



## **Request for Proposals**

for preparing and delivering virtual and in-person training for the  
following course:

CAMx Modeling Training

**September 1, 2025**

## **I. Submittal Information for Proposals, Inquiries, and Requests**

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

Name: Scott Hodges  
Title: Agency Support Specialist  
Phone: (601) 540-3703 (cell)  
Email: [shodges@metro4-sesarm.org](mailto:shodges@metro4-sesarm.org)  
Website: [www.metro4-sesarm.org](http://www.metro4-sesarm.org)

Signed proposals shall be submitted to the Metro 4/SESARM email address specified above in Portable Document Format (PDF).

## **II. Training Course Details**

The following contains specific information about the course, format(s) and locations where applicable:

### **A. Background**

The CAMx photochemical grid modeling system allows local, state and regional government agencies to perform regulatory assessments of air quality in their jurisdictions. It requires users to build an executable program on their system using a FORTRAN compiler. It is designed to be used in Unix/Linux environments. This training is expected to have two sessions of training: (1) a lecture-oriented virtual session for policy and planning staff who may use model outputs in their work and (2) an intermediate to advanced session for agency modeling staff, including in-person training in a computer lab or similar facility using a live training instance of the model.

### **B. Learning Objectives**

Students taking the lecture-oriented virtual session would get an overview of how CAMx photochemical modeling works and how results can be used to support development of State Implementation Plans. Students taking the in-person, hands-on session would be able to gain experience running a live instance of the model. Learning objectives of this session would include:

- Preparing model inputs utilizing EPA's Emission Modeling Platform (EMP) data sets
- Learning detailed steps of source region map preparation for OSAT/PSAT

- Learning about pre-processing tools for sensitivity and generating boundary conditions
- Learning about post-processing tools for visualization and output file manipulation
- Configuring and running CAMx

#### **C. Course Description**

This course should (1) provide a high-level overview of photochemical models in a 4-6 hour virtual session to students who will use model outputs for regulatory decision-making and (2) provide hands-on experience in a 3-5 day in-person session to students who will run models as their primary work function. This hands-on training will require development of modeling instances by the provider. It is expected that the modeling instances would be established using a web service cloud system and accessed through the student-provided computers connected to the internet service provided at the training location.

#### **D. Course Location and Dates**

The virtual session will be delivered using an approved virtual platform. The in-person session will be presented in a computer lab or similar facility provided by Metro 4/SESARM. Likely facility locations for the in-person session would be Tennessee, Georgia, or North Carolina. Both sessions of the course will be given during the contract period which will be from the date of a signed contract agreement between Metro 4/SESARM and the provider, beginning no earlier than October 1, 2025, and ending no later than September 30, 2028. The course is expected to be delivered once during these dates. Additional deliveries would need to be approved by the provider and Metro 4/SESARM.

#### **E. Course Attendance**

Bidders shall assume that course attendance will not exceed 70 students for the virtual session and 15 students for the in-person session of the course.

### **III. General Information**

#### **A. Purpose**

This Request for Proposals (RFP) is to contract for planning, developing and delivering instruction on the CAMx photochemical model via virtual and in-person formats. This contract will be funded with federal funds provided by EPA to SESARM via Grant XA-03D28225. Although SESARM will be the contracting party, Metro 4 and SESARM are partners in this training effort and any decisions

made will consider the interests of both Metro 4 and SESARM member agencies. The course is entitled “CAMx Model Training” and is to generally follow the format as described in Section II above. The proposal should include the provider’s plan, timing and cost estimate for developing and delivering materials for the virtual portion of the training. It should also include the provider’s plan, timing and cost estimate for providing the computer system configuration, training instances and modeling simulations for the in-person portion of training. These training instances should include use of the most recent version of the Environmental Protection Agency’s (EPA) 2022 Emissions Modeling Platform dataset (currently 2022v2).

<https://views.cira.colostate.edu/wiki/SiteSettings/Wiki/Index/11209>

Metro 4/SESARM reserves the right to review any materials developed or updated prior to delivery and to distribute the materials to our membership for use during the course.

**B. 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 meets the criteria specified in this RFP.

**C. Assistance with Proposal Preparation Questions**

Metro 4/SESARM will provide clarifications and assistance upon request through a written question-and-answer format. Potential respondents may submit questions in writing to Metro 4/SESARM at any time following release of this RFP. Metro 4/SESARM will respond to questions as they are submitted and post them on the Metro 4/SESARM website if they have relevance to the potential bids of other interested parties. Metro 4/SESARM reserves the right to decline to respond to any question if, in Metro 4/SESARM’s assessment, the question is irrelevant to the preparation of bid proposals and/or if Metro 4/SESARM cannot prepare and submit the requested information to all potential bidders in a timely manner.

