

MARAMA

**Mid-Atlantic
Regional Air
Management
Association, Inc.**



Allegheny County Health Dept., Air Quality Program, Pittsburgh, PA.
District of Columbia Dept. of the Environment, Air Quality Division
Delaware Dept. of Natural Resources & Environmental Control, Air Quality Mgmt. Section
Maryland Dept. of the Environment, Air & Radiation Management Admin.
New Jersey Dept. of Environmental Protection, Division of Air Quality
North Carolina Dept. of Environment & Natural Resources, Division of Air Quality
Philadelphia Dept. of Public Health, Air Management Services
Pennsylvania Dept. of Environmental Protection, Bureau of Air Quality
Virginia Dept. of Environmental Quality, Air Division
West Virginia Dept. of Environmental Protection, Division of Air Quality

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Phone 443.901.1882 ~ Fax 443.901.1886 ~ www.marama.org

March 3, 2014

Request for Proposals for Training Instructors

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 help improve the technical knowledge and skills of the staff and managers of Mid-Atlantic air pollution control agencies.

MARAMA is seeking an instructor to offer the following course to our members:

Stack Testing

- a. Location: DEQ Regional Office, Harrisonburg, VA
- b. Timeframe: June 17-19, 2014
- c. Course Description: This course should cover the material identified in the description in Attachment A. Bidders may submit alternative course descriptions and indicate the cost to revise the course if necessary to include any additional material identified in Attachment A.

MARAMA Responsibilities

MARAMA will provide the location for the course, notify our members, and conduct registration for 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 similar items of reasonable cost that may be requested by the instructor.
3. Make arrangements for appropriate refreshments and snacks consistent with EPA requirements.
4. Provide table tents or name tags.
5. Provide electronic copies of sign-in sheets, the OMB evaluation form, an attendance list, and a student performance report template.
6. Make timely payment for instructional services within thirty days of receipt of an accurate

invoice and complete Course Report.

Contractor Tasks

1. Present the most up-to-date course material available to the attendees.
2. Provide to MARAMA in advance the agenda and/or outline that will be followed during the course.
3. Provide to MARAMA in advance an electronic copy of all course materials, including written or electronic materials to be distributed to students as well as 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. Provide stack testing equipment sufficient to demonstrate testing and observation methods, and communicate in advance to explain to MARAMA the space and associated facilities needed for presenting the course.
6. Ensure adequate copies of the course materials are available for distribution at the course location. Paper copies must be double sided and printed on paper with recycled content unless there are specific reasons for exceptions.
7. Develop a pre-test and a post-test to be administered to all attendees participating in the course.
8. Provide copies and administer a pre-test and a post-test to all attendees participating in the classroom course.
9. Provide copies and administer the OMB approved National Air Quality Training Program Course Evaluation Form to all attendees participating in the classroom course.
10. Provide a laptop computer for use by the instructor in the course presentations.
11. Submit a Course Report which will include:
 - a. Cover page: 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 sign in sheets
 - d. Summary of course presentation: Impression of student and instructor attitudes toward the course and comments concerning facility, materials, MARAMA and 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. (Note that materials developed with MARAMA funding become public domain and must be freely available.
- 12. Provide to MARAMA and EPA in a timely manner after conclusion of the course a copy of any course materials developed or redeveloped with MARAMA funding.
- 13. Provide an accurate invoice for instructional services, consistent with the accepted bid, within thirty (30) days of the end of the course.

Nature of Contract(s)

Contract will provide for a fixed fee for services plus reimbursement of approved expenses. Guidelines for reimbursable travel expenses may be found on the MARAMA website at <http://www.marama.org/training-center/travel-reimbursement>.

