

Central States Air Resource Agencies Association
5900 Balcones Drive STE 100
Northwest Box # 12761
Austin Texas 78731
Phone: (405) 813-4300 Website: www.censara.org



Request for Proposals for
Instructional Services for Presentation of
APTI 482 or Equivalent - Sources and Control of
Volatile Organic Air Pollutants
Multiple Trainings over 3-year period for
Virtual Training
February 26, 2024

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

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

Name: Ronald Hensley
Title: Training Director
Phone: (405) 813-4302

Returned by email.

Email: rhensley@censara.org
Website: www.censara.org

II. TRAINING COURSE DETAILS.

The following contains specific information about the course and location:

4-day lecture course – Virtual training

Course Description

This course prepares the student to evaluate techniques typically used to control volatile organic emissions from 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 refining, 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 the Federal approach to regulation of VOC sources. A scientific calculator is required.

Major topics

- 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

Course Dates and Locations:

(1) From May 1, 2024 to April 30, 2024

Actual dates will be determined by instructor availability.

III.GENERAL INFORMATION.

A. PURPOSE.

This Request for Proposals (RFP) is to contract for instructional services to present a training course found in the U.S. Environmental Protection Agency's Air Pollution Training Institute course catalog. The course is numbered "APTI 482" and is entitled "Sources and Control of Volatile Organic Air Pollutants."

Central States Air Resource Agencies Association (CenSARA) is a nonprofit corporation located in Oklahoma City, OK. CenSARA provides training services to air pollution control agencies in a (8) Central State area. Attendees at the proposed training course will be air pollution control agency staff.

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 confirms with the criteria included herein.

C. ASSISTANCE WITH PROPOSAL PREPARATION QUESTIONS.

CenSARA will provide clarifications 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 as they are submitted and post them on the CenSARA web site if they have relevance to the potential bids of other interested parties. CenSARA reserves the right to decline to respond to any question 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.

D. INSTRUCTIONS/CONDITIONS RELATIVE TO PROPOSAL SUBMISSION.

1. Proposal Deadline.

CenSARA will accept bids until close of business Friday, March 29, 2024 unless, solely at its discretion, CenSARA chooses to extend the bid proposal deadline.

2. Proposal Content Requirements.

One original hard 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 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.
- ✓ 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. (CenSARA will pay, within reasonable limits, actual travel costs.)
- ✓ Printing and shipping.
- ✓ Other relevant expenses. (Please itemize.)

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 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 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 fund 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 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.

IV. INSTRUCTOR PERFORMANCE AND TASK EXPECTATIONS.

Bidders shall assume that the course attendance will be capped at 40 students. The instructor(s) for this course shall meet the following expectations and perform the following tasks:

- Demonstrate excellent communication and presentation skills.
- Demonstrate an in-depth knowledge of the subject matter.
- Present a professional demeanor throughout the course.
- Provide 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.
- Provide copies of course materials for course distribution if the bidder has possession of a version of the course that is acceptable to CenSARA.
- If the bidder does not have copies of the course materials, communicate in a timely manner to U.S. EPA the numbers and types of course materials needed for course distribution.
- Adequately prepare for preparation of the course.

- Communicate with CenSARA as necessary to ensure proper pre-course planning.
- Provide a laptop computer for use in 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 CenSARA and specific students to administer a minimum of one re-test per failing student upon request.
- Collect and return to CenSARA 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 CenSARA and EPA APTI 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. Documentation shall be provided for all costs equaling or exceeding \$25.00 except meals. Meals shall be reimbursed, provided that travel occurs completely across the prescribed hours, according to the federal meal reimbursement rate.

V. CenSARA OBLIGATIONS.

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

- Ensure that EPA delivers 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 flip charts and/or a dry-erase board.
- Make arrangements for morning and afternoon snacks as well as break refreshments. Lunch will be on your own.
- 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.