher

For taps above the state action level of 15 ppb, we will notify the facility to immediately stop use of that tap while they work to remediate the issue. As soon as a tap result exceeding the state action level is reported, we will also send an email notification to WVDHHR to conduct further investigation and support the facility’s risk remediation actions.

Facilities will be instructed to follow these short-term measures while awaiting remediation:

- Do not use the water source for drinking or cooking. Immediately stop use of the problem tap for drinking or cooking.
- Post “Do Not Use” signage. An example of the sign can be downloaded from our webpage. This sign will be updated for the WVDHHR program.

(https://www.cleanwaterforUSkids.org/cms/documents/37/Awaiting_Mitigation_Tap_Sign.pdf).

- Provide alternate drinking water sources. Use water from another tap that was designated as clean for drinking or cooking, have children bring in their own bottled water from home, or purchase bottled water while awaiting support.

After risks are remediated, we will work with WVDHHR and the facility to list these measures on our public mapper.

The EPA maximum contaminant level goal for lead exposure is 0. These low-cost solutions will help reduce or eliminate lead detected at or above 1 ppb to correspond with the American Academy of Pediatrics reference level and as this is above our detection limit of 0.1 ppb.

- **Replace faucet fixtures.** Sometimes the faucet fixture is the source of lead. Replacing the faucet fixture with one that meets the current and most stringent lead reduction regulations often reduces or eliminates the elevated lead detected in our experience working in North Carolina.
- **Install and maintain certified water filters.** Install (and importantly, maintain) a water filter certified to remove lead at the point of use for drinking and cooking taps. Ensure that the filter is maintained and that the filter replacement follows manufacturer specifications. We have an educational flyer about water filters on our program webpage (<https://www.cleanwaterforUSkids.org/cms/documents/16/LeadOutFilters.pdf>), along with a drinking water management flyer (https://www.cleanwaterforUSkids.org/cms/documents/89/Drinking_Water_Management_Plan.pdf) to help manage water quality at each facility, especially if lead-certified water filters are installed for proper maintenance.
- **Replace water fountains or water coolers.** Replace existing water fountains and water coolers with a new fountain or water cooler dispenser that meets the current and most stringent lead reduction regulations; ensure these new products are also equipped with certified filtration systems. If this is not feasible, consider designating a nearby tap without detectable lead for drinking and cooking and shutting off the fountain with proper signage.
- **Let it run.** Let cold water run from the tap for 1–5 minutes prior to use after periods of inactivity (e.g., first thing in the morning and after holiday breaks), or even before each use.
- **Use lead-free hoses.** Post a designated sign (e.g., “Water Play Only”). Purchase an NSF-certified lead-free hose in case children incidentally drink from a hose water during play, especially in childcare settings.
- **Use lead-free products for drinking and eating.** Use certified lead-free water coolers for the playground or outside and lead-free cups and dishware for drinking and eating.



For facilities with results below the state action level of 15 ppb, we will also offer the ability to voluntarily purchase a water sample kit through our consumer testing program to conduct their own post-remediation sampling (because this falls outside of the scope proposed by WVDHHR in this project but is a frequent facility request) and reflect their updated results and remediation efforts in our facility data mapper.

We have also created additional risk remediation resources. Our team has developed informational videos and pamphlets explaining these action steps in easy-to-understand language so school and childcare center administrators can deal with lead in their tap using low- and no-cost solutions in many cases. As part of the grant process, these materials are adapted and optimized for the expanded testing program.

All childcare centers and schools are encouraged to practice no-cost clean water habits. Practicing no-cost clean water habits is always an easy way to reduce or eliminate exposure to lead in drinking water. These include the following:

- **Keep it cold.** Use only cold water for drinking, cooking, or preparing infant formula, even for water that will be boiled.
- **Clean the faucet.** Remove and rinse loose debris from faucet strainers/aerators regularly.
- **Empower parents, staff, and students.** Communicate the center's findings and clean water actions to parents, staff members, and children.
- **Designate taps** used for drinking and cooking.

Place designated use signs for children and staff to understand which taps are for consumption or other purposes (e.g., handwashing). Because no level of lead is safe for children and because EPA has set a goal for lead in drinking water of 0, RTI has also developed low-cost recommendation materials for schools with detectible lead levels, as follows:

Additional information about risk remediation recommendations is provided in the [2020 article](#) by Redmon et al. and through the already produced educational videos and webinars outlined on our [program website](#). In addition to the resources highlighted previously, we have created educational videos on choosing the right water filters for taps and drinking fountains, installing and maintaining a water filter, replacing a faucet, and getting lead out of schools; all are available on our [program website](#) under the Mitigation section.

3.1.2.4 Consultant Must Provide Technical Support (Phone/Email) to School Staff on Questions Related to Lead Sampling and Remediation

We have an established process to facilitate communication between the program and participants by using automatic, data-specific email notifications for each step; a help desk to route questions and comments to the appropriate project staff; and on-demand trainings, as described previously.

Importantly, the team members managing the online portal and communication requests are members of the RTI program team, so suggestions, frequently asked questions (FAQs), and comments are directly and appropriately addressed by the team that created the program in a responsible and supportive manner. This is all coordinated through our Contact Us page, with staff answering calls live, responding to inquiries via email and text, and ensuring we are responsive to participant needs (*Exhibit 18*)

Exhibit 18. Example of a Contact Us Page from the NC Program

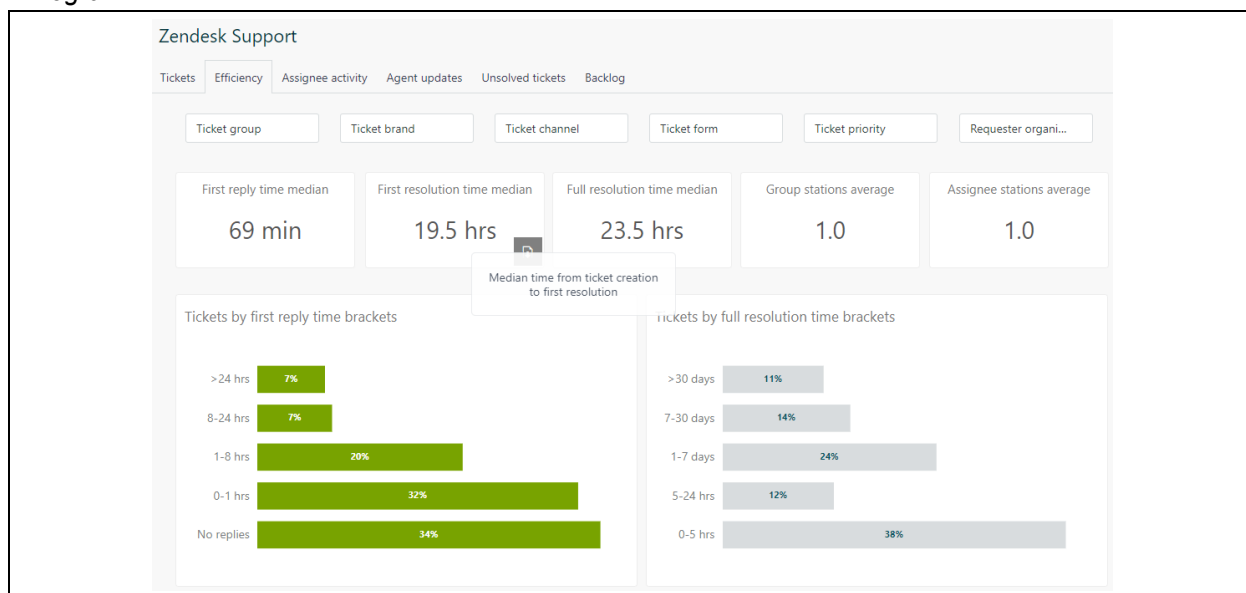
The screenshot shows the 'Contact Us' page for 'Clean Classrooms For Carolina Kids'. The page has a blue header with the organization's logo and a navigation menu with links: Home, Enroll Now, Sign In, Contact Us, Resources, FAQs, Facility Data, Program Summary, and Curriculum. Below the navigation bar is a large blue banner with the text 'Contact Us'. The main content area is white and contains a form for submitting questions. On the left side of the form, there is a sidebar with contact information: 'Address' (Clean Classrooms for Carolina Kids, 3040 E Cornwallis Rd, P.O. Box 12194, Durham, NC 27709) and 'Voicemail or Text Message' (1-888-997-9290). The main form area includes a heading 'If you have a question or issue, please fill out and submit the question form below.' followed by a paragraph stating the response time (two business days) and a note about duplicate tickets. The form fields are: 'Your Name*' (text input), 'Your Email Address*' (text input), 'Question Type*' (dropdown menu), 'Describe Question*' (text area), and 'Your facility's name *' (text input). A blue 'Submit Question' button is at the bottom left of the form. A small circular icon with a question mark is at the bottom right of the form.

RTI uses the customer service interface, Zendesk, to provide technical assistance to facilities with any difficulty in registering, using the online portal, lead sampling, understanding their results, or remediation (*Exhibit 19*). This facilitates communication between RTI and school staff by routing questions and comments to staff most capable of answering them. With this platform, we can talk directly to participants via email or phone, track questions, and monitor overall customer satisfaction rating for all enrollees that ask a question via email or phone. In addition to directly addressing enrollees' issues in a timely manner, we also create new training material via webinars and handouts, update the website, and continuously maintain the program FAQ page.

We can resolve half of all tickets within 24 hours, with remaining tickets often including several rounds of back and forth for different needs, such as a facility considering whether to sign up but wanting to communicate several times before deciding to do so. We continue to monitor and track questions and satisfaction with our responses to ensure that the program is functioning well for all participants. Importantly, the program is optimized to meet stakeholders' needs and ensure that there is sufficient communication regarding program requirements, sample planning, sample collection, remediation, and communication with the public.

Exhibit 19. A Screenshot of the Ticket Summary for the Clean Classrooms for Carolina Kids Program, for January 29 through February 27, 2024

This platform will be expanded for our proposed WVDHHR addition to the Clean Water for US Kids Program.



3.1.2.5 Consultant Must Provide Project Management Support to Schools, Keeping them Accountable for Completing Sample Designs, Taking Samples, Returning Kits, and Sharing Results with the School and Community

RTI will support the State of West Virginia's schools and childcare communities in their efforts to complete drinking water testing for lead by providing materials needed to maintain and ensure they are collecting samples, returning kits, and sharing results in a timely manner. Leveraging our existing efforts, we will walk schools and childcare centers through an enrollment survey (on the phone if necessary), which will automatically complete a sample design for their facility and provide them with sample kits and sampling instructions. We will send them regular reminder emails to sample and return kits to encourage participation. Next, we will train them understand their results then give them the tools needed to share those results through our public mapper link. We will also encourage them to promptly list their remediation activities after samples have been reported. The RTI online portal is already operational and has been used to facilitate school and center enrollment, citizen-scientist training, sample kit mail-out, laboratory analysis tracking, results reporting, and overall program communication for the State of North Carolina. If RTI is selected for contract award, we will optimize this portal for the State of West Virginia with specific EPA 3Ts guidance and recommendations.

To support public engagement in the program, we have developed a communication toolkit (*Exhibit 20*) schools can use to notify their parents, teachers, and communities about their participation in the program. This toolkit has template emails highlighting facility participation in the program, tiles to share on social media announcing participation in the program and

talking points administrators can use to discuss the program. It also has helpful tips for sharing results with school communities.

Exhibit 20. Communication Toolkit Highlighting the Importance of Communicating Before, During, and After the Sampling Process to Increase Community Engagement and Build Trust in the Schools' and Facilities' Commitment to Provide a Safe Environment for Students and Staff

*These materials will be updated with WVDHHR program specific information.
https://www.cleanwaterforuskids.org/en/carolina/3ck_communication_toolkit/*



Clean Classrooms for Carolina Kids: A Guide for Developing a Communication Plan

This document will help you develop a Communication Plan to share information about your school or child care facility's involvement in the Clean Classrooms for Carolina Kids program. A comprehensive Communication Plan offers a foundation for transparent communication about your participation in the program, results from hazard assessments, and actions taken to address any hazards identified, while establishing trusting relationships with your communities. As shown in **Figure 1**, the seven simple steps for developing an effective Communication Plan are briefly listed.

