



Request for Proposals
for
Instructional Services
to present
APTI 445 Inspection of Particle Control Devices
in Tennessee
in August 2010

Proposal Solicitation Date: May 5, 2010

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SOUTHEASTERN STATES AIR RESOURCE MANAGERS, INC.
REQUEST FOR PROPOSALS FOR INSTRUCTIONAL SERVICES
TO PRESENT
APTI 445 INSPECTION OF PARTICLE CONTROL DEVICES
IN NASHVILLE, TENNESSEE
IN AUGUST 2010

May 5, 2010

I. SUBMITTAL INFORMATION FOR PROPOSALS, INQUIRIES, AND REQUESTS.

Proposals and requests for clarification and other information should be directed to:

Name:	Doug Carson
Title:	Agency Support Specialist I
Organization:	Southeastern States Air Resource Managers, Inc.
Street:	526 Forest Parkway, Suite F
City/State/Zip:	Forest Park Georgia 30297-6140
Phone:	404-361-4000
Fax:	404-361-2411
E-mail:	carson@metro4-sesarm.org
Web Site:	http://www.metro4-sesarm.org
Submittal of Bid	Close of business Wednesday, May 19, 2010

II. TRAINING COURSE DETAILS.

The following table contains specific information about the proposed course and location. Potential instructors may offer their services for this course, provided that they have adequate expertise in the subject area covered by the course. The listed dates in August 2010 may be negotiable but represent SESARM's preferences at this time. Dates and locations may be subject to change due to circumstances beyond the control of SESARM. Should changes be necessary, affected parties will be promptly notified.

COURSE 1	
Course Number	APTI 445
Course Title	Inspection of Particle Control Devices
Course Length	3.0 days
Preferred Course Dates/Times	8:30 a.m. CDT Tuesday August 31 to 4:00 p.m. CDT Thursday September 2
Alternate Course Dates/Times	8:30 a.m. CDT Tuesday August 24 to 4:00 p.m. CDT Thursday August 26
Course Capacity	Up to 40 students, subject to further negotiation.
Course Web Site	http://www.epa.gov/air/oaqps/eog/catalog/cc445.html

Course Location	Murfreesboro or Nashville, Tennessee
Course Content	This course should follow the traditional APTI 445 format and agenda. Course materials utilized should be the most recent revision of the student manual, presentation slides, tests, and other associated course information. A prospective instructor may suggest a different version of the course but SESARM reserves sole right to determine which version of the course shall be presented.

III. GENERAL INFORMATION.

A. PURPOSE.

This Request for Proposals (RFP) is to contract for instructional services for presentation of one training course. Course information may be found in the U.S. Environmental Protection Agency's (EPA's) Air Pollution Training Institute (APTI) course catalog and is entitled *Inspection of Particle Control Devices*. This course is commonly referred to as APTI 445.

B. TARGET AUDIENCE AND COURSE CAPACITY.

Attendees at the proposed training course will be air pollution control agency staff. They may be employed by local, state, and/ federal agencies.

Interested vendors should presume a maximum course capacity of 40 students, subject to further negotiation depending on demand. SESARM estimates that likely attendance will be 30 or less but is planning for up to 40 students at this time.

C. CONTRACTING ENTITY.

Southeastern States Air Resource Managers, Inc. (SESARM) is a nonprofit 501 (c)(3) corporation located in Forest Park, Georgia. SESARM, along with a collaborating partner, Metro 4, Inc., provides training services to air pollution control regulatory agencies in the Southeast. Information on Metro 4 and SESARM may be found at: <http://www.metro4-sesarm.org>. SESARM will be the contracting entity but both organizations will share in the costs of the project which will be supported with their respective federal grant funds.

D. WHO MAY RESPOND.

Anyone may respond who has a comprehensive knowledge of the subject matter of the requested course and who has extensive experience and capabilities in the delivery of the proposed course subject matter in a professional and informative manner, provided that such respondent qualifies and conforms to the criteria included herein.

E. ASSISTANCE WITH PROPOSAL PREPARATION QUESTIONS.

SESARM will provide clarifications relative to this RFP and assistance to prospective bidders upon request through a written question and answer format. Potential respondents may submit questions in writing to SESARM by close of business May 12, 2010. SESARM reserves the right to decline to respond to any question if, in SESARM's assessment, the question is irrelevant to the preparation of bid proposals, the answer is not known, and/or if SESARM cannot prepare and submit the requested information to all potential bidders in a timely manner. Questions and answers that have relevance to the bid selection process may be distributed to other potential bidders.

