



**Metro 4/SESARM**  
Southeastern Air Pollution Control Agencies

## **Request for Proposals**

for preparing and delivering multiple training events over a 2-year period for both in-person classroom and online instructor-led settings for the following course:

Sources and Control of Volatile Organic Air Pollutants (APTI 482)

**March 7, 2022**

## **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: Interim Executive Director  
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**

This basic course is designed for individuals within a regulatory agency whose role is to evaluate volatile organic compound emission sources for permitting and to determine the ongoing compliance status of such emission sources. This class is intended for new permit and compliance engineers and scientists who are responsible for permitting and compliance activities. It is expected to be approximately 30 contact hours in length.

### **B. Learning Objectives**

Those completing this course will gain a basic understanding of the different types of volatile organic emission sources which 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 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

**C. Course Description**

This course prepares the student to evaluate techniques typically used to control volatile organic emissions from certain industrial sources. Process descriptions, emission sources and characterizations, regulatory requirements, and emission controls are discussed, along with techniques for field evaluation. Industrial sources covered include surface coating, graphic arts, petroleum product storage and distribution, liquid asphalt, degreasing, and dry cleaning. Supporting topics include basic organic chemistry, photochemistry, VOC properties, source measurement, national emissions inventory, and Federal approach to regulation of VOC sources.

**D. Course Location and Dates**

The course will presented as a “live” webinar or in-person classroom format potentially at locations in the 10-state Metro 4 /SESARM area (AL, FL, GA, KY, MS, NC, SC, TN, VA, WV). Presentation of the course will be given during the contract period from **May 1, 2022 to April 30, 2024**. The number of times the course is delivered, actual dates and method of delivery of the courses will be determined by Metro 4/SESARM with input from the contractor selected; however, the instructor is expected to be available for a minimum of one online or in-person training event per year.

**E. Course Attendance**

As a general rule, bidders shall assume that course attendance will not exceed 40 students for an in-person course and 60 students for an online course.

**III. General Information**

**A. Purpose**

This Request for Proposals (RFP) is to contract for instructional services to prepare and present a training course for delivery in a “live” webinar or in-person format. This contract will be funded with federal funds provided by EPA to SESARM via Grant XA-01D14120. 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 “Sources and Control of Volatile Organic Air Pollutants” and is to follow the materials designated as APTI 482. 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 these and other criteria included herein.

**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, **April 1, 2022** 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, DUNS number.
- 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.
- Course Description:
  - i. Agenda, including duration and title of each topic covered
  - ii. Version of training materials the instructor proposes to use
  - iii. Limits (if any) on number of students for both in-person class and “live” webinar size other than those described Section IV below
  - iv. Handouts to be provided and date of last update
- 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 contractor 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 contractor (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 contractor 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 presentation 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 on a separate page as an addendum to the proposal and shall include a breakdown of the following costs for each training event, for both in-person and online delivery options:

- Course/presentation material preparation, if applicable. (Indicate if this is a one-time cost or recurring cost per delivery)
- Instructional services charges (including instructional preparation, delivery of course instruction, entry of test results, if applicable, into a prescribed data base, and preparation of a final course report and certificates, if applicable)
- Printing and shipping, if applicable (for in-person delivery only)
- 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. Proposals shall be reviewed by a committee of individuals selected by Metro 4/SESARM who have no conflict of interest in the selection process.

**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 laptop computer for use in the in-person course.

- Provide a PowerPoint presentation and written or electronic materials to be distributed to students.
- Deliver presentations in an informative manner containing a mix of background, technical, and practical information utilizing 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.
- For in-person delivery, provide hard copies of course materials (including agenda) for course distribution if the bidder has possession of an alternate version of the course that is acceptable to Metro 4/SESARM.
- Communicate with Metro 4/SESARM as necessary to ensure proper pre-course planning.
- Administer post-course quizzes for evaluating how well the course materials were assimilated by attendees.
- Work with Metro 4/SESARM and affected students to administer a minimum of one re-test and a maximum of two re-tests per failing student upon request.
- Provide a summary of results of the quizzes and report results to Metro 4/SESARM.
- 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
- For online delivery, provide at the instructor location(s) necessary equipment and high quality and consistent internet connection to conduct the course.
- Conduct a practice session of adequate duration prior to the live training event to test the online delivery platform (only required for instruction provided online).

## **V. Metro 4/SESARM Obligations**

In preparing proposals, prospective bidders may assume that for in-person courses Metro 4/SESARM will:

- 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 flip charts and/or dry-erase board, if requested.
- Make arrangements for morning and afternoon break refreshments. All other meals will be on your own.
- Make timely payment for instructional services within thirty (30) days of receipt of an accurate invoice.

And for Online courses

- Make all arrangements for course registration and communicate said information in a timely manner to students and instructors.
- Provide the online delivery platform to be used for the course.
- Provide a moderator during the entire online course to assist the instructor. The moderator will work to resolve technical issues with the delivery platform, respond to questions about the course delivery and content, and monitor participant engagement during the course.

## **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, contractors, 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. The 2022 POV mileage reimbursement rate, where applicable, is \$0.585/mile.
- Instructors shall utilize 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 utilize 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.