Figure 1. Seven Steps for Developing an Effective Communication Plan



The seven steps are further discussed as follows:

- 1) **Choose your team** to support the development and implementation of the Communication Plan,
- 2) **Define your objectives** for outreach and communication,
- 3) **Identify your target audience and key partners** to ensure that your message is customized to reach everyone in your community,
- 4) **Create key messages** to ensure that you are sharing updates and information about your participation in the program,
- 5) **Identify communication methods** to provide community awareness of key events throughout testing and mitigation for lead and asbestos hazards,
- 6) **Develop a communication timeline** with your target audience before you participate in the program, while you are participating, and after you have taken action following participation, and
- 7) **Monitor and measure results** to track the effectiveness of your communication efforts and adjust your outreach, if necessary.

These seven steps are further detailed in the remainder of this document.

Additionally, as a research institute committed to ending childhood exposure to lead, we have developed a school and childcare center curricular program that includes a unique

educational component to educate students and families about environmental hazards and how to take action to protect children's health (**Exhibit 21**). We have developed optional and supplemental curriculum activities aligned to North Carolina and national science standards that equip teachers to engage their students on the topic of lead in water and understand the testing process through inquiry and hands-on science investigations. This program can be used by West Virginia schools to talk about lead in drinking water and be run alongside school testing programs.

Exhibit 21. Curriculum Support Materials are Designed to Engage Students, Teachers, Parents, and the School Community in the Lead Exposure Prevention Work

Curriculum Support Materials

These curriculum support materials are designed to engage students, teachers, parents, and the school community in the lead exposure prevention work that has been ongoing in North Carolina schools through the Clean Classrooms for Carolina Kids program.

Each link below goes to a preview template for teachers. Once you are in the file, click on "USE TEMPLATE" in the top right corner to create a copy for use from your Google Drive.

Take-home Materials for Families

- [Lead in Water 101](#)
- [Coastal Plains - Water Sources Info and Contaminant Simulation](#)
- [Mountains - Water Sources Info and Contaminant Simulation](#)
- [Piedmont - Water Sources Info and Contaminant Simulation](#)

En español

- [Factores básicos del plomo en el agua](#)
- [Región de llanuras costeras - Información sobre fuentes de agua y Simulación de contaminación del agua](#)
- [Región montañosa - Información sobre fuentes de agua y Simulación de contaminación del agua](#)
- [Región de Piedmont - Información sobre fuentes de agua y Simulación de contaminación del agua](#)

Elementary School Resources

- [Lesson Plan - Diving into Water Quality](#)
- [Slide Deck - Diving into Water Quality](#)

Middle School Resources

- [Lesson Plan - Protecting Water Quality of North Carolina](#)
- [Slide Deck - Protecting Water Quality of North Carolina](#)
- [HyperDoc - Protecting Water Quality of North Carolina](#)

High School Resources

- [Lesson Plan - Exploring the Health Impacts of Water Quality](#)
- [Slide Deck - Exploring the Health Impacts of Water Quality](#)
- [HyperDoc - Exploring the Health Impacts of Water Quality](#)

Available here: <https://www.cleanwaterforuskids.org/en/carolina/curriculum/>

3.1.2.6 Consultant Must Provide Remediation Services, Such as Fixture, Drinking Fountain, or Bottle Filling Station Replacements, to Eligible Facilities as Determined and Approved by the State

RTI will support remediation services in the selection and purchase of new fixtures, drinking fountains, and bottle filling stations that comply with NSF/ANSI Standard 61—the best available

certification for making sure drinking water components are safe. To ensure compatible replacement products and avoid unnecessary construction, we will guide facilities through providing specifications of their current products (see *Exhibit 6*), such as the existing fixture model, tap spacing, number of mounting holes, or whether the drinking fountain requires an electrical outlet. We have also developed communication materials that can be updated for WVDHHR to support remediation service installation (*Exhibit 22*) that walk school and childcare centers through the remediation process, train them to fill out our mitigation request form, and provide guidance on how to maximize the remediation process.

3.1.3 Laboratory Testing and Test Kits

RTI will conduct all lead in drinking water analyses at its certified laboratories in Durham, North Carolina. RTI staff have extensive experience determining the concentrations of lead in drinking water, employing the industry-standard EPA Method 200.8. RTI's Analytical Sciences laboratory team has 70 dedicated full-time professional analytical chemists, technicians, and scientists. These staff conduct contract research and environmental services, including the routine analysis of environmental media samples (e.g., water, air filters, soil), on behalf of public- and private-sector sponsors (*Exhibit 23*). As an independent nonprofit research institute, our services include unbiased support to test for and eliminate lead in drinking water. With our state-of-the-science advanced laboratory capabilities, we routinely quantify lead as low as 0.1 parts-per-billion (ppb), which is 1/50th the level at which lead is detected at most public utilities and state laboratories. This is important because the American Academy of Pediatrics recommends that an enforceable health-based standard for lead be set at a maximum of 1 ppb, and EPA has a maximum contaminant level goal of 0 for lead exposure in drinking water.

3.1.3.1 Consultant Must Provide Sample Kits Including Bottles, Instructions, Chain of Custody and Return Postage to Selected Facilities

RTI has extensive experience with preparing and shipping test kits in support of water testing. For example, we have already enrolled approximately 4,500 childcare centers and 2,000 schools, many of them twice and processed approximately 100,000 drinking water samples across the States of North Carolina and Georgia. We will provide complete sampling kits (including bottles, instructions, chain of custody form, and return postage; *Exhibit 7*) for all identified drinking water samples to analyze lead in 250-mL bottles following guidelines set forth in EPA's 3Ts Manual.

3.1.3.2 Consultant Must Provide Sample Kits with Pre-labeled Bottles to Corresponding Facilities and Fixtures, Enabling Facility Representatives to Accurately Collect Samples

Each sample kit will include a 250-mL bottle for each drinking water outlet identified in the enrollment survey. Pre-labeled sample bottles with barcoded sample ID will be accompanied by a chain of custody form to maintain sample integrity and tracking, written instructions on how to collect and ship samples, and a return label. *Exhibits 6a-d* and *24* show examples of sample kit contents, United Parcel Service of America (UPS) tracking information, and chain of custody form generation.

Exhibit 22. Mitigation Request Form Training Document

This document will be updated to match WVDHHR guidelines and tap remediation planning. The NC form is available here: https://cwusk-cms.s3.amazonaws.com/static-files/media/documents/Guidance_Lead_in_Water_Mitigation_Request_Form.pdf



Guidance for Completing the Lead in Water Mitigation Request Form

This guide will walk you through filling out the required information to request mitigation from the Clean Classrooms for Carolina Kids™ program for any drinking and cooking taps with lead at or above the state action level (10 parts per billion [ppb]). Different information will be collected according to the type of tap with the lead exceedance (e.g., bottle filler, bubbler, faucet, water fountain). This information is important to be able to correctly replace any faucets or fountains with certified lead-free parts.

The following questions are required for all taps:

Was this tap used for food preparation (including preparing formula) for children or students on a daily basis?

Child Care Facilities: "Food preparation" is defined as the handling of foods or utensils during the preparation of meals, including the opening and closing of baby bottles, baby food jars, and cereal boxes, as well as the opening and closing of any other food items while assembling the ingredients.

For more information about food preparation and sanitation practices at child care facilities, see the North Carolina Administrative Code (NCAC) here: [15A NCAC 18A.2801](#).

A tap should be designated as "used for **food preparation**" if the water at that location is used for any of the following: boiling or cooking any foods, preparing infant formula, or washing raw fruits and vegetables or other foods.

Note that taps **only** used for washing kitchenware, service ware, or utensils (e.g., dishwashers, dishwashing taps) should **not** be designated as "used for food preparation."

Are other taps connected to this unit?

Lead levels can vary from tap to tap, so facilities were asked to inventory and then sample all drinking and cooking taps even if they are part of the same "unit." A single unit can include one or more drinking or cooking taps.

Example 1: A bi-level water fountain (shown to the right) is considered a single unit.

Facilities should have sampled two different taps: one for the higher drinking level (Tap #1), and one for the lower drinking level (Tap #2).

Example 2: A pre-rinse sink with a faucet and a sprayer (shown to the right) that is used for food preparation is considered a single unit. Facilities should have sampled two different taps: one for the faucet (Tap #1) and one for the sprayer (Tap #2).

If one or more taps from the same unit have an exceedance above the state action level, then the entire unit must be replaced. In Examples 1 and 2, a facility would indicate "Yes, other taps are connected to this unit." The facility would then click on the dropdown menu and select the other taps on the same unit according to tap type and name.



The following questions are required for all faucets:

The following information will be collected for faucets:

Mounting Information

Facilities will need to determine the mounting style and number of mounting holes for each tap. Styles and examples are provided

3.1.3.3 Consultant Must Use a Laboratory Certified to Analyze for Lead and All Analysis Must Be Completed Using EPA Approved Drinking Water Methods

Certification. WVDHHR will benefit from RTI's in-house laboratory leading this testing initiative. Since 2016, RTI's on-site laboratory has been continuously certified by the North Carolina State Laboratory of Public Health to conduct EPA Method 200.8 for lead in drinking water testing at childcare centers and public schools. We participate in semi-annual proficiency testing to demonstrate analytical competence.

QA and Data Management. As an accredited and certified laboratory, RTI has a mature quality management system that includes QA systems such as Quality Management Plans (QMPs) and Quality Assurance Project Plans (QAPPs) meeting or exceeding EPA guidelines to ensure that data being generated are scientifically defensible and high quality. RTI's laboratory is integrated with the online web-based portal. This portal, which specializes in capturing, storing, and analyzing environmental data, will serve as the data management platform during program activities.

Innovation. The RTI on-site laboratory has invested in automation to efficiently process drinking water samples for metals by EPA Method 200.8. The use of two automated turbidity instruments to determine if turbidity is >1 NTU and if so, the sample must be digested prior to analysis. After the samples have been acidified, RTI measures the pH of the samples on two automated pH instruments to ensure the pH is <2 prior to analysis. Analysis of the samples is performed on one of three ICP-MS instruments equipped with ESI FAST autosamplers to dramatically reduce the overall analysis time, which allows us to analyze over 750 samples a day per instrument.

3.1.3.4 Consultant Must Coordinate Between Facilities and Certified Labs to Resolve Issues, (i.e., undeliverable kits, chain of custody errors, missing sample data, leaking bottles, etc.)

The WVDHHR will directly benefit from RTI's one-stop shop to handle all statewide aspects of this proposed program that include laboratory science, environmental health risk communication, information technology, logistics, and technical training. Once RTI receives the sample kit, we will verify sample integrity and completion of chain of custody form. Program QA staff at RTI will flag any issues and will address any issues with undeliverable kits, chain of custody form errors, missing sample data, or leaking bottles with schools and childcare centers. Once sample login and verification have been completed, the Laboratory Manager at RTI will

Exhibit 23. 1 of 3 ICPMS that RTI Will Use to Analyze Water Samples with Method 200.8

Throughput on this machine is 750 samples per day.



assign samples for preparation and analysis in RTI's West Virginia Office of Laboratory Services—certified laboratory. We will store samples in a secure location at room temperature following acidification.

Because RTI will conduct both laboratory and program coordination, any communication with schools and childcare centers will come directly from the RTI staff involved in the project, thereby allowing for seamless flow of information and faster resolution of any issues.

3.1.3.5 Provide Water Sampling Kits That Include: 250mL Wide Mouth Unacidified Sample Bottles, Bottle Labels According to Sample Plan, Sample Collection Guidance, on Call/Email Support for Kits

Each sample kit will include a wide mouth, unacidified 250-mL bottle for each drinking water outlet identified in the enrollment survey. We will provide the pre-labeled sample bottles with barcoded sample ID and a chain of custody form to maintain sample integrity and tracking, written instructions on how to collect and ship samples, and a return label.

