

Central States Air Resource Agencies Association
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Phone: (405) 813-4300 Website: www.censara.org

Request for Proposals for
Instructional Services for Presentation of
**Virtual Visible Emissions Observer Training and
Certification Programs for Central States Air
Resource Agencies Association (CenSARA)**

Multiple Trainings over 3-year period
April 28, 2026

I. SUBMITTAL INFORMATION FOR PROPOSALS, INQUIRIES, AND REQUESTS

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

Name: Katrina Jones

Title: Training Director

Phone: (405) 813-4300 Ext 2

Returned by email. Email: kjones@censara.org

Website: www.censara.org

Course Dates: From June 1, 2026, to May 31, 2029

II. GENERAL INFORMATION

Central States Air Resource Agencies Association (CenSARA) is a nonprofit corporation incorporated in Oklahoma City, OK. CenSARA provides training services to state and local air pollution control agencies in an eight (8) central state area of the U.S.

CenSARA makes every effort to secure quality training consistent with the provisions listed in the applicable sections of the Code of Federal Regulations, pertinent EPA guidance, and in CenSARA's procurement practices and policies.

III. TRAINING COURSE DETAILS

CenSARA organizations interested in the Method 9/ALT-152 training course are state and local air pollution control agency staff in agencies in Arkansas, Iowa, Kansas, Louisiana, Missouri, Nebraska, Oklahoma, and Texas. The agencies have requested virtual training for EPA's Method 9/ALT-152, Visual Determination of the opacity of emissions from stationary sources, which is in appendix of 40 CFR 60. Existing environmental regulations (40 CFR 60.11) require regulated agencies to comply with the stated standards and maintenance practices.

IV. WHO MAY RESPOND

Anyone who may respond has a comprehensive knowledge of the course subject matter and extensive experience and capabilities in the delivery of the proposed course's subject matter. In addition, instructors must be able to perform in a professional and informative manner.

CenSARA will provide clarification and assistance upon request through a written question and answer format. Potential respondents may submit questions in writing to CenSARA at any time following release of this RFP. CenSARA will respond to questions if they have a relevance to the potential bids of other interested parties and post the answers on the CenSARA website.

CenSARA reserves the right to decline to respond to any questions, if in CenSARA's assessment, the question is irrelevant to the preparation of bid proposals and/or if CenSARA cannot prepare and submit the requested information to all potential bidders in a timely manner.

CenSARA will document inappropriate vendor contacts made to them or their member states in any attempt to interfere in contract procurement.

The terms "bidder," "vendor," and "contractor" may be used interchangeably and refer to the entity providing a proposal and cost quote in response to this RFP.

V. INSTRUCTIONS/CONDITIONS RELATIVE TO PROPOSAL SUBMISSION

1. Proposal Deadline

CenSARA will accept bids until close of business Tuesday, May 12, 2026 (4:30 pm Central Time) unless, solely at its discretion, CenSARA chooses to extend the bid proposal deadline.

2. Proposal Content Requirements

One original copy of the proposal with signature shall be submitted to CenSARA. 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.
- Name and complete information for the individual preparing the bid, if different.

- The version, including specific revision date of the online lecture that is intended to be presented.
- A copy of the ALT-152 approval concerning the use of your VR headset-based alternative method for conducting Method 9 plume demonstrations and certification.

3. Cost Proposal

Bids should include the price per person for the certification (including any cost for the online “lecture”. The total price quoted by the bidder will also be taken into consideration. Lowest bidder is not necessarily indicative of the selected contractor.

Costs shall be submitted on a separate page as an addendum to the proposal.

PLEASE NOTE: While some entities can offer states “\$0” cost for tuition, CenSARA cannot enter into such a contract. In order to meet the ethics rules of various CenSARA states, bidders MAY NOT OFFER a “\$0” cost/student certification.

4. Certification

Prospective bidders shall only submit a proposal if they sign it, certifying the proposal meets the requirements of this RFP and they are in good standing with the U.S. government relative to participating in projects funded with federal grants. The following statement or one of equivalent meaning shall be used:

“The undersigned official responsible for submission of this training Request for Proposal (RFP) hereby certifies that the information contained in this proposal is true and accurate to the best of the undersigned’s knowledge and ability; the bidding entity is qualified to present the course as proscribed in the RFP and can and will meet the requirements in the RFP; that neither the bidding entity nor any of its principals has a relationship with CenSARA 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. Costs of Proposal Preparation

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 CenSARA.

6. Right to Reject Proposals

CenSARA reserves the right to reject for any reason any and all proposals received in response to this RFP.

7. Small and Disadvantaged Businesses

CenSARA encourages bids from small and disadvantaged businesses, including those owned by minorities and women.

8. Notification of Award

CenSARA 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 CenSARA who have no conflict of interest in the selection process.

II. COURSE EXPECTATIONS.

The provider for the Method 9/ ALT-152 course shall meet the following expectations and perform the following tasks:

- Have a documented certification system that meets all the criteria contained in ALT-152 including the attachment and provide a demonstration to our office
- Have performed and submitted to EPA office for review and approval a successful demonstration of the VR training system according to EPA-650/4-75-009.
- Be responsive to student questions and concerns.
- Provide an accurate invoice for instructional services, consistent with the accepted bid.

V. CenSARA OBLIGATIONS

In preparing proposals, prospective bidders may assume that CenSARA will:

- Make arrangements for VR devices for virtual course
- Make timely payment for instructional services within thirty days of receipt of an accurate invoice.

VI. PROPOSAL SELECTION CRITERIA

CenSARA expects 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.
- Recent experiences of CenSARA 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.