**D. Instructions/Conditions Relative to Proposal Submission**

**1. Proposal Deadline**

Metro 4/SESARM will accept bids until close of business Friday, September 26, 2025, unless, solely at its discretion, Metro 4/SESARM chooses to extend the bid proposal deadline.

## 2. Proposal Content Requirements

The proposal shall include all required information specified in this RFP but shall be limited to no more than ten pages in length. Required information shall include:

- Name and complete contact information for the provider making the bid (if incorporated, include company name and your SAM.gov Unique Entity ID or CAGE Code, if applicable).
- Name and complete information for the individual preparing the bid, if different than provider.
- A summary of training and educational experience of the lead instructor and any supporting instructors.
- Any specific experience that uniquely qualifies the instructor(s) to present the course, including how many times the course has been taught, if any.
- Contact information for a minimum of two references knowledgeable about the lead instructor's qualifications and performance.
- Details regarding the virtual session delivery including:
  - i. Agenda, including duration and topics to be covered
  - ii. Preferred virtual delivery platform (TEAMS, Webex, Zoom, etc.)
- Details regarding the in-person delivery including:
  - i. Agenda, including duration and topics to be covered
  - ii. Pre-and post- processing tools to be demonstrated
  - iii. Recommended prerequisite knowledge and experience needed for the students (i.e. experience using CAMx, Linux, etc.)
  - iv. Proposal (including computing capacity and details including estimated cost) for web service arrangement for hosting training instances
  - v. Anticipated time needed for acquiring web services and preparing datasets
  - vi. Technical requirements for student's computer equipment
  - vii. Technical requirements (e.g. broadband speed) needed for the training location
- Proposals must comply, as applicable, 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 1532 and certify the provider is not presently debarred, suspended, proposed debarment, declared

ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

- Insurance: Proposal must describe the company's insurance coverage and indicate the company will provide a copy of their insurance certificate as part of entering into an agreement with Metro 4/SESARM.
- Tax Liabilities: Proposal must affirm that provider(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 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.
- Civil Rights: Proposal must affirm that in carrying out this project the provider will comply with laws and regulations prohibiting discrimination based on race, color, national origin (including limited English proficiency), age, handicap, or any other demographic category prohibited by law.
- Indicate in your proposal that Metro 4/SESARM will have the right to post publicly and re-use instructional materials, including handouts and presentations used in this class. Specify any requested limitations on free use and the rationale for the limitations. Metro 4/SESARM reserves the right to decline entering into an instructional services contract with any bidder who prohibits distribution of course materials to Metro 4/SESARM and course students.

### **3. Cost Proposal**

Cost shall be submitted as a section in the proposal and shall include a breakdown of the following costs for each session of the training event. This should include applicable costs pertaining to:

- Course/presentation material preparation, if applicable.
- Instructional services charges (including instructional preparation, delivery of course instruction, entry of test results, if applicable, into a prescribed database, and preparation of a final course report and certificates, if applicable)
- Printing and shipping, if applicable

- Expenses related to acquiring web services, preparing training instances, and other computer related labor, if applicable
- Other relevant expenses (Please itemize)

Given that the dates and location of in-person delivery are unknown, costs related to travel are not required to be included in the proposal. Metro 4/SESARM will reimburse lodging, transportation, meal, and miscellaneous course costs incurred by the instructor(s) as described in Attachment 1 of this RFP. Instructor(s) shall consult with Metro 4/SESARM about lodging and transportation costs before incurring them, to make sure that they will be reimbursable.

#### **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 statement shall be used:

*“The undersigned official responsible for submission of this training proposal hereby certifies that the information contained in this proposal 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) and can and will meet the requirements in the RFP; that neither the bidding entity or any of its principals had a relationship with Metro 4/SESARM and/or its principals constituting a conflict of interest; and that neither the undersigned nor any associated partnership or corporation is presently debarred, suspended, proposed for debarment, ineligible, or otherwise excluded from participating in a project funded with federal grants.”*

#### **5. Cost 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 Metro 4/SESARM.

#### **6. Right to Reject Proposals**

Metro 4/SESARM reserves the right to reject for any reason any and all proposals received in response to this RFP.

#### **7. Small and Disadvantaged Businesses**

Metro 4/SESARM encourages bids from small and disadvantaged businesses including those owned by minorities and women.

**8. Notification of Award**

Metro 4/SESARM expects to make a decision regarding awarding a contract for presentation of this course shortly after the proposal submittal deadline.

