



Request for Proposals for Training Instructors October, 2013

The Mid-Atlantic Regional Air Management Association, Inc. (MARAMA) is a voluntary, non-profit association of ten state and local air pollution control agencies. MARAMA's mission is to strengthen the skills and capabilities of member agencies and to help them work together to prevent and reduce air pollution impacts in the Mid-Atlantic Region. One of our objectives is to provide training to improve the technical knowledge and skills of the staff and managers of Mid-Atlantic air pollution control agencies.

MARAMA is seeking training contractors to help us offer a 1 ½ day course on oil and gas operations, air emissions, and regulation. The class would be held in the Pittsburgh area in February, 2014.

Course Overview

MARAMA is interested in training member staff to inspect, permit oil and gas facilities in their states. After the training, participants should be able to identify equipment used at oil and gas facilities, identify fault conditions that might result in emission to the air, estimate air emissions from the equipment and generally understand the potential environmental impact of oil and gas facilities. Attendees will be able to state the difference between conventional oil and gas facilities and unconventional, or “fracked” facilities.

Target Audience

The audience for the classroom portion of the course is planning, enforcement, and permitting state/local/federal agency staff. We expect to have both new and experienced staff participate in the webinar sessions. Total attendance is expected to be 30-40 people.

Course Topics

The following is an outline of the topics we suggest for presentation:

- Oil and gas operations
 - Oil and gas drilling operations
 - Oil and gas well completion operations with an emphasis on the fracking and flowback processes (including “green” or reduced emission completion, flares, and enclosed combustion devices)
 - Oil and gas production processes (equipment and typical control devices such as internal combustion engines, generators, dehydration systems, production separators, heater/treaters, storage tanks, fugitive emissions, flares, enclosed combustion devices, and vapor recovery units)
- Air emission and other potential impacts from oil and gas operations

- Air emissions from initial development of oil & gas wells, including use of engines, and the flowback process associated with fracking operations (GHG and criteria pollutant emissions)
- Air emissions from ongoing production operations
- Potential air emission controls for Oil and Gas operations
- Other potential environmental concerns (water use, water and land pollution, subsidence, and earthquakes)
- State fracking rules
 - Summary of state rules addressing fracking nationwide
 - More detailed treatment of MARAMA state laws addressing fracking
- Federal NSPS and NESHAP requirements
 - New Source Performance Standard (NSPS) Subpart OOOO, Standards of Performance for Crude Oil and Natural Gas Production, Transmission and Distribution – applicable to sources that commence construction after August 23, 2011
 - National Emission Standards for Hazardous Air Pollutants (NESHAP) Subparts HH (Oil and Natural Gas Production Facilities) and HHH (Natural Gas Transmission and Storage Facilities)

Specific training topics that should be included:

- Information on pneumatic devices, including gas pressure valves: When are they used at Oil and Gas sites, how often do they open/close and how much gas is needed (pressure, volume, etc) for each event? What types of devices are available and what are the operational and environmental implications of each?
- Include in class materials diagrams of a "typical" facilities, as follows:
 - -dry conventional well
 - -wet conventional well
 - -dry unconventional (fracked) well
 - -wet unconventional (fracked) well
 - On these diagrams provide Standard Classification Codes for each process and what is known about emission factors for each.
- A "timeline of life" for a well. From clearing to drilling to utilization and capping - how long for each stage? How long it takes to get permitted (2 months - 10 years??). Variability (i.e. how long a well produces), in values should be included.

MARAMA Responsibilities

MARAMA will provide the location and audio-visual equipment for the course. In addition we will advertise and conduct registration for the course.

Contractor Tasks

1. Provide a workplan and schedule for course development and presentation.
2. Provide to MARAMA in advance the agenda and/or outline that will be followed during the course.
3. Provide to MARAMA in advance course materials, including written and PowerPoint presentations that

will be used during the course.

4. Communicate with MARAMA as necessary to ensure proper pre-course planning. Identify course support needs including audio-visual equipment the instructor expects MARAMA to provide.
5. Ensure adequate copies of the course materials are available for distribution at the course location.
6. Present the most up-to-date course material available to the attendees.
7. Provide copies and administer a pre-test and post-test to all attendees participating in the classroom course.
8. Provide copies and administer the OMB approved National Air Quality Training Program Course Evaluation Form to all attendees participating in the classroom course.
9. Provide a laptop computer for use by the instructor in the course presentations.
10. Submit a Course Report which will cover the webinars and classroom course:
 - a. Cover page including: Course title, course number (if applicable), date offered, location, and names and affiliations of course instructors and any guest lecturers.
 - b. Course agenda and objectives
 - c. Student information: class roster and daily attendance
 - d. Summary of course presentation: Impression of student and instructor attitudes toward the course and comments concerning facility, materials, EPA support (if applicable) and any other pertinent information.
 - e. Recommendations and comments: suggestions for improving the course, summary of course evaluations from the students (and from instructors if available).
 - f. Summary of Course outcomes: analysis of pre-test and post-test scores to measure course effectiveness.
 - g. Completed grade report form (form will be provided by MARAMA)
 - h. Students' pre-tests and post-tests or legible copies of those items
 - i. Students' completed evaluation forms or legible copies of those items
 - j. List of material developed, redeveloped, or used as supplements by the instructor, include hard copy and electronic copies of any materials developed or redeveloped with MARAMA funding.
11. Provide to MARAMA and EPA in a timely manner after conclusion of the course a copy of any revised course materials.
12. Provide an accurate invoice for instructional services, consistent with the accepted bid, within thirty (30) days of the end of the course.

