



August 30, 2018

Request for Proposals for Training Instructors

The Mid-Atlantic Regional Air Management Association, Inc. (MARAMA) is a Maryland non-profit corporation 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:

APTI 400 Introduction to Hazardous Air Pollutants

(Funding for this course is from MARAMA's grant from the Region 3 of the U.S. Environmental Protection Agency XA-96334701 (CFDA 66.034 – Surveys, Studies, Investigations, Demonstrations, and Special Purpose Activities relating to the Clean Air Act).

Location: New Jersey Forensic Science Technology Center, Hamilton, NJ

Date: January 15-16 or 29-30, 2019

A. Course Overview

This course is designed to provide students with the necessary background to understand the provisions and programs regarding Hazardous Air Pollutants (HAPs) as outlined in Title III of the Clean Air Act Amendments of 1990. Those completing this course will gain a basic understanding of the information associated with HAP emission sources that may be regulated under Title I, Part A, of the Clean Air Act. The following topics will be covered:

- History of Air Toxics
- Regulation of Air Toxics
- Air Toxic Chemicals, Sources and Emissions Inventories
- Risk Assessment
- Dispersion, Transport, Fate, and modeling of Air Toxics In the Atmosphere
- Exposure Assessment of Air Toxics
- Toxicity Assessment of Air Toxics
- Risk Characterization of Air Toxics
- Toxic Torts: Risk Assessment in the Courtroom
- Air Toxics Monitoring

- Source Sampling of Air Toxics
- Air Toxics Control for Stationary Sources

B. Learning Objectives

Those completing this course will gain a basic understanding of the MACT standards and general background information concerning Hazardous Air Pollutants (HAP).

C. Target Audience

This introductory course is intended for new, entry-level as well as semi-experienced stationary source permit engineers, inspectors, regulatory agency staff, and environmental specialists who are responsible for evaluation of HAP emission sources. The course is designed to provide an overview of General Background Information on MACT standards. Students taking the course should be presently involved with (or should anticipate becoming involved with) HAPs, sources, effects, and control.

D. Prerequisites

Successful completion of APTI course SI:422 – Air Pollution Control Orientation Course, or equivalent courses/experience.

E. MARAMA Responsibilities

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

1. Conduct and manage registration as well as 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. MARAMA or the hosting agency shall provide a laptop computer, marker pad and markers, wireless mouse, and lapel microphone.
3. Make arrangements for appropriate refreshments and snacks.
4. Provide table tents or name tags.
5. Ensure adequate paper copies of the course materials are available for distribution at the course location. Paper copies will be double sided and printed on paper with recycled content unless there are specific reasons for exceptions.
6. Provide paper copies of sign-in sheets, the OMB evaluation form, an attendance list, and an electronic copy of the student grade report template.
7. Make timely payment for instructional services within (30) thirty days of receipt of an accurate invoice and complete Course Report.

F. Contractor Tasks

Task 1

1. Review the course materials and indicate if updates are required. Light updates should be included with the cost of presentation. If more significant updates are suggested the contractor will provide a one-page overview of recommended changes.
2. Present the most up-to-date course materials available to the attendees.
3. Provide to MARAMA for our review and revision, at least six (6) weeks in advance, the agenda and/or outline that will be followed during the course.

4. Provide to MARAMA at least four (4) weeks 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.
5. 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.
6. Develop a pre-test. Provide copies, administer, and score the post-test for all attendees participating in the classroom course.
7. Develop a post-test. Provide copies, administer, and score the post-test for all attendees participating in the classroom course.
8. Administer the OMB approved National Air Quality Training Program Course Evaluation Form to all attendees participating in the classroom course.
9. Submit a Course Report which will include:
 - a. Course number, title, date offered, course instructor(s) (including Company name and/or affiliation), course location, site visit (if applicable);
 - b. Narrative of course agenda and objectives/goals;
 - c. Outline of materials used for the course - List of material developed, redeveloped, or used as supplements by the instructor. **Note:** Materials developed with MARAMA funding become public domain and must be freely available;
 - d. Recommendations, suggestions, and comments from presentation of course: instructor's suggestions for improving the course in addition to the instructor's impression of student attitudes toward the course and comments concerning the facility, materials, EPA support (if applicable) and any other pertinent information;
 - e. Summary of course evaluations: MARAMA will complete the summary of Course Evaluations section of the Course Report;
 - f. Completed grade report including the average, median, mode, lowest, and highest of both the pre-tests as well as post-tests (MARAMA will provide grade report form electronically in Excel to include pre-test results for use in grade analysis).
10. Provide MARAMA with a hard copy of the students' completed pre- and post-tests as well as the students' completed evaluation forms or legible copies of those items.
11. Provide to MARAMA and EPA in a timely manner after conclusion of the course a hard copy and electronic copy of any course materials developed or redeveloped with MARAMA funding.
12. Provide an accurate invoice for instructional services, consistent with the accepted bid, within thirty (30) days of the end of the course.