Once the sample kit has been assembled, each school and childcare center will receive an email notifying them that their kit has been shipped. Sample kits will be shipped by 2-day priority mail. The kit package will also include sampling instructions and a document that discusses some common pitfalls to avoid. We will also provide an email that includes a link to videos to help with first-draw sampling and shipping.

Once RTI receives the sample kit from the facility administrators, we will verify sample integrity and completion of the chain of custody form. Once sample login and verification have been completed, the Laboratory Manager will assign samples for preparation and analysis. We will store samples in a secure location at room temperature following acidification.

Throughout the program, our customer support system, operated through RTI's Zendesk portal will be available to provide telephone and email support. Additionally, our frequently asked questions document (<https://www.cleanwaterforcarolinakids.org/faq>) and YouTube channel ([Clean Water for US Kids - YouTube](#)) will be updated for the State of West Virginia to provide a quick resource for schools and childcare centers as questions are posted.

3.1.3.6 Provide Electronic Chain of Custody and Maintain Data

Sample kits will be standardized across schools and childcare centers, with each facility receiving its requested number of bottles, a chain of custody form, and instructions to conduct first-draw sampling. Samples will have pre-assigned, identifiable, unique ID numbers linked by barcode to the enrollment responses to populate the chain of custody form (*Exhibit 24*). Sample kits will include a 250-mL bottle for each tap identified in the enrollment survey. Each sample kit and chain of custody has space for 18 bottles. If a school facility has more than 18 bottles, we will ship multiple sampling kits and chains of custody.

3.1.4 Training

Participatory scientist (school/childcare administrator sampling) water sample collection with trained facility staff has allowed us to collect more than 100,000 combined samples between our two state programs. We find that our training requirements, communication support, and laboratory QA result in scientifically rigorous data most of the time. Participant scientists are able to properly fill out chain of custody documents, ship samples back to our laboratory within EPA Method 200.8 hold times and meet QA requirements. In cases where we identify concerns,

such as bottles out of hold time, we reship kits to facilities and work with them to fix any issues in the new kit. Our participatory science approach saves project resources by using childcare or school staff to collect samples and allows us to test more facilities across the state with the same amount of resources. Additionally, in previous work that involved sending our team to conduct in-person water sampling, many schools and childcare centers opted out because of policies or preferences preventing non-community members access to their facilities.

Exhibit 24. A Chain of Custody Form Automatically Generated from RTI's Clean Water for U.S. Kids Portal

RTI will pre-fill the information in green and a facility ID for each school. The school will add information in white cells, which will be uploaded to the online portal when the sample kit has been returned to RTI.

RTI CleanPlus™

Page 1 of 2

Chain Of Custody

Happy Town - Household 3

None

CLIENT INFORMATION

Facility ID: 70

Order ID: 423

REQUIRED

You must ship your sample **within 7 days of collection**, or it will not be analyzed.

This chain of custody must be **filled out completely and bottle filled in full** for your sample to be analyzed.

PLEASE FILL IN YELLOW HIGHLIGHTED SPACES BELOW

	Lab Sample ID	Sample Description/Location	SampleType	Date of Collection	Time of Collection	Matrix - Method	List tap name if different than kitchen sink (i.e., bathroom)
1	W00001	Kitchen/Cafeteria: Sink	First Draw			DW - 200.8	
2	W00002	Kitchen/Cafeteria: Food Prep Sink	First Draw			DW - 200.8	
3	W00003	Drinking Fountain: Back Hallway	First Draw			DW - 200.8	
4	W00004	Drinking Fountain: Playground	First Draw			DW - 200.8	
5	W00005	Classroom 101: Sink	First Draw			DW - 200.8	
6	W00006	Classroom 102: Sink	First Draw			DW - 200.8	
7	W00007	Classroom 104: Sink	First Draw			DW - 200.8	
8	W00008	Classroom 108: Sink	First Draw			DW - 200.8	
9	W00009	Classroom 202: Sink	First Draw			DW - 200.8	
10	W00010	Classroom 204: Sink	First Draw			DW - 200.8	
11	W00011	Classroom 208: Sink	First Draw			DW - 200.8	
12	W00012	Classroom 210: Sink	First Draw			DW - 200.8	
13	W00013	Drinking Fountain: Front Hallway	First Draw			DW - 200.8	
14	W00014	Drinking Fountain: Gym	First Draw			DW - 200.8	
15	W00015	Classroom 105: Sink	First Draw			DW - 200.8	
16	W00016	Classroom 207: Sink	First Draw			DW - 200.8	
17	W00017	Drinking Fountain: Auditorium	First Draw			DW - 200.8	
18	W00018	Kitchen/Cafeteria: Bottle Filler	First Draw			DW - 200.8	

Collected By:

Date:

Time:

Received by (Laboratory):

Date:

Time:

RTI has developed training videos and written documentation (in English and Spanish) to enable school administrators or facility staff to conduct sampling. We can train staff to collect drinking water samples based on our tested protocols already in use at childcare centers and schools throughout the State of West Virginia and to ship the samples and documentation back to RTI by using a prepaid shipping label from UPS. We can also provide schools and childcare centers with personalized telephone and email support for questions or comments.

We will include education and training about the risks of lead in drinking water, testing for lead, and EPA's 3Ts guidance for mitigation to the community or surrounding residential area that is impacted by testing, as well as key partnerships to support the program. We will also post resources and materials on our website for public access. Training will include the causes and

health effects of lead in drinking water and training about program plan and sampling procedures. An example of an RTI-developed training material that is currently in use is available at

https://www.cleanwaterforuskids.org/cms/documents/53/Water_Sampling_Instructions.pdf.

We will work to reach stakeholders, perform laboratory analytical services, and disseminate results and information and will be developing key partnerships to support the program.

We will use a workflow-based framework to manage normal operations through the duration of testing. We created this set of web-based tools with operational efficiency in mind while demonstrating high levels of QC and security.

3.1.4.1 Consultant Must Provide Training and Educating on the Risks of Lead in Drinking Water and Testing for Lead to the Community of Surrounding Residential Area that is Impacted by Testing, as Well as Key Partnerships to Support the Program

Our program focuses on training schools and childcare center administrators or staff as citizen-scientists to complete sampling following EPA's 3Ts. This approach addresses the logistical challenges associated with having professionals collect on-site samples (especially during the COVID-19 pandemic) and allows RTI to conduct analyses efficiently. West Virginia schools and childcare center administrators will be empowered to test for lead in water.

The State of West Virginia will directly benefit from RTI's already developed training videos and written documentation (in English and Spanish) to enable childcare center administrators or staff to conduct EPA 3Ts approved sampling (*Exhibit 25*). We will train staff on how to collect drinking water samples based on our tested protocols, which are already used at schools and childcare centers throughout the States of North Carolina and Georgia, and to ship samples and documentation back to RTI by using a prepaid shipping label. We also provide centers with personalized web and telephone support for questions or comments.

As part of this grant, RTI will provide education and training materials about the risks of lead in drinking water, testing for lead, and EPA's 3Ts guidance for mitigation through enrollment on the website and to WVDHHR to share with the communities that will be impacted by testing and with key stakeholders who support the program. We will adapt and share the resources and materials currently on our website for public access in the State of West Virginia. Training includes the causes and health effects of lead in drinking water and focuses on the program plan and sampling procedures. RTI has developed and can readily adapt educational materials to provide initial and ongoing information to participants, schools, childcare centers, parents, and the WVDHHR.

3.1.4.2 Consultant Must Create and Host Live/Recorded Webinars for the School Staff on Program Requirements, Enrollment, Sample Planning, Sample Collection, Remediation and Communicating with the Public

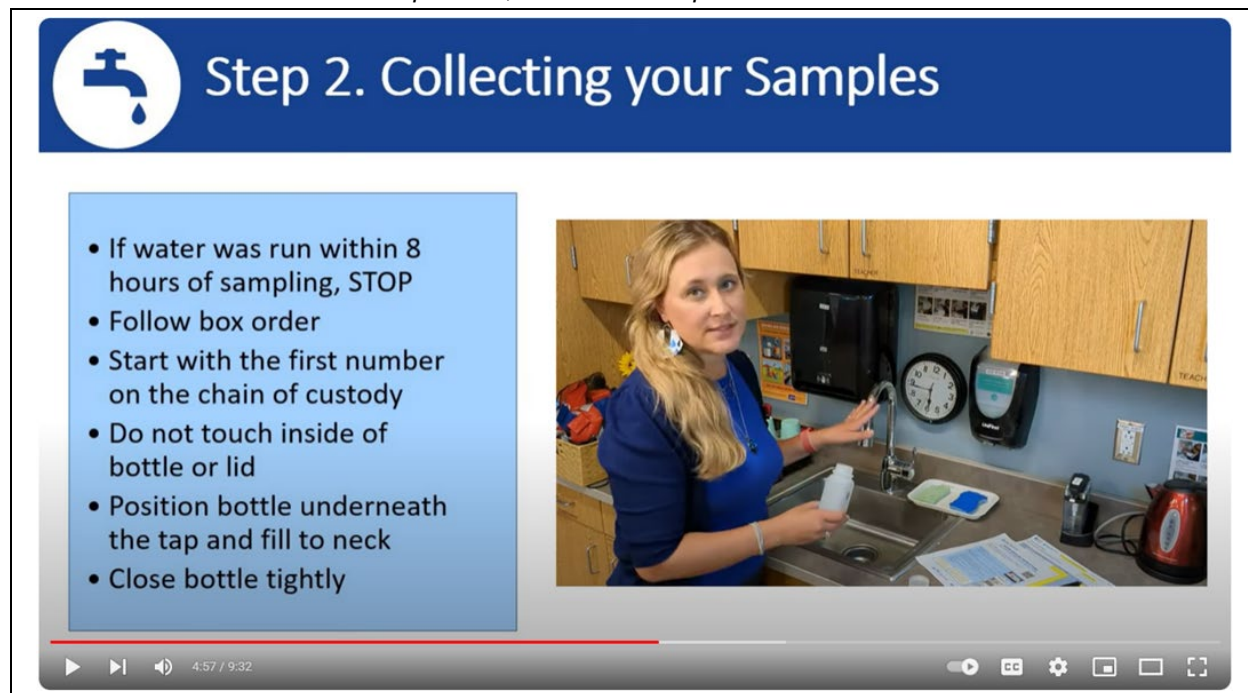
We will train staff at schools and childcare centers on how to properly collect samples according to EPA 3Ts protocols and how to correctly fill out the forms and records that come with the samples. We will use our existing and tested online enrollment and reporting platform to create the sampling documents and order the sample kit. As we have for the State of North Carolina, we will provide and record several webinars to facilitate recruitment, enrollment,

sample planning, sample collection, remediation, and education to encourage participation in the program. These webinars will be continuously available.

Exhibit 25. A Video Walkthrough* Showing Facilities How to Collect 3Ts Samples

We have also developed written resources

(https://www.cleanwaterforUSkids.org/cms/documents/53/Water_Sampling_Instructions.pdf) that ship within each kit that overview this process, which will be updated for WVDHHR.



To help engage staff at schools and childcare centers or to further their involvement in this program, we will include informational videos that show how to collect samples; how to fill out the associated forms and send samples to the laboratory; what happens at the laboratory; how to understand the results, choose the appropriate filters, install and maintain a filter, and replace a faucet fixture; and why sampling is important. We also provide written training instructions. RTI will use these training videos and writeups, updating them as needed, to match the State of West Virginia's sampling and laboratory protocols.

We will ensure that recorded webinars and training videos are available on our webpage. Some examples of current training videos for our North Carolina program are available at https://www.cleanwaterforuskids.org/en/carolina/water_resources/ and on our program YouTube page at https://youtu.be/lhbhJHyooZY?si=S7l_N1ilzi4lcMQ6.