In preparing proposals for a specific course, prospective bidders may assume that MARAMA will:

1. Make all course location arrangements and communicate said information in a timely manner to students and instructors.
2. Make arrangements for basic audio-visual needs including a digital projector, stand, surge protection bar, extension cord, screen, and other items of reasonable cost that may be requested by the instructor.
3. Make arrangements for appropriate refreshments and snacks.

4. Provide table tents, sign-in sheets, evaluation forms, an attendance list, and a student performance report template.
5. Make timely payment for instructional services within thirty days of receipt of an accurate invoice.

Nature of Contract(s)

MARAMA may establish more than one contract under this request for proposals depending on the proposals received and the sources of funding available.

Payment of the final 10% of the total fee will not be made until all agreed products are delivered in acceptable quality.

Submission Requirements

If you are interested in presenting all or part of this course, please email or mail your proposal to jmcdill@marama.org or:

Julie McDill
MARAMA
8600 LaSalle Road, Suite 636
Towson, MD 21286

Proposals must be received by 5:00 p.m. on Friday November 15, 2013.

Your proposal should be brief and must include the following:

- Instructor(s) Name and short resume, including information about when and for whom the instructor has previously taught this and/or related courses and describing any experience with presenting webinars.
- Dates available
- Course Description:
 - Agenda and/or topics covered
 - Which version of the course will be used and when was it last updated
 - Number of hours of instruction
 - Limits (if any) on class size
 - Handouts to be provided and date of last update
 - List of any proprietary software used in the course and purpose of their use
- Computer requirements for students during and after class.
- Contact information for three references knowledgeable about the instructor's qualifications and performance
- Identify percentage of minority owned/woman owned business enterprise (MBE/WBE) participation.
 - MARAMA's applicable "fair share" goals /objectives, as negotiated with EPA, are as follows:

- MBE - 12% and WBE – 10%
- Proposals must comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532 and certify that the contractor is not presently debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- Cost Proposal
 - Instructional services charges - fixed fee cost for administration and presentation including any course preparation, reports, and certificates.
 - An estimate of travel costs including lodging, meals, incidentals, and transportation. Please be aware of the following guidance:
 - MARAMA will reimburse the actual cost of travel and lodging in accordance with MARAMA policies. Receipts will be required for all charges.
 - MARAMA will pay, within reasonable limits, actual travel costs.
 - Instructors should plan on arriving the day before the course begins and leaving the evening the course ends except in special circumstances that should be specified in the proposal.
 - Transportation should be by the most economical means possible, taking into consideration practicality and availability of alternatives. Private-owned vehicle mileage reimbursement, if requested, will be capped at the amount of the cheapest practical travel alternative including consideration of airfare and rental car.
 - The instructor shall utilize the hotel facility which is hosting the course, if applicable. If not, a nearby, reasonably-priced hotel shall be used.
 - Meals will be reimbursed using the Maryland State meal rates for the host city. MARAMA will pay on a meal-for-meal basis, only for meals where expenses were actually incurred, and only when the instructor was on official travel status. Information on the Maryland State meal rates can be found at <http://www.marama.org/training-center/travel-reimbursement>.
 - Receipts are required for all costs.
 - Printing and shipping costs, if any. Pre-approval by MARAMA of costs for printing and shipping is required.
 - Other relevant itemized expenses, if any.

Criteria for Evaluation of Proposals

MARAMA will only select experienced contractor(s). Selection criteria will include:

- Responsiveness of the written proposal to the requirements outlined in this RFP
- Course content and instructional method
- Instructor qualifications and experience in presenting the course material
- Availability of course material for future use
- References
- Dates available to present the course
- Proposed costs for completing the tasks specified

- Percentage MBE/WBE participation

MARAMA is not required to select the lowest cost bid, but will consider cost among the other factors listed above.

It may be necessary to utilize more than one contractor to obtain needed expertise. MARAMA may request follow-up bids from selected contractors if necessary to obtain further information before making final selections.

Funds available for this contract are federal funds from the U.S. Environmental Protection Agency, and contractors must meet requirements associated with the use of federal funds.

All information and data developed under this contract will be in the public domain. This includes handouts and presentations. Any proposed exceptions must be noted in the proposal.

Any questions about this RFP should be sent in writing via e-mail to Julie McDill, at jmcdill@marama.org. Questions and answers will be posted on MARAMA's web site at www.marama.org under "Request for Proposals. No further questions or answers will be posted after November 12, 2013.