F. INSTRUCTIONS/CONDITIONS RELATIVE TO PROPOSAL SUBMISSION.

1. Proposal Deadline.

SESARM will accept electronic proposals until close of business at 5:00 p.m. EDT Wednesday, May 19, 2010 unless, solely at its discretion, SESARM chooses to extend the bid proposal deadline. Proposals shall be submitted to Doug Carson at carson@metro4-sesarm.org.

2. Proposal Content Requirements.

One electronic copy in Microsoft Word (.doc) or Adobe portable document format (.pdf) shall be submitted to SESARM. The proposal shall include all required information specified in this RFP but shall be limited to no more than ten pages in length, excluding references and attachments.

Required information shall include:

- Name and complete contact information for the provider making the bid.
- Name and complete information for the individual preparing the bid, if different.
- The version of the training course including any applicable revision date that the bidder intends to present. If the proposed course materials are not currently on file in EPA's APTI library, the bidder shall also provide the name of the author of the revision.
- A summary of training and educational experience of the lead instructor and any supporting instructors.
- An approximate number of times the instructor has presented the course in the past five years.

- Any specific experience that uniquely qualifies the instructor(s) to present the course.
- A minimum of two references with knowledge of similar training performance within the past two years.

3. Cost Proposal Components.

Costs shall be submitted on a separate page as an addendum to the proposal and shall include a breakdown of the following:

- Instructional services charges.
- An estimate of travel costs including transportation, parking, lodging, meals and meals.
- An estimate of miscellaneous costs including printing, reproduction, shipping, and incidental expenses.

4. Cost Proposal Guidance.

The following shall apply to the final contract awarded pursuant to this RFP:

- The winning bidder shall economize and minimize discretionary expenses to the extent practical, consistent with the overall goals of the course.
- Instructional service charges should include all personnel time for preparation, travel time to and from the course location, presentation, course report development and submittal, and other associated time necessary to complete the course presentation.
- SESARM will reimburse, within reasonable limits, actual travel costs as described herein.
- 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.

- Lodging costs will be reimbursed at the negotiated rate for the facility which is hosting the students for the course.
- Necessary reasonable ground transportation costs will be reimbursed including public transportation costs, shuttle or taxi charges including tips, and rental vehicle and fuel if justified and approved in advance.
- Meals will be reimbursed using the federal meals rate for the host city but modified as follows. If the course is held in Davidson County (Nashville), the meal rate will be \$66.00 per day (\$11 for breakfast, \$16 for lunch, and \$34 for dinner). If it is held in Rutherford County (Murfreesboro), the meal rate will be \$46 per day (\$7, \$11, \$23). SESARM will pay on a meal-for-meal basis, only for meals where expenses were actually incurred (breakfast will be provided by SESARM on course days), and only when the instructor was on official travel status fully covering the following core hours for each meal. The instructor must be on official travel status throughout the following hours for each meal to qualify for reimbursement for that meal on a discrete day:
 - Breakfast: 6:30 – 8:30 a.m.
 - Lunch: 11:30 a.m. – 1:30 p.m.
 - Dinner: 5:30 – 7:30 p.m.
- Incidental expenses include necessary business expenses including taxes and tips on purchases of services as well as hotel tips.
- Receipts are required for all costs exceeding \$25.00 except for meals.

5. Certification.

To qualify for consideration, a bid shall be accompanied by a certification that the requirements of this RFP can be met and that the bidding entity is in good standing with the U.S. government relative to participating in projects funded with federal grants. The following certification statement shall be used:

“The undersigned official responsible for submission of this training proposal hereby certifies that the information contained herein is true and accurate to the best of the undersigned’s knowledge and ability; that the bidding entity is qualified to present the course as prescribed in the Request for Proposals (RFP), that the bidding entity can and will meet the requirements in the RFP; that neither the bidding entity nor any of its principals has a relationship with SESARM and/or its principals constituting a conflict of interest; and that neither the undersigned nor any associated bidding entity partnership or corporation is presently debarred,

suspended, proposed for debarment, ineligible, or otherwise excluded from participating in a project funded with federal grants.”

6. Costs of Proposal Preparation Limited to Bidder.

All costs incurred in the preparation of a proposal pursuant to this RFP shall be the responsibility of, and borne by, the bidder and shall not be reimbursed by SESARM.

7. Right to Reject Proposals.

SESARM reserves the right to reject for any reason any and all proposals received in response to this RFP solely at its discretion.

