



Request for Proposals

for

Instructional Services

to

**Present Air Pollution Control Courses
in the Southeast**

January 4, 2018

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SOUTHEASTERN STATES AIR RESOURCE MANAGERS, INC.

**REQUEST FOR PROPOSALS FOR INSTRUCTIONAL SERVICES TO PRESENT
AIR POLLUTION CONTROL COURSES IN THE SOUTHEAST**

April 5, 2017

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
Organization:	SOUTHEASTERN STATES AIR RESOURCE MANAGERS INC (SESARM)
Street:	205 Corporate Center Dr Ste. D
City/State/Zip:	Stockbridge GA 30281-7383
Phone:	404-361-4000
Fax:	678-782-5393
E-mail:	carson@metro4-sesarm.org
Web Site:	http://www.metro4-sesarm.org
Submission of Bid	Close of business Tuesday, May 9, 2017

II. TRAINING COURSE DETAILS.

The listed dates 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	
Course Number	APTI 482
Course Title	SOURCES AND CONTROL OF VOLATILE ORGANIC AIR POLLUTANTS
Course Length	4.0 days
Course Dates	April 24-27 (Tuesday - Friday)
Course Capacity	35 students
Course Web Site (student manual location)	http://www.apti-learn.net/lms/pages/my_documents.aspx?displayMode=1&selectedMenuPageID=27
Course Location	Nashville, TN
Course Content	Those completing this course will gain a basic understanding of the different types of volatile organic emission sources are present at industrial facilities and the types of control devices that are available for certain emission sources. Attendees will be able to perform regulatory reviews involving the following elements of gaseous emissions and control: Basics of organic chemistry and photochemistry, VOC properties, National

	emissions and the regulatory approach, Source measurement of VOCs, Surface coating processes, Graphic arts processes, Petroleum refining and product storage and distribution, Liquid asphalt, Degreasing processes, Dry cleaning processes, VOC control methods
Intent to Bid	Upon receipt of this document.
Formal Bid Closeout date	Tuesday, January 24, 2018

III. GENERAL INFORMATION.

A. PURPOSE.

This Request for Proposals (RFP) is to contract for instructional services for presentation of one training course found in the U.S. Environmental Protection Agency's (EPA's) Air Pollution Training Institute (APTI) course catalog located at www.apti-learn.net. The course is: APTI 482.

B. TARGET AUDIENCE.

Attendees at the proposed training course will be air pollution control agency staff. They may be employed by local, state, or federal agencies. Course size will vary depending on demand, classroom capacity, instructor expectations, and training effectiveness considerations.

C. CONTRACTING ENTITY.

Southeastern States Air Resource Managers, Inc. (SESARM) is a nonprofit 501 (c)(3) corporation located in Stockbridge, Georgia. SESARM, along with a collaborating partner, Metro 4, Inc., provides training services to air pollution control 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 is to be supported with federal grant funds.

D. WHO MAY RESPOND.

Anyone may respond who has a comprehensive knowledge of the course subject matter and who has extensive experience and capabilities in the delivery of the proposed course's 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 and assistance upon request through a written question and answer format. Potential respondents may submit questions in writing to SESARM at any time following release of this RFP. SESARM will respond to questions as they are submitted and post them on the Metro 4/SESARM web site if they have relevance to the potential bids of other interested parties. 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.

F. INSTRUCTIONS/CONDITIONS RELATIVE TO PROPOSAL SUBMISSION.

1. Proposal Deadline.

Prospective bidders shall notify SESARM of their intent to bid upon receipt of this document. This notification may be made by telephone, fax, or e-mail.

SESARM will accept formal responses until close of business Tuesday, January 24, 2018 unless, solely at its discretion, SESARM chooses to extend the bid proposal deadline. A bid will be considered timely if postmarked on Tuesday, January 24, 2018 or if SESARM's e-mail system notes the delivery as being not later than 5:00 p.m. EST January 24, 2018.

2. Proposal Content Requirements.

One original hard copy of the proposal with signature and 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.

Bidders may submit proposals for any combination of the four listed courses. Each separate proposal shall be in a distinct document specifically for the course to which the proposal refers.

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 including specific revision date of the course that is intended to be presented as well as the author of any revision intended for use but not currently on file in EPA's APTI library (located at www.apti-learn.net).
- 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.

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 lodging, meals, incidentals, and transportation. Please be aware of the following guidance which shall apply to each course:
 - SESARM will pay, within reasonable limits, actual travel costs using a modified federal reimbursement process.
 - 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 paid for the facility which is hosting the students for the course at the negotiated rate.
 - Ground transportation costs will be paid for reasonable services required to provide proper instructional services to the course. Economizing where possible is requested.
 - Meals will be reimbursed using the federal meals rate for the host city. The federal reimbursement process is modified in that SESARM 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 fully covering the following core hours for each meal:
 - 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 tax
 - Receipts are required for all costs exceeding \$25.00.

- Printing and shipping costs, if any.
- Administrative processing costs, if any.
- Other relevant itemized expenses, if any.

4. Certification.

Prospective bidders shall only submit a proposal if they sign the proposal certifying 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.”

5. 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.

6. 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 and for any reason.

7. 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.

8. Notification of Award.

SESARM expects to make a decision regarding awarding a contract for presentation of each listed course in this RFP within fourteen (14) days after the proposal submittal deadline. Proposals will be reviewed by a committee of individuals selected by SESARM who have no conflict of interest in the selection process.

IV. INSTRUCTOR PERFORMANCE AND TASK EXPECTATIONS.

Bidders shall assume that student capacity for each course will not exceed the range specified in each table in Section II of this RFP. 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.
- Communicate with SESARM as necessary to ensure proper pre-course planning including provide all course support needs including audio-visual equipment the instructor expects SESARM to meet.
- Provide 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 shall be made to addresses that will be 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 containing an appropriate mix of background, technical, and practical information utilizing lectures and class exercises.
- Be responsive to student questions and concerns both during and after the course.
- Administer a 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 30 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 (30) days of the end of the course. Documentation shall be provided for all costs equaling or exceeding \$25.00 except meals.

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 including a digital projector, stand, surge bar, extension cord, screen, and, other items that may be requested by the instructor such as flip charts and/or a dry-erase board.
- Make arrangements for appropriate refreshments and snacks. Lunch and dinner will be on your own.
- Provide name tags, sign-in sheets, evaluation forms, an attendance list, and a student performance report template.
- Provide the student performance report, after completion by the instructor, to EPA for preparation and mailing of course completion certificates. SESARM may alternatively prepare course certificates if it so chooses.
- 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 of the evaluation of proposals for a specific course:

- Completeness of proposal relative to this RFP including 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.

- 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.
- Other pertinent information, if any.

VII. NON-DISCRIMINATION POLICY.

It is the policy of SESARM to prohibit discrimination against its customers, contractors, employees, and applicants for employment based on race, color, national origin, disability, age, limited English proficiency (LEP), sex and any other demographic category prohibited by law.

It shall further be the policy of Metro 4 and SESARM to require that all staff, officers, Board of Directors members, agents, and representatives operate within this policy and associated procedures.