Request for Proposals for Training Instructors - Revised
April 1, 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 help improve the technical knowledge and skills of the staff and managers of Mid-Atlantic air pollution control agencies.

Course Details
MARAMA is seeking training contractors to help us offer the two courses, listed below, to our members:

1. APTI 400 – Introduction to Hazardous Pollutants
   a. Location: Norristown, PA
   b. Preferred Timeframe – during the week of July 29 or September 16, 2013.
   c. Capacity: 30-40
   d. Course website*: http://www.apti-learn.net
      *You must log in and navigate to course materials.
   e. Course Overview: The instructor shall use the standard APTI 400 course materials, references, and slide presentations, including any recently updated materials. A prospective instructor may suggest a different agenda as long as the course, as presented, will meet the overall course goals identified in the course description.

   Target Audience: This introductory course is specifically designed for regulatory personnel who have the responsibility to evaluate and determine emissions and compliance status for Hazardous Air Pollutant (HAP) emission sources. This class is intended for engineers, scientists and technicians who are responsible for evaluation of HAP emission sources.

   Learning Objectives: 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. Attendees will be able to conduct reviews of HAP sources to determine applicable regulatory requirements.

   Course Description: 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. Students taking the course should be presently involved with (or should anticipate
becoming involved with) HAPs, sources, effects, and control. Because the course is multi-disciplinary, people from diverse academic backgrounds should be able to understand and use the information presented. The following topics will be covered:

i. History of air pollution control and regulation
ii. MACT standards
iii. Overview of Title III Clean Air Act Amendments 1990
iv. Other regulatory programs
v. HAPs
vi. Risk Assessment and Management

2. APTI 446 – Inspection Procedures & Safety
   a. Location: Pittsburgh, PA
   b. Timeframe: TBD – by October 31, 2013
   c. Capacity: 30-40
   d. Course website*: http://www.apti-learn.net
      *You must log in and navigate to course materials.
   e. Course Overview: The instructor shall use the standard APTI 446 course materials, references, and slide presentations, including any recently updated materials. A prospective instructor may suggest a different agenda as long as the course, as presented, will meet the overall course goals identified in the course description. This course presents safety procedures for inspecting and evaluating air pollution control systems.

   Target Audience: This basic course is focused specifically on safety procedures for inspecting and evaluating air pollution control systems. This class is intended for compliance engineers, scientists and technicians (or field inspectors) who are responsible for inspection of industrial emission sources.

   Learning Objectives: Those completing this course will gain a basic understanding of the information associated with expected safety procedures that should be followed when evaluating air pollution control systems. Attendees will be able to identify critical safety parameters associated with the following potential hazards encountered in an inspection:

   i. Inhalation hazards
   ii. Burn hazards
   iii. Electrical shock hazards
   iv. Explosion and fire hazards
   v. Proper ladder climbing techniques
   vi. Hazards involved in walking on elevated surfaces
   vii. Ground level walking hazards
   viii. Eye hazards
   ix. Heat and cold stress
   x. Confined space entry
   xi. Use of portable inspection instruments
   xii. Elements of a good safety program
**Course Description:** Practical techniques are described to aid plant operations personnel and regulatory agency inspectors in minimizing health and safety hazards. Emphasis is placed on the early recognition and avoidance of problems. Unique combinations of hazards found around air pollution control systems are presented. The use of personal protection equipment is discussed. This course is intended to supplement general industrial hygiene and safety procedures which should be followed by all personnel engaged in field work.

**Target Audience**

Attendees at the proposed training courses will be air pollution control agency staff. They may be employed by local, state, tribal, and/or federal agencies. The number of students may vary depending on demand, classroom capacity, instructor expectations, and training effectiveness considerations.

**Disclaimer**

Dates and locations may be subject to change due to circumstances beyond the control of MARAMA. Should changes be necessary, affected partners will be promptly notified.

MARAMA will provide the location for the course, notify our members and conduct registration for the course.

**Contractor Tasks**

1. Provide to MARAMA, in advance, the course agenda and/or outline that will be followed during the course.
2. Communicate with MARAMA as necessary to ensure proper pre-course planning including providing all course support needs including audio-visual equipment the instructor expects MARAMA to meet.
3. Ensure adequate copies of the course materials are available for distribution at the course location.
4. Provide a laptop computer for use by the instructor in the course presentations.
5. Submit a Course Report within 30 days of completion of the course which will include:
   a. Cover page stating: 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.
   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 copies of any materials developed or redeveloped with MARAMA funding.

6. Provide to MARAMA and EPA in a timely manner after conclusion of the course a copy of any revised course materials.

7. Provide an accurate invoice for instructional services, consistent with the accepted bid, within thirty (30) days of the end of the course.

8. In preparing proposals for a specific course, prospective bidders may assume that MARAMA will:
   a. Make all course location arrangements and communicate said information in a timely manner to students and instructors.
   b. Make arrangements for basic audio-visual needs including a digital projector, stand, surge bar, extension cord, screen, and other items of reasonable cost that may be requested by the instructor.
   c. Make arrangements for appropriate refreshments and snacks.
   d. Provide table tents, sign-in sheets, evaluation forms, an attendance list, and a student performance report template.
   e. Provide an on-line process for producing course certificates.
   f. Make timely payment for instructional services within thirty days of receipt of an accurate invoice.

Submission Requirements

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

Alice Lutrey
MARAMA
8600 LaSalle Road, Suite 636
Towson, MD 21286

Electronic files must be sent in either Microsoft Office or PDF formats.

Proposals must be received by 5:00 p.m. Monday, April 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.
- Dates available
- Course Description:
- Agenda and/or topics covered.
- Specific version of the course proposed to be used and if applicable, the specific revision date.
- Number of hours of instruction.
- Limits (if any) on class size.
- Handouts to be provided and date of last update.

- 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%
    - 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.

- Costs shall be submitted on a separate page as an addendum to the proposal and shall include a breakdown of the following:
  - Instructional service charges.
  - An estimate of travel costs including lodging, meals, and transportation. Please be aware of the following guidance which shall apply to each course:
    - 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 which 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 facility which is hosting the course, if applicable. If not, a nearby, reasonably-priced hotel shall be used.
    - Meals will be reimbursed using the MD State meals rate 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.
  - Printing and shipping costs, if any.
- Other relevant itemized expenses, if any.
- Receipts are required for all expenses.

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
- 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 expertise to present the courses. Contractors may bid on one or more courses as appropriate. Proposals will be evaluated for each course independently.

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.

Any questions about this RFP should be sent in writing via e-mail to Alice R. Lutrey, Training Coordinator at alutrey@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 April 9, 2013.