8. Small and Disadvantaged Businesses.

SESARM encourages bids from small and disadvantaged businesses including those owned by minorities and women. Further, SESARM encourages that the winning bidder utilize the services of disadvantaged businesses, women, and minorities where applicable, practical, and consistent with the goals of this RFP.

9. Notification of Award.

SESARM expects to make a decision regarding awarding a contract for presentation of each listed course in this RFP within approximately ten calendar days after the proposal submittal deadline. Proposals will be reviewed by member agency staff of Metro 4 and SESARM who have no conflict of interest in the selection process.

IV. INSTRUCTOR PERFORMANCE AND TASK EXPECTATIONS.

Bidders may assume that student capacity for each course will not exceed 40 students for the purpose of estimating associated costs.

The instructor(s) for each course shall meet the following expectations and perform the following tasks:

- Cooperate with SESARM to reach final agreement on all instructor expectations.
- Provide to SESARM the course agenda and/or outline that will be followed during the course including daily start and end times as well as morning, lunch, and afternoon breaks.

- Communicate with SESARM as necessary to ensure proper pre-course planning including design of required classroom layout and audio-visual equipment needs.
- Provide, or arrange for provision of, copies of course materials for distribution at the course location.
 - If the bidder has possession of a course materials version that is preferred by the bidder and which is acceptable to SESARM, the bidder shall provide adequate copies of all such materials to meet the needs of the students.
 - If the bidder does not have copies of the course materials that are accepted or preferred by SESARM, the bidder shall communicate in a timely manner to the U.S. EPA OAQPS APTI training office the numbers and types of course materials needed for course distribution. Shipments of course materials for each course shall be made to the address specified by SESARM. The winning bidder shall be responsible for contacting SESARM to obtain this information.
- Provide a laptop computer for use in the course presentations.
- Demonstrate excellent communication and presentation skills.
- Display professional demeanor throughout the course.
- Be prompt in arrival, stay on schedule, and use the full time allocated with only minor variations.
- Adequately prepare for the presentation of course topics and demonstrate an in-depth knowledge of the subject matter during the presentations.
- Provide presentations covering all core aspects of the course in an informative manner. Presentations shall contain an appropriate mix of background, regulatory, and technical information. Practical application of the information shall be provided through a combination of lectures and class exercises.
- Be responsive to student questions and concerns both during and after the course.
- Administer a pre-test and post-test to each student, requiring a score of 70% or higher before approving issuance of a course certificate to any student. Work with SESARM and specific students to administer a minimum of one re-test per failing student upon request.
- Collect and return to SESARM within thirty days of completion of the course pre-tests and post-tests, a student performance summary, evaluations, a summary of

the evaluations including responses requiring attention, and an analysis of course materials, logistics, and other pertinent information.

- Provide in a timely manner to SESARM and the EPA OAQPS APTI training office copies of any revised course materials that are presented and/or modified after the conclusion of the course presentation.
- Provide an accurate invoice for instructional services, consistent with the accepted bid, within thirty days of the end of the course.

V. SESARM OBLIGATIONS.

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

- Ensure that EPA delivers, if applicable, all accurately requested course materials in a timely manner.
- Make all course location arrangements and communicate said information in a timely manner to students and instructors.
- Make arrangements for basic audio-visual needs as requested by the instructor including such items as a digital projector, table or stand, surge bar, extension cord, screen, flip charts or a dry erase board, and other items that are essential to a successful course presentation.
- Make arrangements for appropriate refreshments and snacks. Lunch and dinner will be on your own.
- Provide name tags or table tents, sign-in sheets, evaluation forms, an attendance list, and a student performance report template.
- Make available course completion certificates, after receipt of the student performance report, for all students qualifying for certificates.
- Make timely payment for instructional services within thirty days of receipt of an accurate invoice.

VI. PROPOSAL SELECTION CRITERIA.

SESARM expects the following criteria to be key components in the evaluation of proposals for each specific course, though other factors may also be considered:

- Completeness of proposal relative to this RFP and submittal of required certification. A bid may be disqualified if substantially deficient in content or if the required certification is not provided.
- Bidder's ability to meet the needs specified in this RFP including proposal of a course curriculum consistent with the specifications herein. Bidders without adequate technical knowledge in the subject area may be excluded from further consideration.
- Recent experiences of SESARM with the bidder including an assessment of past course evaluations, if applicable.
- Historic experience of the bidder with training in general and with presenting this course in particular.
- Information from references.