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 one or more courses, please email or mail your proposal to sdilli@marama.org or:

Sue Dilli, Training Coordinator
MARAMA
8600 LaSalle Road, Suite 636
Towson, MD 21286

Proposals must be received by **5:00 PM, on March 21, 2014**

Your proposal should be brief and must include the following:

- Company name, DUNS number, and confirmation that the company is registered on sam.gov (which has replaced the US government's central contractor registration system).
- 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 equipment or software used in the course and purpose of their use
- Computer and/or equipment 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.
- Insurance: Proposal must indicate the company will provide a copy of their insurance certificate as a part of entering into an agreement with MARAMA.
- Tax Liabilities: Proposal must affirm that contractor (1) is not subject to any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal conviction under any federal law within 24 months preceding the award, unless EPA has considered suspension or debarment of the corporation, or such officer or agent, based on these tax liabilities or convictions and determined that such action is not necessary to protect the US Government’s interests.
- Civil Rights: Proposal must affirm that in carrying out this project the contractor will comply with laws and regulations prohibiting discrimination based on race, color, or national origin (including limited English proficiency), and prohibiting discrimination against persons with disabilities, and prohibiting discrimination on the basis of age or sex.
- Cost Proposal
 - Instructional services charges - fixed fee cost for administration and presentation including any course preparation, reports, and certificates.
 - Estimated printing and shipping costs, if any. Pre-approval by MARAMA of costs for printing and shipping is required
 - An estimate of travel costs including lodging, meals, incidentals, and transportation. Please be aware of the following guidance:
 - Itemized receipts are required for all costs for which reimbursement is requested. For example, for meals, the receipt must show the items ordered rather than just the total cost charged to a credit card.
 - MARAMA will reimburse the actual cost of travel and lodging in accordance with MARAMA policies. Receipts will be required for all charges.

- 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. Privately-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 for meals are required and must be itemized, not just show total charges, due to federal grant requirements.
- 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, including use of appropriate equipment and materials
- Instructor qualifications and experience in presenting the course material
- Availability of course outline and handout material for future use by MARAMA
- 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 Sue Dilli, Training Coordinator, at sdilli@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 March 18, 2014.

ATTACHMENT A

Stack Testing Course

Length: Three days

Location: Virginia DEQ office in Harrisonburg, Virginia:
Virginia DEQ Valley Regional Office
441 Early Road
Harrisonburg, VA 22801

Course Overview:

Conducting or observing compliance performance emission tests are important parts of any air pollution enforcement program. Data obtained during these tests are used to determine compliance with regulatory standards or to determine baseline operating conditions for a source.

This course will present the basic principles of source test observation and the fundamentals of source testing methods, including Method 201 or Method 201a sampling train and procedures. The status of recent final and proposed revisions to Parts 60, 61, and 63 will be reviewed. Guideline documents and information documents will be defined and information provided as to where to find them and their purposes. Information available via EPA's Emissions Measurement Center website will be described. The instructor will also discuss sample recovery observations, procedural inspections, calculations, report writing and QA techniques.

Students will participate in a Method 201 or Method 201a sampling train "mock inspection" and receive hands-on training.

Target Audience:

State and local agency staff from MARAMA member agencies who conduct or observe stack tests in order to quantify emissions and assess compliance with local, state, and federal requirements.

Course Topics:

Day 1:

Introductions, course objectives, and overview of stack test reference methods

Basic Principles (temperature and pressure, ideal gas law, velocity and flow, emissions and concentration)

Method 201/201a sampling train (meter box & sampling train components should be available on site)

ISO kinetic source sampling & Methods 1, 2, 3, and 4 (including hands-on demonstrations with equipment). Unique sampling situations (high duct pressure, cyclonic flow, etc.).Day 2

Day 2:

Sampling Methods - Five emissions measurement groups

- Group 1 – Isokinetic and flow test methods (2004)
- Group 2 – Wet chemistry gaseous pollutant test methods (2004) – very little time – not being

used –

- Group 3- Instrumental gaseous test methods and CEMS performance specifications for both parts 60 and 75 (2005)
- Group 4 – Hazardous metals test methods (2007)
- Group 5 – Part 75 CEMS RA/RATA methods (Relative Accuracy Test Audit)
- Cover at least the following methods: VOCs: 25, 25A, 18; Criteria Pollutants: 3A, 6C, 7E, 10, 201, 201A, 202; Metals: 29; Mercury speciation: 6784-02 and others, i.e., 26A, 23.

Day 3

Special issues

- Mercury testing
- Quantifying fine particle emissions
- Detection limits
- Sampling time

Calculations & QA

- What and how to look for when reviewing a test protocol, observing a test, or reviewing results
- Mistakes commonly made during testing
- Errors that can negate the use of the test
- Example calculations & how to check calculations
- Quality control steps
- Quality assurance parameters

Role play with the sample train and/or testing scenarios

Mention : VELAP requirements & Audit Sample Requirement.