**IV. Instructor Performance and Task Expectations**

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

- Demonstrate excellent communication and presentation skills, including prior use of online delivery platforms.
- Demonstrate an in-depth knowledge of the subject matter.
- Present a professional demeanor throughout the course.
- Adequately prepare to deliver the course.
- Provide a computer for the instructor's use during the virtual and in-person sessions of the training.
- Deliver presentations in an informative manner containing a mix of background, technical, and practical information using lectures and class exercises.
- Be responsive to student questions and concerns.
- Meet course objectives for dispensing core knowledge in the subject area.
- Be prompt in arrival and stay on schedule.
- Communicate with Metro 4/SESARM as necessary to ensure proper pre-course planning.
- For in-person delivery, minimize travel expenses as practical, based on the location of the course.
- Provide an accurate invoice for instructional services consistent with the accepted bid and reimbursements consistent with the reimbursement process described in Attachment 1 within thirty days of the last day of the course.

**V. Metro 4/SESARM Obligations**

In preparing proposals, prospective bidders may assume that Metro 4/SESARM will:



- Work with the provider to clarify technical requirements, to select the course location, and to assist in communication with on-site staff about equipment needed for the training location.
- Assist in communication with students and inform them in a timely manner of course logistics and prerequisites and computer requirements.
- Make arrangements for basic audio-visual needs including a digital projector, stand, surge bar, extension cord, screen, and flip charts and/or dry-erase board, if requested.
- Make timely payment for instructional services within 30 days of receipt of an accurate invoice.

## **VI. Proposal Selection Criteria**

Metro 4/SESARM expect the following criteria to be key components of the evaluation of proposals:

- Completeness of proposal relative to this RFP including proper certification and signature. A bid may be disqualified if substantially deficient in content or if the required certification and signature are not provided.
- Bidder's ability to meet the needs specified in this RFP, including delivery of the course both in-person and/or online.
- Recent experiences of Metro 4/SESARM with the bidder including an assessment of past course evaluations, if applicable.
- Information from references.
- Qualification of secondary instructors, if applicable.
- Other pertinent information, if any.
- Quoted cost.

## **VII. Non-Discrimination Policy**

It is the policy of Metro 4/SESARM to prohibit discrimination against its customers, providers, employees, and applicants for employment based on race, color, national origin, disability, age, limited English proficiency, sex and any other demographic category prohibited by law.

It is further the policy of SESARM to require that all staff, officers, Board of Directors members, agents, and representatives operate in conformance to this policy and associated procedures.

## **Attachment 1**

### **Metro 4/SESARM's Modified Federal Reimbursement Process**

Metro 4/SESARM will reimburse, within reasonable limits, actual travel costs using a modified federal reimbursement process as described below.

- Instructors shall plan on arriving the day before the course begins and leaving the afternoon or evening the course ends except in special circumstances that shall be specified in the proposal.
- Transportation shall be by the most economical means possible, taking into consideration practicality and availability of alternatives. Private-owned vehicle (POV) mileage reimbursement, if requested, will be capped at the amount of the cheapest practical travel alternative including consideration of airfare and rental car. As of January 1, 2025, the POV mileage reimbursement rate, where applicable, is \$0.70/mile.
- Instructors are expected to secure the lowest reasonable airfare offered. Metro 4/SESARM provides reimbursement at the economy fare rate for domestic travel. The use of first class, business, or international air travel is not authorized.
- Instructors shall use the lodging facility which is hosting the students for the course and shall procure lodging rooms at the negotiated rate, if applicable, unless SESARM has been notified of extenuating circumstance and SESARM has approved alternative lodging arrangements in advance of arrival at the lodging location.
- Instructors shall use reasonable ground transportation services if travel is required from an airport to the lodging and meeting locations and return.
- Meals will be reimbursed using the meal-specific federal rate for the host city. The reimbursement rate for each meal includes any tips. The federal reimbursement process is modified in that SESARM will pay on a meal-for-meal basis only for meals where expenses are actually incurred and only when the instructor is on official travel status fully covering the following core hours for each meal:

Breakfast: 6:30 a.m. – 8:30 a.m.

Lunch: 11:30 a.m. – 1:30 p.m.

Dinner: 5:30 p.m. – 7:30 p.m.

- Reimbursable incidental expenses shall include business-related bellhop and housekeeping expenses.
- Other business-related itemized expenses, if any, shall be reimbursed provided that proper documentation is presented with the reimbursement request.
- Receipts shall be required for all costs equaling or exceeding \$25.00 excluding meals.