Task 2-3 (optional)

MARAMA may choose to offer one or two additional sessions of this course within MARAMA's region (location to be determined).

G. Nature of Contract(s)

Contract will provide for a fixed fee for services. The contractor will be financially responsible for travel and lodging expenses (including meals), transportation, and any other costs not identified under Section C MARAMA Responsibilities, above.

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.

H. Submission Requirements

If you are interested in presenting one or more courses, please email your proposal to Training@marama.org or mail to:

Jackie Burkhardt and Sue Dilli, Training Coordinators
MARAMA
8600 LaSalle Road, Suite 636
Towson, MD 21286

Proposals must be received by **5:00 PM on September 21, 2018**

Your proposal should be brief and must include the following:

1. 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).
2. 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.
3. Dates available in November
4. Course Description:
 - a. Agenda and/or topics covered
 - b. Number of hours of instruction
 - c. Limits (if any) on class size
 - d. Handouts to be provided and date of last update
 - e. List of any proprietary equipment or software used in the course and purpose of their use.
5. Student requirements for pre- or post-class homework, and computer and/or equipment needed by students during and after class (e.g. scientific calculator, safety goggles, etc.).
6. Contact information for three references knowledgeable about the instructor’s qualifications and performance.
7. Identify percentage of minority owned/woman owned business enterprise (MBE/WBE) participation. MARAMA’s applicable “fair share” goals /objectives, as negotiated with EPA by the Maryland Department of the Environment are:

	MBE	WBE
Construction	17.0	16.0
Supplies	13.0	13.0
Services	12.0	14.0
Equipment	13.0	13.0

8. Proposals must comply with Subpart C of 2 CFR Part 180 entitled, “Responsibilities of Participants Regarding Transactions Doing Business with Other Persons,” as implemented and

supplemented by 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.

9. Insurance: Proposal must describe the company's insurance coverage and indicate the company will provide a copy of their insurance certificate as a part of entering into an agreement with MARAMA.
10. 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.
11. 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.
12. Indicate in your proposal if MARAMA will have the right to post publicly and re-use instructional materials, including handouts and presentations used in this class. Specify any limitations on free use and the rationale for the limitations. Note that MARAMA requires information and materials developed with MARAMA support must be made available to the public.
13. Cost Proposal:
 - a. Instructional service charges - fixed fee cost for administration and presentation including any course preparation, reports, and certificates;
 - b. Estimated printing and shipping costs, if any. Pre-approval by MARAMA of costs for printing and shipping is required;
 - c. When estimating your costs, be advised that we expect instructors to arrive the day before the course begins and leaving the evening the course ends except in special circumstances that should be specified in the proposal. **Note:** The contractor will be financially responsible for travel and lodging expenses (including meals);
 - d. Other relevant itemized expenses, if any. Pre-approval by MARAMA of these costs will be required.

I. 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 materials for posting to the MARAMA website and 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 and/or updated under this contract will be in the public domain. This includes handouts and presentations. If the proposed course will include the use of any materials considered to be proprietary and not in the public domain this must be noted in the proposal.

Any questions about this RFP should be sent in writing via e-mail to Jackie Burkhardt and Sue Dilli, MARAMA Training Coordinators, training@marama.org. Questions and answers will be posted on MARAMA's web site www.marama.org under "Request for Proposals." No further questions or answers will be posted after **September 21, 2018**.