

MARAMA

Mid-Atlantic
Regional Air
Management
Association, Inc.



8600 LaSalle Road ~ Suite 636 ~ Towson, MD 21286

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

Phone 443.901.1882 ~ Fax 443.901.1886 ~ www.marama.org

January 31, 2018

Request for Proposals for Training Instructors

The Mid-Atlantic Regional Air Management Association, Inc. (MARAMA) plans to hire an instructor to present a course on stack testing for particulate matter emissions. 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.

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).

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

Stack Testing for Particulate Matter Emissions from Stationary Sources – Methods 1-5, 201, 201a, and 202

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

Timeframe: September 2018

A. Target Audience

State and local agency staff members who conduct or observe emissions source tests in order to quantify emissions and assess compliance with local, state, and federal requirements.

B. Course Overview and Topics

Conducting and observing compliance performance emissions source tests are important parts of an 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 introductory course will explain and provide hands-on experience with the methods used to sample particulate matter from stationary emissions sources. The course will present the principles and techniques associated with isokinetic source sampling procedures for particulate matter given in EPA regulations. Methods covered will include Methods 1 through 5 and Methods 201/201a and 202.

The Contractor will present material substantially similar to the overview attached in Appendix A to this RFP. Bidders may submit alternative course descriptions with an explanation of their rationale.

C. 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. Review and provide timely comments on work products received from contractor.
3. 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.
4. Make arrangements for appropriate refreshments and snacks.
5. Provide name tags.
6. 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
7. Provide paper copies of sign-in sheets, the OMB evaluation form, an attendance list, and an electronic copy of the student grade report template.
8. Make timely payment for instructional services within (30) thirty days of receipt of an accurate invoice and complete Course Report.
9. Summarize student responses to the OMB course evaluation form and will provide an electronic copy of the summary to the instructor. An electronic copy is also provided to the MARAMA Board of Directors and the US Environmental Protection Agency.

D. Contractor Tasks

Task 1

1. Present the most up-to-date course material available to the attendees.
2. 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.
3. Provide to MARAMA for our review and revision at least four (4) weeks in advance, an electronic copy of all course materials, including written or electronic materials to be distributed to students, pre- and post-tests, answer sheets for tests, 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, as well as allow for hands on participant training, and communicate in advance to explain to MARAMA the space and associated facilities needed for presenting the course.
6. Develop a pre-test, and provide copies for students, and administer and score the pre-test for all attendees participating in the classroom course. Provide the pre-test with an answer sheet to MARAMA for review and comment prior to the training event. Provide scores to MARAMA as part of the Course Report (Item 9, below).
7. Develop a post-test, provide copies, and administer, and score the post-test for all attendees participating in the classroom course. Provide the post-test with an answer sheet to MARAMA for review and comment prior to the training event. Provide scores to MARAMA as part of the Course Report (Item 9, below).
8. At the end of the course, administer the OMB approved National Air Quality Training Program Course Evaluation Form to all attendees participating in the classroom course and provide an electronic copy of all responses to MARAMA.
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)

The contract developed with the instructor selected to offer this course will also provide that MARAMA may choose to offer one or two additional sessions of this course within MARAMA's region (location and date to be determined). If MARAMA and the contractor agree to hold one or two additional sessions of this course, a work order will be established by mutual agreement between MARAMA and the contractor to amend the contract in order to set the location and fee for any additional course

offering. MARAMA reserves the right to decide after reviewing evaluations of the first course offering whether to hold additional sessions and which contractor to use for any additional sessions.

E. Nature of Contract(s)

Interested parties should submit a bid that includes costs for instructional services, travel and lodging expenses, meals, equipment rental and transportation, and any other costs not identified in Section C, above that describes MARAMA's responsibilities. The contract will provide for a fixed fee for instructional services and travel and lodging expenses, meals, equipment rental and transportation, and other costs not identified as being paid by MARAMA. The contractor will be financially responsible for covering these costs.

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

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

F. 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 March 1, 2018**

Your proposal should be brief and must include the following:

1. Company name, DUNS number, and confirmation that the company is registered on the federal System for Award Management at www.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
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 or 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 or has not been convicted (or had an officer or agency 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.

G. 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 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, 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 **March 1, 2018**.

ATTACHMENT A

Stack Testing Course Overview and Topics

Length: Three days (21 hours of instruction plus additional time for lunch and refreshment breaks)

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

Course Overview:

This introductory course will explain and provide hands-on experience with the methods used to sample particulate matter from stationary emission sources. The course will present the principles and techniques associated with isokinetic source sampling procedures for particulate matter given in EPA regulations. Methods covered will include Methods 1 through 5 and Methods 201, 201a and 202.

Target Audience:

Students will be employees of state and local air pollution control agencies, primarily from MARAMA member agencies. Students are expected to have an engineering or science background. The course should prepare the student to perform and/or evaluate results from a particulate matter source test in order to assess compliance with local, state, and federal requirements. Students should have a college-level education in engineering or the sciences and should be capable of manipulating simple algebraic expressions and performing mathematical computations.

Course Description

Lectures will cover basic concepts associated with gas volumetric flow and isokinetic sampling as well as details of actual sampling procedures. Problem solving in the performance of EPA source test reference methods 1, 2, 3, 4, and 5 as well as Methods 201, 201a and 202 will be emphasized. Sample recovery issues and the "sulfate measurement artifact" will be discussed. The course will cover the stack test observer check lists provided in APTI 450 and 468.

Laboratory exercises will be designed to familiarize students with the proper use and calibration of source sampling equipment. Students will perform "mock" source test using actual stack testing equipment. Example data will be provided to students who will make all calculations, and report results. Students will participate in a sampling train "mock inspection" and receive hands-on training.

Topics will include:

- Basic Principles of Gas Behavior
- Principles of Isokinetic Sampling
- Description of Source Sampling Equipment
- Explanation of EPA Methods 1-5 Source Sampling Calculations
- Gas Velocity and Flow Rate Calculations
- The Method 5 Test
- Methods 201 and 201a and 202
- Source Test Quality Assurance
 - 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
- The Role of the Agency Observer, including checklists for the observer
- Quantifying fine particle emissions
- Detection limits and sampling times
- Where to find information, guidelines, and requirements
 - EPA's Air Emissions Measurement Center website will be described (<https://www.epa.gov/emc>). The instructor will also discuss sample recovery observations, procedural inspections, calculations, report writing and QA techniques.