3.1.4.3 Consultant Must Provide Training and Implementation to Agency and Facility Staff on Software Use

We will provide training to agency and facility staff on how to use our software in various formats. RTI regularly onboards new staff and collaborators to our team and trains them to use our software and cloud-based platform offerings. We have pre-recorded training videos; offer access to our in-house software development team to help troubleshoot issues; and importantly

will maintain an active development posture, adapting to and creating new dashboard features, simplifying the process as needed, and ensuring a collaborative experience.

3.1.5 Taking Action

We share straightforward recommendations, based on the EPA 3Ts protocol, for facilities to reduce lead in drinking water. Our risk remediation measures are simple, easy to follow, and fully integrated into our cloud-based platform, allowing schools and childcare centers to report on actions they are taking or have already taken. These recommendations are outlined in *Section 3.1.2.3*. In cases where samples exceed the state action level, we will offer limited remediation support by offering complementary water fountains or bottle fillers.

3.1.5.1 Knowledge and Expertise on Premise Plumbing Design and Lead Reduction Strategies. Ability to Provide Technical Assistance to School/Childcare Participants on Implementing Remediation Strategies

Our staff are experts on drinking water quality, specifically lead in drinking water, from identification to mitigation. The proposed program team has received several awards for their efforts to date. For more information about our proposed team see **Appendix A**. RTI's online enrollment survey collects information about the facility's plumbing design when a school or childcare center enrolls in the program. The online portal will automatically notify schools and childcare centers when results are available. Testing results are presented in an easy-to-understand manner and will provide recommendations about follow-up actions, if needed. The portal also hosts a mapper to display results publicly and according to WIIN guidelines. Our portal will automatically notify the WVDHHR via email regarding centers with results at or above the 15-ppb EPA 3Ts threshold and will include strongly recommended remediation activities.

RTI has already developed informational videos and pamphlets that explain potential actions, if necessary, in easy-to-understand language so schools and childcare centers can mitigate lead in their taps, in many cases by using low- and no-cost solutions. For part of the grant process, we will adapt these materials and optimize them for the State of West Virginia. We will encourage all schools and childcare centers to practice no-cost clean water habits, including using cold water for food preparation—even when the water will be boiled; addressing clogs right away; and flushing water before use—especially after weekends and holidays.

3.1.5.2 Ability to Capture Discrete Remediation Actions Taken by Participating Facilities and to Report Those Back to the State

Our online portal asks schools and childcare centers to list any remediation methods they take after their sample results have been viewed (see *Exhibits 7, 9, 23*). We allow for 5 business days between when we post results to school and when they appear in the public mapper. This allows schools and childcare centers to list remediation actions they are taking and let people know the taps with high lead are being managed and that they are protecting children's health. We have recorded training materials and have a public mapper page to show the public childcare center and school results and remediation efforts (*Exhibit 26*).

**Exhibit 26. (Top) A Mitigation Request Form for Schools and Child Care Centers.
(Bottom) Tracking Mitigation Action in the Data Portal**

Welcome

- Overview
- Mitigation Actions**
- Submit

Select Mitigation Actions

Use the form below to select the mitigation actions for each of the taps identified as requiring mitigation.

Building 1 - lead room - Non PIA 2

Building 1 - lead room - non PIA 1

You can edit your selections by using the check boxes and then selecting **Save Changes**.

Mitigation Action
<input type="checkbox"/> Placed designated use signs at taps for handwashing only
<input type="checkbox"/> Removed appliance/faucet fixtures(s)
<input type="checkbox"/> Provide alternate drinking water source
<input type="checkbox"/> Lead service line replacement
<input type="checkbox"/> Replaced faucet fixture with a certified lead-free product (meets NSF/ANSI 61 Q<1)
<input type="checkbox"/> Replaced under-sink supply line with certified lead-free, stainless steel hoses (meets NSF/ANSI 61 Q<1)
<input type="checkbox"/> Installed an under-sink water filter certified to remove lead (meets NSF 53)
<input type="checkbox"/> Removed and capped bubbler
<input type="checkbox"/> Replaced bubbler with a certified lead-free product (meets NSF/ANSI 61 Q<1)
<input type="checkbox"/> Replaced water fountain with a certified lead-free, filtered fountain/bottle filler (meets NSF/ANSI 61 Q<1 & NSF 53 for lead removal)

Previous Tap

Next Tap

*This map supports zoom and scroll

Facility:
A Bright Child Development Center

Facility Type:
Child Care Facility

Address:
7229 Pilgrim Rd, Raleigh, North Carolina 27616

Lead in Water Results at A Bright Child Development Center

Print Results

Tap: Kitchen Sink

Area/Room	Location	Sample Type	Analysis Date	Result (ppb)	Result Info
Kitchen/Cafeteria	Kitchen	First Draw	05/24/2024	0.37	-
Kitchen/Cafeteria	Kitchen	First Draw	06/23/2021	1.90	-

Mitigation Actions for "Kitchen Sink"

☒ Installed and maintain certified water filters

3.1.5.3 Ability to Provide Remediation, Such as Fixture, Drinking Fountain, or Bottle Filling Station Replacements on Eligible Facilities as Approved by the State

RTI has a long history with different organizations that can supply certified lead-free fixtures and fountains to schools and childcare centers with little upstart. Upon award, we will test and

create a project bid sheet for replacement fixtures (see **Section 3.1.5.4** for a preliminary list) that schools and childcare centers will receive after filling out their mitigation paperwork.

3.1.5.4 All Remediation and/or Replacements Must Be Made Using Lead-Free Materials that Meet Current EPA Lead-Free Standards

All replacement products will comply with NSF/ANSI Standard 61. An example of a previous replacement product selected and purchased through RTI's subcontractor is the Murdock single-level drinking fountain (product #[A171108F-UG-VR-WF1-BF12-BCD](#)), which is NSF/ANSI 61 and NSF 372 certified, ADA compliant, and includes an NSF 53 certified filter. Although that example requires electricity and wall-mounting, RTI has also supplied facilities with additional models that are appropriate replacements (i.e., product #[A171100F-UG-VR-WF1-BF11](#) when an electrical outlet is unavailable or product #[A4A1400P](#) when there is limited space for wall-mounting and no bottle filler is wanted). In addition to drinking fountains and bottle filling stations, RTI has also selected and purchased different faucets for facilities including stainless steel pre-rinse faucets for school kitchens (i.e., product #[S-0133-B](#)) and standard faucets for other rooms (i.e., product #[S-1110](#)).

4. Contract Award

4.1 Contract Award

RTI understands that the contract will be awarded to the vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost. We believe that our combined technical expertise, experience, and cost are best positioned for the required specifications of the WVDHHR.

4.2 Pricing Pages

RTI has completed the Pricing Page in full and has included it as an attachment upload in wvOASIS.

5. Performance

5.1 Ordering

RTI's program will primarily function through an on-line ordering system. When a participant enrolls in our portal, they will fill in their sampling plan, shipping information, contact information for updates and results reporting. As this program utilizes participatory science, we find that encouraging staff to enroll digitally gives them an opportunity to engage in our training curriculum, learn how to enroll, and collect samples. We have staff serving on this project that will support over phone or email participants as they enroll. Even in areas with limited internet access and technology know-how, we've been able to successfully enroll centers. Sometimes, despite our best efforts, we need to support facilities in the enrollment and sample kit ordering process. Through our administrative portal, we can manually send sampling kits and walk a facility through enrollment by temporarily adding our staff to their project team. In cases where we get orders through wvOASIS, regular mail, facsimile, email, or other written communication, we will work with the facility and WVDHHR to enroll them through our online portal so we work them through their sampling plan, link shipping information to the facility, and post results properly. Our trained staff can work with the facility over phone or email to guide them through the enrollment process. In addition to this, upon contract award, we will train

WVDHHR and Agencies staff to utilize the admin portal to engage with our online ordering system.

5.2 Payment

RTI will accept payment in accordance with the payment procedures of the State of West Virginia.

6. Delivery and Return

6.1 Delivery Time

RTI will deliver sample kits to a facility within 14 working days after the facility's sampling plan has been approved. RTI will not hold orders and will ship in accordance with the schedule of the contract.

6.2 Late Delivery

RTI will notify the agency if orders are delayed for any reason, including a delay in the carrier that exceeds the expected timeline.

6.3 Delivery Payment/Risk of Loss

RTI will not be providing deliveries to the agency but to the facilities by means of a sample kit or a replacement drinking fountain/bottle filler. RTI is responsible as part of the contract to provide shipping to and from the facility as part of the pricing costs and fixture replacement as included in this response to the request for quotation (CRFQ EHS2500000001).

6.4 Return of Unacceptable Items

RTI will not be providing items to the agency as part of this contract. RTI is responsible for the purchase of items for use to fulfill the requirements of the contract as noted in RTI's response to the request for quotation (CRFQ EHS2500000001).

6.5 Return Due to Agency Error

RTI will not be providing items to the agency as part of this contract. RTI is responsible for the purchase of items for use to fulfill the requirements of the contract as noted in RTI's response to the request for quotation (CRFQ EHS2500000001).

7. Vendor Default

RTI has read and understands the failure to comply in Sections 7.1.1 through 7.1.4 in terms of the contract items, other specifications and requirements, any laws, rules, and ordinances applicable to contract services, and failure to remedy deficient performance upon request can result in default and under this contract.

RTI has read and understands the remedies upon default outlined in Sections 7.2.1 through 7.2.3 could include immediate cancellation of the contract, immediate cancellation of one or more release orders under this contract, or any other remedies available by law or equity.

8. Miscellaneous

8.1 No Substitutions

RTI will only supply the contract items submitted in the response of the solicitation unless a contract modification is approved in accordance with the provisions contained in the contract.

8.2 Vendor Supply

RTI maintains a sufficient volume of supplies at all times that will fulfill the obligations in the contract.

8.3 Reports

RTI will provide quarterly reports and annual summaries during the term of the contract to the agency upon request. The reports include quantities of items purchased and the dollar value of the items purchased under this contract.

8.4 Contract Manager

During the performance of the contract, RTI's contract manager responsible for overseeing the responsibilities of this contract and available during normal business hours to address any issues related to this contract is:

Contract Manager: Eve Van Devender

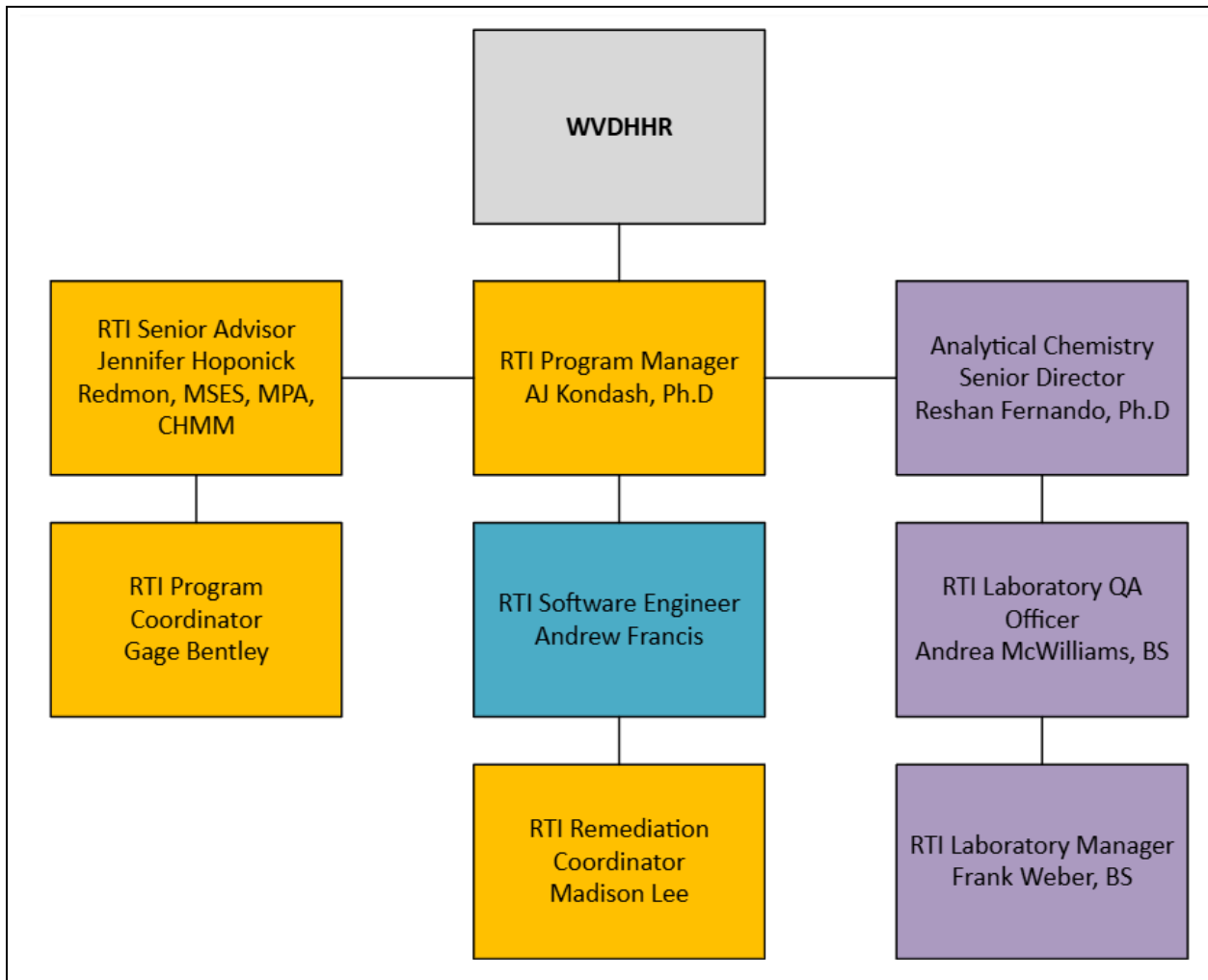
Telephone Number: 919-316-3431

Fax Number: Not applicable

Email Address: evevandevender@rti.org

Appendix A: RTI Referenced Exhibits

Exhibit A-1. Key Personnel



*RTI International is a trade name of Research Triangle Institute.
RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.*

Exhibit A-2. Key Personnel Positions and Responsibilities (resumes for these staff are available upon request).

Position	Responsibilities
Program Manager AJ Kondash, PhD, Manager, Environmental Sciences and Engineering	<p>Responsibility: Will be responsible for program planning, communications, oversight of staff and contractors, contract deliverables, data reporting, ensuring that quality procedures are implemented, managing financial resources, working toward program objectives, and coordinating with project staff on work efforts. He will also be responsible for ensuring that the program has adequate resources, including staffing, facilities, and equipment, and communicating updates to WVDHHR when there are issues, limitations, or uncertainties. He will review and approve all QA-related documents and technical deliverables.</p> <p>Current projects: Serves as key personnel and program manager, Principal Investigator (PI), and project lead on several RTI programs. His current resume includes serving at the project coordinator for our North Carolina and Georgia WIIN testing programs, the project manager for our Clean Classrooms for Carolina Kids program, a Co-PI on an EPA STAR grant examining children's environmental exposure and cognitive development at daycare, and the Task Order Leader for EPA's Resource Conservation and Recovery Act (RCRA) Reviews.</p>
Analytical Chemistry Director Reshan Fernando , PhD, Senior Director, Analytical Sciences	<p>Responsibility: Will ensure laboratory function by coordinating with the Laboratory Manager and Program Managers.</p> <p>Current projects: Serves as key personnel on several projects, most notably analytical chemistry support for the National Toxicology Program (approximately 30% commitment across projects) and administrative leadership of a team of 50 professional laboratory scientists (approximately 40% commitment).</p>
Program Coordinator Gage Bentley , BS, Project Management Specialist	<p>Responsibility: He will support daily technical coordination activities of the program between participants, laboratory staff, and management staff, which includes monitoring enrollment and reporting protocols and updating training materials as needed. He will oversee technical staff.</p> <p>Current projects: Serves as key personnel on several projects, including as Program Coordinator for the Town of Cary Lead and Copper Rule Sampling project.</p>
QA Officer Andrea McWilliams , BS, Senior Research Chemist	<p>Responsibility: Will provide oversight and monitoring of the QA and QC activities for laboratory data generation as well as overall QA and QC activities. The laboratory team will work closely with the project management team. The Program Director and Program Manager's knowledge and existing relationships combined with frequent, regular, and timely communications across all groups will aid in tracking whether program goals are being met in terms of quality, budget, and schedule.</p> <p>Current projects: Serves as key personnel, including QA and QC function, on the Clean Classrooms for Carolina Kids program, North Carolina WIIN project, Georgia WIIN project, and several large and ongoing proficiency testing programs (approximately 50% commitment across projects) and general facilities quality support (approximately 10% commitment).</p>
Laboratory Manager Frank Weber , BS, Manager, Inorganic Chemistry	<p>Responsibility: Will oversee all laboratory activities and Chemists who perform technical tasks regarding sample custody, laboratory analysis, and initial data review.</p> <p>Current projects: Serves as PI on several ongoing commercial projects (approximately 40% commitment), including projects subject to quality compliance requirements by regulation or contractual directive. As Manager of RTI's inorganic laboratories, ensures that instruments and facilities are operating as intended (approximately 20% commitment).</p>

Position	Responsibilities
Lead Software Engineer Andrew Francis , MS, Research Software Engineer	<p>Responsibility: Will ensure functionality of the State of West Virginia web portal, including adapting and maintaining it.</p> <p>Current projects: Serves as key personnel on Clean Water for Carolina Kids (approximately 20%), Nu-PathNET Emergency Response SaaS (approximately 20%), the National Institutes of Health (NIH) Technology Commercialization Tracker SaaS (approximately 20%), and other projects (approximately 15%) (75% current commitment).</p>
Remediation Coordinator Madison Lee , MPH, Research Environmental Scientist	<p>Responsibility: Will perform administrative tasks to support the project, along with coordination, preparation, and shipment of sample kits to schools; will oversee sample handling and custody technicians who perform sample kit preparation and shipment, as well as return shipment.</p> <p>Current projects: Leads RTI's Clean Classrooms for Carolina Kids program remediation core, managing subcontractor relationships, ensuring schools and childcare centers are trained and have properly filled out remediation request forms, coordinating subcontractor and engineering tasks, and ensuring remediation projects stay within budget and on time. She also serves as a technical expert for many of our ongoing water testing and data analysis programs.</p>
Senior Advisor Jennifer Hoponick Redmon , MSES, MPA, CHMM Senior Director, Environmental Health and Water Quality	<p>Responsibility: She will oversee the scientific direction and project implementation efforts, ensuring the application of advanced scientific principles to support scientific progress, ensure project management staff have resources and guidance needed to effectively run the program, and will review key deliverables prior to delivery.</p> <p>Current Projects: Ms. Redmon serves as the program director for RTI's \$150M Bipartisan Infrastructure Law-funded Clean Classrooms for Carolina Kids program and overall RTI CleanPlus portfolio, where she leads over 150 RTI staff, guides scientific training and stature development, manages contracts and grants, engages communities, and ideates methods to improve water quality and environmental health.</p>

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ EHS2500000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Research Triangle Institute d/b/a RTI International

Company



Authorized Signature

04/08/2025

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

April 8, 2025

Crystal G Hustead
State of West Virginia
Department of Administration, Purchasing Division
2019 Washington Street East, P.O. Box 50130
Charleston, WV 25305-0130
Email: crystal.g.hustead@wv.gov

Subject: Offer Letter - RTI International proposal in response to the State of West Virginia CRFQ 0506 EHS2500000001 entitled, *Lead Testing in School Drinking Water*

Hello:

Research Triangle Institute, under the trade name RTI International (RTI) (WV Vendor ID VS0000013941, EIN: 56-0686338), is pleased to submit this proposal in response to the subject solicitation. RTI proposes to conduct the work detailed in its proposal, over a twelve (12) month base period of performance, for a cost of \$160,581, beginning on or about June 1, 2025. RTI also presents the budget for three (3) additional twelve (12) month option periods for an optional total of \$516,257. The overall total presented for the base and option years is \$676,838. RTI acknowledges receipt of the solicitation and Addenda One and Two.

RTI certifies the following:

- The fees included in the proposed budget are reasonable.
- In accordance with West Virginia Code 5A-3-10a, RTI has no outstanding accounts payable (debts) to the State of West Virginia.
- To the best of our knowledge and belief, there are no actual or potential organizational or personal conflicts of interest related to the work to be performed in response to the subject CRFQ. RTI is not aware of any information bearing on the existence of any potential organizational conflict of interest. If RTI is aware of information bearing on whether a potential conflict may exist, RTI shall provide a disclosure statement describing this information. RTI recognizes our continuing obligation to identify and report.
- In accordance with West Virginia Code of State Rules 148-1-6.1.e, RTI is licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia.
- In accordance with W. Va. Code 15-2D-3, all RTI staff are submitted for a comprehensive background check at the time of their hire that checks their education, employment, sex offender registry, SSN trace, and criminal record including at the county, state, and federal criminal levels (where available).

In addition, RTI requests the following clarification:

- Please confirm whether the phrase 'any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract' in Section 35, INDEMNIFICATION, subsection (1) of the General Terms and Conditions, applies solely to

subcontractors, persons, and firms directly managed by RTI as the prime contractor, and only in relation to RTI's performance of the contract.

If RTI's proposal is acceptable, we would be pleased to authorize the effort pursuant to a fixed price contract. This offer will remain firm for your acceptance for a period of sixty (60) days from receipt.

RTI appreciates the opportunity to submit this proposal, and we look forward to working with you on this project. Should you have any questions or require further information, please feel free to contact me at (919) 541-6976 or cawilkerson@rti.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Chantelle Wilkerson", with a long horizontal flourish extending to the right.

Chantelle Wilkerson
Senior Contracting Officer, Domestic Contract Negotiation

[0282500.830]

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Chantelle Wilkerson, Senior Contracting Officer

(Address) 3040 East Cornwallis Road, Durham, NC 27713-2852

(Phone Number) / (Fax Number) (919) 541-6976

(email address) cawilkerson@rti.org

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Research Triangle Institute d/b/a RTI International

(Company) 

(Signature of Authorized Representative)

Chantelle Wilkerson, Senior Contracting Officer

(Printed Name and Title of Authorized Representative) (Date)

(919) 541-6976

(Phone Number) (Fax Number)

cawilkerson@rti.org

(Email Address)

Research Triangle Institute – Point of Contact Information

- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Eve Van Devender

Telephone Number: 919-316-3431

Fax Number: _____

Email Address: evevandevender@rti.org

FEDERAL FUNDS ADDENDUM

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):

The State of West Virginia Department of Administration, Purchasing Division, and the Vendor awarded this Contract intend that this Contract be compliant with the requirements of the Procurement Standards contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in 2 C.F.R. § 200.317, et seq. for procurements conducted by a Non-Federal Entity. Accordingly, the Parties agree that the following provisions are included in the Contract.

**1. MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS:
(2 C.F.R. § 200.321)**

- a. The State confirms that it has taken all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Those affirmative steps include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.
- b. Vendor confirms that if it utilizes subcontractors, it will take the same affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**2. DOMESTIC PREFERENCES:
(2 C.F.R. § 200.322)**

- a. The State confirms that as appropriate and to the extent consistent with law, it has, to the greatest extent practicable under a Federal award, provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United

States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

- b. Vendor confirms that will include the requirements of this Section 2. Domestic Preference in all subawards including all contracts and purchase orders for work or products under this award.
- c. Definitions: For purposes of this section:
 - (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 - (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

3. BREACH OF CONTRACT REMEDIES AND PENALTIES:

(2 C.F.R. § 200.327 and Appendix II)

- (a) The provisions of West Virginia Code of State Rules § 148-1-5 provide for breach of contract remedies, and penalties. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

4. TERMINATION FOR CAUSE AND CONVENIENCE:

(2 C.F.R. § 200.327 and Appendix II)

- (a) The provisions of West Virginia Code of State Rules § 148-1-5 govern Contract termination. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

5. EQUAL EMPLOYMENT OPPORTUNITY:

(2 C.F.R. § 200.327 and Appendix II)

Except as otherwise provided under 41 CFR Part 60, and if this contract meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, this contract includes the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

6. DAVIS-BACON WAGE RATES:

(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this Contract includes construction, all construction work in excess of \$2,000 will be completed and paid for in compliance with the Davis–Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must:

- (a) pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- (b) pay wages not less than once a week.

A copy of the current prevailing wage determination issued by the Department of Labor is attached hereto as Exhibit B. The decision to award a contract or subcontract is conditioned upon the acceptance of the wage determination. The State will report all suspected or reported violations to the Federal awarding agency.

7. ANTI-KICKBACK ACT:
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that it will comply with the Copeland Anti-KickBack Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). Accordingly, Vendor, Subcontractors, and anyone performing under this contract are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The State must report all suspected or reported violations to the Federal awarding agency.

8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT
(2 C.F.R. § 200.327 and Appendix II)

Where applicable, and only for contracts awarded by the State in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

9. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.
(2 C.F.R. § 200.327 and Appendix II)

If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

10. CLEAN AIR ACT
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this contract exceeds \$150,000, Vendor is to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

11. DEBARMENT AND SUSPENSION
(2 C.F.R. § 200.327 and Appendix II)

The State will not award to any vendor that is listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

12. BYRD ANTI-LOBBYING AMENDMENT
(2 C.F.R. § 200.327 and Appendix II)

Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

13. PROCUREMENT OF RECOVERED MATERIALS
(2 C.F.R. § 200.327 and Appendix II; 2 C.F.R. § 200.323)

Vendor agrees that it and the State must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the

Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

14. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.
(2 C.F.R. § 200.327 and Appendix II; 2 CFR § 200.216)

Vendor and State agree that both are prohibited from obligating or expending funds under this Contract to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
 - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

State of West Virginia

By: _____

Printed Name: _____

Title: _____

Date: _____

Vendor Name:

By: Chantelle Wilkerson

Printed Name: Chantelle Wilkerson

Title: Senior Contracting Officer

Date: 04/08/2025

Software as a Service Addendum

1. Definitions:

Acceptable alternative data center location means a country that is identified as providing equivalent or stronger data protection than the United States, in terms of both regulation and enforcement. DLA Piper's Privacy Heatmap shall be utilized for this analysis and may be found at <https://www.dlapiperdataprotection.com/index.html?t=world-map&c=US&c2=IN>.

Authorized Persons means the service provider's employees, contractors, subcontractors or other agents who have responsibility in protecting or have access to the public jurisdiction's personal data and non-public data to enable the service provider to perform the services required.

Data Breach means the unauthorized access and acquisition of unencrypted and unredacted personal data that compromises the security or confidentiality of a public jurisdiction's personal information and that causes the service provider or public jurisdiction to reasonably believe that the data breach has caused or will cause identity theft or other fraud.

Individually Identifiable Health Information means information that is a subset of health information, including demographic information collected from an individual, and (1) is created or received by a health care provider, health plan, employer or health care clearinghouse; and (2) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (a) that identifies the individual; or (b) with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Non-Public Data means data, other than personal data, that is not subject to distribution to the public as public information. It is deemed to be sensitive and confidential by the public jurisdiction because it contains information that is exempt by statute, ordinance or administrative rule from access by the general public as public information.

Personal Data means data that includes information relating to a person that identifies the person by first name or first initial, and last name, and has any of the following personally identifiable information (PII): government-issued identification numbers (e.g., Social Security, driver's license, state identification card); financial account information, including account number, credit or debit card numbers; or protected health information (PHI).

Protected Health Information (PHI) means individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. PHI excludes education records covered by the Family Educational Rights and Privacy Act (FERPA), as amended, 20 U.S.C. 1232g, records described at 20 U.S.C. 1232g(a)(4)(B)(iv) and employment records held by a covered entity in its role as employer.

Public Jurisdiction means any government or government agency that uses these terms and conditions. The term is a placeholder for the government or government agency.

Public Jurisdiction Data means all data created or in any way originating with the public jurisdiction, and all data that is the output of computer processing or other electronic manipulation of any data that was created by or in any way originated with the public jurisdiction, whether such data or output is stored on the public jurisdiction's hardware, the service provider's hardware or exists in any system owned, maintained or otherwise controlled by the public jurisdiction or by the service provider.

Public Jurisdiction Identified Contact means the person or persons designated in writing by the public jurisdiction to receive security incident or breach notification.

Restricted data means personal data and non-public data.

Security Incident means the actual unauthorized access to personal data or non-public data the service provider believes could reasonably result in the use, disclosure or theft of a public jurisdiction's unencrypted personal data or non-public data within the possession or control of the service provider. A security incident may or may not turn into a data breach.

Service Provider means the contractor and its employees, subcontractors, agents and affiliates who are providing the services agreed to under the contract.

Software-as-a-Service (SaaS) means the capability provided to the consumer to use the provider's applications running on a cloud infrastructure. The applications are accessible from various client devices through a thin-client interface such as a Web browser (e.g., Web-based email) or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

2. Data Ownership: The public jurisdiction will own all right, title and interest in its data that is related to the services provided by this contract. The service provider shall not access public jurisdiction user accounts or public jurisdiction data, except (1) in the course of data center operations, (2) in response to service or technical issues, (3) as required by the express terms of this contract or (4) at the public jurisdiction's written request.

3. Data Protection and Privacy: Protection of personal privacy and data shall be an integral part of the business activities of the service provider to ensure there is no inappropriate or unauthorized use of public jurisdiction information at any time. To this end, the service provider shall safeguard the confidentiality, integrity and availability of public jurisdiction information and comply with the following conditions:

- a) The service provider shall implement and maintain appropriate administrative, technical and physical security measures to safeguard against unauthorized access, disclosure or theft of personal data and non-public data. In Appendix A,

the public jurisdiction shall indicate whether restricted information will be processed by the service provider. Such security measures shall be in accordance with recognized industry practice and not less stringent than the measures the service provider applies to its own personal data and non-public data of similar kind. The service provider shall ensure that all such measures, including the manner in which personal data and non-public data are collected, accessed, used, stored, processed, disposed of and disclosed, comply with applicable data protection and privacy laws, as well as the terms and conditions of this Addendum and shall survive termination of the underlying contract.

- b) The service provider represents and warrants that its collection, access, use, storage, disposal and disclosure of personal data and non-public data do and will comply with all applicable federal and state privacy and data protection laws, as well as all other applicable regulations, policies and directives.
- c) The service provider shall support third-party multi-factor authentication integration with the public jurisdiction third-party identity provider to safeguard personal data and non-public data.
- d) If, in the course of its engagement by the public jurisdiction, the service provider has access to or will collect, access, use, store, process, dispose of or disclose credit, debit or other payment cardholder information, the service provider shall at all times remain in compliance with the Payment Card Industry Data Security Standard ("PCI DSS") requirements, including remaining aware at all times of changes to the PCI DSS and promptly implementing all procedures and practices as may be necessary to remain in compliance with the PCI DSS, in each case, at the service provider's sole cost and expense. All data obtained by the service provider in the performance of this contract shall become and remain the property of the public jurisdiction.
- e) All personal data shall be encrypted at rest and in transit with controlled access. Unless otherwise stipulated, the service provider is responsible for encryption of the personal data.
- f) Unless otherwise stipulated, the service provider shall encrypt all non-public data at rest and in transit, in accordance with recognized industry practice. The public jurisdiction shall identify data it deems as non-public data to the service provider.
- g) At no time shall any data or process – that either belong to or are intended for the use of a public jurisdiction or its officers, agents or employees — be copied, disclosed or retained by the service provider or any party related to the service provider for subsequent use in any transaction that does not include the public jurisdiction.
- h) The service provider shall not use or disclose any information collected in connection with the service issued from this proposal for any purpose other than fulfilling the service.
- i) Data Location. For non-public data and personal data, the service provider shall provide its data center services to the public jurisdiction and its end users solely from data centers in the U.S. Storage of public jurisdiction data at rest shall be located solely in data centers in the U.S. The service provider shall not allow its personnel or contractors to store public jurisdiction data on portable devices, including personal computers, except for devices that are used and kept only at its

U.S. data centers. With agreement from the public jurisdiction, this term may be met by the service provider providing its services from an acceptable alternative data center location, which agreement shall be stated in Appendix A. The Service Provider may also request permission to utilize an acceptable alternative data center location during a procurement's question and answer period by submitting a question to that effect. The service provider shall permit its personnel and contractors to access public jurisdiction data remotely only as required to provide technical support.

4. Security Incident or Data Breach Notification: The service provider shall inform the public jurisdiction of any confirmed security incident or data breach.

- a) Incident Response: The service provider may need to communicate with outside parties regarding a security incident, which may include contacting law enforcement, fielding media inquiries and seeking external expertise as defined by law or contained in the contract. Discussing security incidents with the public jurisdiction shall be handled on an urgent as-needed basis, as part of service provider communication and mitigation processes defined by law or contained in the contract.
- b) Security Incident Reporting Requirements: The service provider shall report a confirmed Security Incident as soon as practicable, but no later than twenty-four (24) hours after the service provider becomes aware of it, to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at <https://apps.wv.gov/ot/ir/Default.aspx>, and (3) the public jurisdiction point of contact for general contract oversight/administration. The following information shall be shared with the public jurisdiction: (1) incident phase (detection and analysis; containment, eradication and recovery; or post-incident activity), (2) projected business impact, and, (3) attack source information.
- c) Breach Reporting Requirements: Upon the discovery of a data breach or unauthorized access to non-public data, the service provider shall immediately report to: (1) the department privacy officer, by email, with a read receipt, identified in Appendix A; and, (2) unless otherwise directed by the public jurisdiction in the underlying contract, the WVOT Online Computer Security and Privacy Incident Reporting System at <https://apps.wv.gov/ot/ir/Default.aspx>, and the public jurisdiction point of contact for general contract oversight/administration.

5. Breach Responsibilities: This section only applies when a data breach occurs with respect to personal data within the possession or control of the service provider.

- a) Immediately after being awarded a contract, the service provider shall provide the public jurisdiction with the name and contact information for an employee of service provider who shall serve as the public jurisdiction's primary security contact and shall be available to assist the public jurisdiction twenty-four (24) hours per day, seven (7) days per week as a contact in resolving obligations associated with a data breach. The service provider may provide this information in Appendix A.

- b) Immediately following the service provider's notification to the public jurisdiction of a data breach, the parties shall coordinate cooperate with each other to investigate the data breach. The service provider agrees to fully cooperate with the public jurisdiction in the public jurisdiction's handling of the matter, including, without limitation, at the public jurisdiction's request, making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law and regulation.
- c) Within 72 hours of the discovery, the service provider shall notify the parties listed in 4(c) above, to the extent known: (1) date of discovery; (2) list of data elements and the number of individual records; (3) description of the unauthorized persons known or reasonably believed to have improperly used or disclosed the personal data; (4) description of where the personal data is believed to have been improperly transmitted, sent, or utilized; and, (5) description of the probable causes of the improper use or disclosure.
- d) The service provider shall (1) cooperate with the public jurisdiction as reasonably requested by the public jurisdiction to investigate and resolve the data breach, (2) promptly implement necessary remedial measures, if necessary, and prevent any further data breach at the service provider's expense in accordance with applicable privacy rights, laws and regulations and (3) document responsive actions taken related to the data breach, including any post-incident review of events and actions taken to make changes in business practices in providing the services, if necessary.
- e) If a data breach is a direct result of the service provider's breach of its contract obligation to encrypt personal data or otherwise prevent its release, the service provider shall bear the costs associated with (1) the investigation and resolution of the data breach; (2) notifications to individuals, regulators or others required by state or federal law; (3) a credit monitoring service (4) a website or a toll-free number and call center for affected individuals required by state law — all not to exceed the average per record per person cost calculated for data breaches in the United States in the most recent Cost of Data Breach Study: Global Analysis published by the Ponemon Institute at the time of the data breach (or other similar publication if the named publication has not issued an updated average per record per cost in the last 5 years at the time of the data breach); and (5) complete all corrective actions as reasonably determined by service provider based on root cause. The service provider agrees that it shall not inform any third party of any data breach without first obtaining the public jurisdiction's prior written consent, other than to inform a complainant that the matter has been forwarded to the public jurisdiction's legal counsel and/or engage a third party with appropriate expertise and confidentiality protections for any reason connected to the data breach. Except with respect to where the service provider has an independent legal obligation to report a data breach, the service provider agrees that the public jurisdiction shall have the sole right to determine: (1) whether notice of the data breach is to be provided to any individuals, regulators, law enforcement agencies, consumer reporting agencies or others, as required by law or regulation, or otherwise in the public jurisdiction's discretion; and (2) the contents of such notice, whether any

type of remediation may be offered to affected persons, and the nature and extent of any such remediation. The service provider retains the right to report activity to law enforcement.

6. Notification of Legal Requests: The service provider shall contact the public jurisdiction upon receipt of any electronic discovery, litigation holds, discovery searches and expert testimonies related to the public jurisdiction's data under this contract, or which in any way might reasonably require access to the data of the public jurisdiction. The service provider shall not respond to subpoenas, service of process and other legal requests related to the public jurisdiction without first notifying the public jurisdiction, unless prohibited by law from providing such notice.

7. Termination and Suspension of Service:

- a) In the event of a termination of the contract, the service provider shall implement an orderly return of public jurisdiction data within the time period and format specified in the contract (or in the absence of a specified time and format, a mutually agreeable time and format) and after the data has been successfully returned, securely and permanently dispose of public jurisdiction data.
- b) During any period of service suspension, the service provider shall not take any action to intentionally erase any public jurisdiction data.
- c) In the event the contract does not specify a time or format for return of the public jurisdiction's data and an agreement has not been reached, in the event of termination of any services or agreement in entirety, the service provider shall not take any action to intentionally erase any public jurisdiction data for a period of:
 - 10 days after the effective date of termination, if the termination is in accordance with the contract period
 - 30 days after the effective date of termination, if the termination is for convenience
 - 60 days after the effective date of termination, if the termination is for cause

After such period, the service provider shall have no obligation to maintain or provide any public jurisdiction data and shall thereafter, unless legally prohibited, delete all public jurisdiction data in its systems or otherwise in its possession or under its control.

- d) The public jurisdiction shall be entitled to any post-termination assistance generally made available with respect to the services, unless a unique data retrieval arrangement has been established as part of the Contract.
- e) The service provider shall securely dispose of all requested data in all of its forms, such as disk, CD/ DVD, backup tape and paper, when requested by the public jurisdiction. Data shall be permanently deleted and shall not be recoverable, according to National Institute of Standards and Technology (NIST)-approved methods. Certificates of destruction shall be provided to the public jurisdiction.

8. Background Checks: The service provider shall conduct criminal background checks in compliance with W.Va. Code §15-2D-3 and not utilize any staff to fulfill the obligations

of the contract, including subcontractors, who have been convicted of any crime of dishonesty, including but not limited to criminal fraud, or otherwise convicted of any felony or misdemeanor offense for which incarceration for up to 1 year is an authorized penalty. The service provider shall promote and maintain an awareness of the importance of securing the public jurisdiction's information among the service provider's employees and agents.

9. Oversight of Authorized Persons: During the term of each authorized person's employment or engagement by service provider, service provider shall at all times cause such persons to abide strictly by service provider's obligations under this Agreement and service provider's standard policies and procedures. The service provider further agrees that it shall maintain a disciplinary process to address any unauthorized access, use or disclosure of personal data by any of service provider's officers, partners, principals, employees, agents or contractors.

10. Access to Security Logs and Reports: The service provider shall provide reports to the public jurisdiction in CSV format agreed to by both the service provider and the public jurisdiction. Reports shall include user access (successful and failed attempts), user access IP address, user access history and security logs for all public jurisdiction files and accounts related to this contract.

11. Data Protection Self-Assessment: The service provider shall perform a Cloud Security Alliance STAR Self-Assessment by completing and submitting the "Consensus Assessments Initiative Questionnaire" to the Public Jurisdiction Identified Contact. The service provider shall submit its self-assessment to the public jurisdiction prior to contract award and, upon request, annually thereafter, on the anniversary of the date of contract execution. Any deficiencies identified in the assessment will entitle the public jurisdiction to disqualify the bid or terminate the contract for cause.

12. Data Center Audit: The service provider shall perform an audit of its data center(s) at least annually at its expense and provide a redacted version of the audit report upon request. The service provider may remove its proprietary information from the redacted version. A Service Organization Control (SOC) 2 audit report or approved equivalent sets the minimum level of a third-party audit. Any deficiencies identified in the report or approved equivalent will entitle the public jurisdiction to disqualify the bid or terminate the contract for cause.

13. Change Control and Advance Notice: The service provider shall give 30 days, advance notice (to the public jurisdiction of any upgrades (e.g., major upgrades, minor upgrades, system changes) that may impact service availability and performance. A major upgrade is a replacement of hardware, software or firmware with a newer or better version in order to bring the system up to date or to improve its characteristics.

14. Security:

- a) At a minimum, the service provider's safeguards for the protection of data shall include: (1) securing business facilities, data centers, paper files, servers, back-up

systems and computing equipment, including, but not limited to, all mobile devices and other equipment with information storage capability; (2) implementing network, device application, database and platform security; (3) securing information transmission, storage and disposal; (4) implementing authentication and access controls within media, applications, operating systems and equipment; (5) implementing appropriate personnel security and integrity procedures and practices, including, but not limited to, conducting background checks consistent with applicable law; and (6) providing appropriate privacy and information security training to service provider's employees.

- b) The service provider shall execute well-defined recurring action steps that identify and monitor vulnerabilities and provide remediation or corrective measures. Where the service provider's technology or the public jurisdiction's required dependence on a third-party application to interface with the technology creates a critical or high risk, the service provider shall remediate the vulnerability as soon as possible. The service provider must ensure that applications used to interface with the service provider's technology remain operationally compatible with software updates.
- c) Upon the public jurisdiction's written request, the service provider shall provide a high-level network diagram with respect to connectivity to the public jurisdiction's network that illustrates the service provider's information technology network infrastructure.

15. Non-disclosure and Separation of Duties: The service provider shall enforce separation of job duties, require commercially reasonable non-disclosure agreements, and limit staff knowledge of public jurisdiction data to that which is absolutely necessary to perform job duties.

16. Import and Export of Data: The public jurisdiction shall have the ability to securely import, export or dispose of data in standard format in piecemeal or in entirety at its discretion without interference from the service provider. This includes the ability for the public jurisdiction to import or export data to/from other service providers identified in the contract (or in the absence of an identified format, a mutually agreeable format).

17. Responsibilities: The service provider shall be responsible for the acquisition and operation of all hardware, software and network support related to the cloud services being provided. The technical and professional activities required for establishing, managing and maintaining the environments are the responsibilities of the service provider.

18. Subcontractor Compliance: The service provider shall ensure that any of its subcontractors to whom it provides any of the personal data or non-public data it receives hereunder, or to whom it provides any personal data or non-public data which the service provider creates or receives on behalf of the public jurisdiction, agree to the restrictions, terms and conditions which apply to the service provider hereunder.

19. Right to Remove Individuals: The public jurisdiction shall have the right at any time to require that the service provider remove from interaction with public jurisdiction any

service provider representative who the public jurisdiction believes is detrimental to its working relationship with the service provider. The public jurisdiction shall provide the service provider with notice of its determination, and the reasons it requests the removal. If the public jurisdiction signifies that a potential security violation exists with respect to the request, the service provider shall immediately remove such individual. The service provider shall not assign the person to any aspect of the contract without the public jurisdiction's consent.

20. Business Continuity and Disaster Recovery: The service provider shall provide a business continuity and disaster recovery plan executive summary upon request. Lack of a plan will entitle the public jurisdiction to terminate this contract for cause.

21. Compliance with Accessibility Standards: The service provider shall comply with and adhere to Accessibility Standards of Section 508 Amendment to the Rehabilitation Act of 1973.

22. Web Services: The service provider shall use web services exclusively to interface with the public jurisdiction's data in near real time when possible.

23. Encryption of Data at Rest: The service provider shall ensure hard drive encryption consistent with validated cryptography standards as referenced in FIPS 140-2, Security Requirements for Cryptographic Modules for all personal data.

24. Subscription Terms: Service provider grants to a public jurisdiction a license to:

- a. Access and use the service for its business purposes;
- b. For SaaS, use underlying software as embodied or used in the service; and
- c. View, copy, upload, download (where applicable), and use service provider's documentation.

25. Equitable Relief: Service provider acknowledges that any breach of its covenants or obligations set forth in Addendum may cause the public jurisdiction irreparable harm for which monetary damages would not be adequate compensation and agrees that, in the event of such breach or threatened breach, the public jurisdiction is entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance and any other relief that may be available from any court, in addition to any other remedy to which the public jurisdiction may be entitled at law or in equity. Such remedies shall not be deemed to be exclusive but shall be in addition to all other remedies available at law or in equity, subject to any express exclusions or limitations in this Addendum to the contrary.

AGREED:

Name of Agency: _____

Signature: _____

Title: _____

Date: _____

Name of Vendor: Research Triangle Institute d/b/a RTI International

Signature: Chad Wil

Title: Senior Contracting Officer

Date: 04/08/2025

Appendix A

(To be completed by the Agency's Procurement Officer prior to the execution of the Addendum, and shall be made a part of the Addendum. Required information not identified prior to execution of the Addendum may only be added by amending Appendix A and the Addendum, via Change Order.)

Name of Service Provider/Vendor: Research Triangle Institute d/b/a RTI International

Name of Agency: WV Dept. of Health

Agency/public jurisdiction's required information:

1. Will restricted information be processed by the service provider?
Yes ☐
No ☒
2. If yes to #1, does the restricted information include personal data?
Yes ☐
No ☐
3. If yes to #1, does the restricted information include non-public data?
Yes ☐
No ☐
4. If yes to #1, may the service provider store public jurisdiction data in a data center in an acceptable alternative data center location, which is a country that is not the U.S.?
Yes ☐
No ☐

5. Provide name and email address for the Department privacy officer:

Name: Chris Snyder

Email address: chris.s.snyder@wv.gov

Vendor/Service Provider's required information:

6. Provide name and contact information for vendor's employee who shall serve as the public jurisdiction's primary security contact:

Name: Joe Johnson, MCS - Senior Manager, Environmental Software Engineering

Email address: joejohnson@rti.org

Phone Number: 919.541.6726



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Public Safety

Proc Folder: 1486277

Doc Description: LEAD TESTING IN SCHOOL DRINKING WATER

Reason for Modification:

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2025-03-11	2025-04-01 13:30	CRFQ 0506 EHS2500000001	1

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000013941

Vendor Name : Research Triangle Institute

Address : 3040 East Cornwallis Road

Street :

City : Durham

State : NC

Country : USA

Zip : 27713-2852

Principal Contact : Chantelle Wilkerson, Senior Contracting Officer

Vendor Contact Phone: (919) 541-6976

Extension:

FOR INFORMATION CONTACT THE BUYER

Crystal G Hustead
(304) 558-2402
crystal.g.hustead@wv.gov

Vendor
Signature X

FEIN# 56-0686338

DATE 04/08/2025

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF HEALTH, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR TESTING AND REMEDIATION FOR LEAD CONTAMINATION IN DRINKING WATER AT SCHOOLS AND CHILDCARE PROGRAMS PER THE ATTACHED DOCUMENTS.

QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Cloud-based Software/Platform	1	1	21,538	21,538

Comm Code	Manufacturer	Specification	Model #
81162000			

Extended Description:

Contractor to provide cloud-based software/platform

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Managing Cloud-based Software/Platform	1	1	19,244	19,244

Comm Code	Manufacturer	Specification	Model #
81162000			

Extended Description:

Managing the cloud-based software/platform

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Test Kits and Sample Analysis	2000.00000	KIT	24.37	48,740

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:
Provide Test Kits and Sample Analysis

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Training	300.00000	HOUR	52.80	15,840

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:
Provide consultation, and remediation services

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Consultation and Remediation Services	300.00000	HOUR	46.53	13,959

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:

Provide consultation, and remediation services

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Fixture Replacement Drinking Fountain	10.00000	EA	1,768.10	17,681

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:

Fixture replacement on eligible facilities drinking fountain

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Fixture Replacement Bottle Filling	10.00000	EA	2,357.50	23,575

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:
 Fixture replacement on eligible facilities bottle filling

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Cloud-based Software/Platform-Year 2	1	1	22,292	22,292

Comm Code	Manufacturer	Specification	Model #
81162000			

Extended Description:
 Contractor to provide cloud-based software/platform-Year 2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Managing Cloud-based Software/Platform-Year 2	1	1	19,918	19,918

Comm Code	Manufacturer	Specification	Model #
81162000			

Extended Description:

Managing the cloud-based software/platform-Year 2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Test Kits and Sample Analysis-Year 2	2000.00000	KIT	25.23	50,460

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:

Provide Test Kits and Sample Analysis-Year 2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Training-Year 2	300.00000	HOUR	54.64	16,392

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:

Provide training-Year 2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Consultation and Remediation Services-Year 2	300.00000	HOUR	48.15	14,445

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:

Provide consultation, and remediation services-Year 2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Fixture Replacement Drinking Fountain-Year 2	10.00000	EA	1,830	18,300

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:
 Fixture replacement Drinking Fountain-Year 2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Fixture Replacement Bottle Filling-Year 2	10.00000	EA	2,440	24,400

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:
 Fixture replacement Bottle Filling - Year 2

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Cloud-based Software/Platform-Year 3	1	1	23,072	23,072

Comm Code	Manufacturer	Specification	Model #
81162000			

Extended Description:

Contractor to provide cloud-based software/platform-Year 3

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Managing Cloud-based Software/Platform-Year 3	1	1	20,615	20,615

Comm Code	Manufacturer	Specification	Model #
81162000			

Extended Description:

Managing the cloud-based software/platform-Year 3

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Test Kits and Sample Analysis-Year 3	2000.00000	KIT	26.11	52,220

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:
Provide Test Kits and Sample Analysis-Year 3

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Training-Year 3	300.00000	HOUR	56.56	16,968

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:
Provide training-Year 3

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Consultation and Remediation Services-Year 3	300.00000	HOUR	49.84	14,952

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:

Provide consultation and remediation services-Year 3

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Fixture Replacement Drinking Fountain-Year 3	10.00000	EA	1,894.10	18,941

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:

Fixture replacement drinking fountain-Year 3

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Fixture Replacement Bottle Filling - Year 3	10.00000	EA	2,525.40	25,254

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:
Fixture replacement bottle filling-Year 3

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Cloud-based Software/Platform-Year 4	1	1	23,879	23,879

Comm Code	Manufacturer	Specification	Model #
81162000			

Extended Description:
Contractor to provide cloud-based software/platform-Year 4

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Managing Cloud-based Software/Platform-Year 4	1	1	21,336	21,336

Comm Code	Manufacturer	Specification	Model #
81162000			

Extended Description:

Managing the cloud-based software/platform-Year 4

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Test Kits and Sample Analysis-Year 4	2000.00000	KIT	27.02	54,040

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:

Provide Test Kits and Sample Analysis - Year 4

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Training-Year 4	300.00000	HOUR	58.53	17,559

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:

Provide training -Year 4

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Consultation and Remediation Services-Year 4	300.00000	HOUR	51.58	15,474

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:

Provide consultation and remediation services-Year 4

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HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Fixture Replacement Drinking Fountain -Year 4	10.00000	EA	1,960.30	19,603

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:
 Fixture replacement Drinking Fountain -Year 4

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HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Fixture Replacement Bottle Filling-Year 4	10.00000	EA	2,613.80	26,138

Comm Code	Manufacturer	Specification	Model #
60104202			

Extended Description:
 Fixture replacement Bottle Filling-Year 4

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	VENDOR QUESTION DEADLINE	2025-03-17

	Document Phase	Document Description	Page 16
EHS2500000001	Final	LEAD TESTING IN SCHOOL DRINKING WATER	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

RTI Budget Narrative

Overview

RTI's budget for the Testing for Lead Contamination in West Virginia Schools project is presented in Fixed Price format. The total RTI budget is \$160,577 for year 1 of this project. This 12-month budget reflects cloud-based portal setup and customization to facilitate EPA 3Ts lead-in-water testing and remediation for West Virginia schools and child care facilities for 6/1/25 – 5/31/26. It also includes costs for drinking water fountains and bottle-filling stations, per the RFQ. We also present in the pricing pages the budget for the 3 additional 12-month option periods.

Project Role Descriptions

RTI Program Manager **Dr. AJ Kondash** will be responsible for program planning, communications, oversight of staff and contractors, contract deliverables, data reporting, ensuring that quality procedures are implemented, managing financial resources, working toward program objectives, and coordinating with project staff on work efforts. He will also be responsible for ensuring that the program has adequate resources, including staffing, facilities, and equipment, and communicating updates to WVDHHR if there are issues, limitations, or uncertainties. He will review and approve all QA-related documents and technical deliverables.

RTI Lead Software Engineer **Andrew Francis** will support the program by ensuring that the web-based portal and reporting features are functional, and he will update and host the program website. Additional technical staff who support the project will be overseen by the key project staff.

RTI Program Coordinator **Gage Bentley** will provide key day-to-day support to coordinate work efforts among the program team; prepare sample analysis reports, paperwork tracking reports, sample kits report, and ad hoc reports; and help the program manager ensure the program is operating in a timely and accurate fashion.

RTI Remediation Coordinator **Madison Lee** will support remediation and mitigation efforts by coordinating contractors, tracking invoices, and troubleshooting issues for schools and child care facilities.

RTI Laboratory Manager **Frank Weber** will oversee the sample preparation, sample analysis, data reduction, and laboratory data review activities, along with managing a team of analytical scientists and logistics professionals.

RTI Quality Assurance Officer **Andrea McWilliams** will monitor the QA and QC activities for laboratory data generation, as well as overall QA and QC activities. The laboratory team will work closely with the project management team. The Quality Assurance Officer's knowledge and existing relationships combined with frequent, regular, and timely communications across all groups will aid in tracking whether program goals are being met in terms of quality, budget, and schedule.

RTI Senior Advisor **Jennifer Redmon** will leverage her experience leading North Carolina and Georgia programs to support the Program Manager. She will oversee the scientific direction and project implementation efforts, ensuring the application of advanced scientific principles to

support scientific progress, ensure project management staff have resources and guidance needed to effectively run the program, and will review key deliverables prior to delivery.

TBD Financial Analyst will provide oversight of the budget. This includes supporting the initial setup of the project, providing ongoing financial review and analysis for proper charging and accuracy, forecasting of costs, review of invoices, and preparation of contractually required financial reports. Financial analysts support a portfolio of multiple projects. If client reporting is contractually required, finance prefers to standardize reporting using existing systems for efficiency purposes. RTI is exempt, by name re OMB A-122 and is permitted to operate under "Commercial Cost Principles". Our Federally approved cost accounting system allows direct charging by project financial analysts.

Assumptions

With initial funding and beyond, we will provide a voluntary testing program for licensed childcare facilities and public schools. The number of facilities tested will depend upon voluntary enrollment and available resources. Because the program is voluntary and not state mandated, we cannot guarantee our program will meet participation and sample count goals of 80 facilities sampled per year. However, RTI is committed to the program's success and will work in consultation with WVDHHR on how best to adapt our approach and funding to meet program needs, based on the level of voluntary testing requests, to ensure program funds are spent judiciously and build support for the WV Drinking Water Testing Program. If fewer schools or childcare facilities participate in the voluntary testing compared to our enrollment target, additional outreach and recruitment measures can be taken to encourage participation within and up to the remaining and available resources until the end of the period of performance for the contract. Additional measures would lower the available funding for testing with the current year of funding but could improve overall participation compared to the outcome if additional steps were not taken to encourage participation. After re-allocating resources for increased enrollment and participation, if there is still a gap in the number of enrolled or completed participants compared to our workplan goal, remaining resources may be judiciously allocated to further improve the quality of the program for already-enrolled participants, including additional direct communication with participants, additional sampling support, and additional remediation support.

Our commitment is emblematic of our adaptive program offering and approach to best support the mission to identify and eliminate lead in water where West Virginia children learn and play. In that lens, we expect that the overall funding expenditures will be dictated by voluntary enrollment interest and continued resources. We will monitor program metrics to determine the most effective use of program resources within each year. Our overall goal will be to help WVDHHR increase voluntary testing across the state.

In the event that the program sees increased enrollment beyond our 80 facility goal, expenditure of funds and testing of facilities beyond this goal will be conducted as funds remain and at discretion of WVDHHR. If we get more enrollment and funding allows, we will work with WVDHHR to prioritize facilities using prioritization criteria defined by WVDHHR and/or by the order that facilities enroll, depending on resources and timelines.

Regular meetings with WVDHHR will occur to discuss relevant items or specific issues to better help and support schools and childcare facilities. We also are amenable to discussing other adaptations of our program in consultation with WVDHHR as needed to execute the objectives of the grant funding.

Additional Assumptions by Task

Task	Task Description	Task Assumptions
Task 1	Provide cloud-based data portal	<p>RTI will host and update the portal used for Clean Classrooms for Carolina Kids, repurposed for West Virginia. The data includes a public-facing component and is intended as service-based software. Therefore, no ownership transfer is needed. All data are shared and available in the portal for separate download.</p> <p>RTI will also establish a data integration to incorporate sampling data from West Virginia's previous Drinking Water Testing Program.</p>
Task 2	Managing the cloud-based portal	Based on current experience with our North Carolina and Georgia WIIN programs, we estimate an annual cost of \$7,500 for support of all aspects on the portal, including AWS hosting and domain, SSL certificate, Zendesk software, and Nu-PathNET license fees.
Task 3	Provide test kits and sample analysis	We will analyze 2,000 samples through 80 test kits in year 1.
Task 4	Provide training services	<p>RTI will assist all West Virginia schools and child care centers that request enrollment and participation in the program. This includes, webinars, videoconferences, phone calls, and emails. We also have video-based and written training materials that we will share with all interested participants.</p> <p>Our experience with community partnership and recruiting can also benefit West Virginia's enrollment efforts. We plan to provide webinars to all interested participants prior to enrollment to ensure that citizen science training has been effective prior to individual school or center testing. With our up-front training plan, we expect our customer support requests via Zendesk to not exceed the available program resources.</p>
Task 5	Provide consultation and remediation services	RTI will provide technical support to all West Virginia schools and child care facilities that request mitigation and remediation.

		Our experience in Georgia and North Carolina prepare us to coordinate mitigation and remediation with contractors, including drinking fountain and bottle-filling station installation.
Task 6	Drinking fountain installation	Assuming prices based on previous work executed in North Carolina for products outlined in 3.1.5.4 of our technical response.
Task 7	Drinking fountain with bottle-filling station	Assuming prices based on previous work executed in North Carolina for products outlined in 3.1.5.4 of our technical response.