

APTI 350 Asbestos Training RFP Questions

Q1. Can you provide a better profile of the background of the attendees? Is this an indoctrination into asbestos or have they been performing inspections in the past? **We will be able to provide further information regarding the background of the participants once registration is complete. We expect most of the inspectors, a mix of EPA and state, will have already been performing inspections for varying lengths of time. The amount of general inspection/asbestos inspection experience will vary from inspector to inspector.**

In the meantime, the RFP provides the following target audience description: This introductory course is designed for individuals who have a basic understanding of the compliance assessment requirements for any asbestos regulations within its state, region or territory. This class is intended for air quality professionals whose role is to inspect facilities which contain asbestos-containing materials and determine regulatory compliance status with applicable state or federal asbestos regulations.

Q2. Have the attendees previously received accredited training as Asbestos Supervisors, Asbestos Inspectors, or other AHERA disciplines? **Many have taken some form of asbestos training previously, but some may be new.**

Q3. Will the attendees participate via a video camera? Will the instructor be able to see each attendee? If not, will they have an audio connection? **The students will have audio connection. We don't expect participants to use their webcams. However, depending on how the contractor would like to structure the class, attendees could be asked to share their webcams (optional). We find it beneficial to the student's if at a minimum, the instructor shares their webcam for all or at least a portion of the presentation.**

Q4. Is there an established number of questions that are required for the pre- and post- test? **The pre and post-tests typically have 10 to 20 questions each. MARAMA will provide an established set of pre and post-test questions to the awarded contractor.**

Q5. Under Paragraph F Submission Requirements, you mention an interest in updating and presenting one or more courses. It appears this RFP is only for the APTI 350 Asbestos course. What other courses are in need of updating? **The reference to multiple course updates in the RFP is a mistake.**

Q6. The RFP requires the contractor to develop a pre and post exam. Are there current tests that exist that can be reviewed and updated or are do these need to be created as brand-new documents? Do you have any requirements regarding the length of either of these exams? Do they need to be in any particular format? Also, since MARAMA is administering and grading the exam, why would the contractor be responsible for the grade analysis? **The typical exam includes 10 to 20 multiple choice questions (same questions on both the pre and post-tests). MARAMA will administer the exams, via Survey Monkey, or a similar platform, with an automatic grading feature. However, the contractor would be responsible for entering the grades on our national learning management system so students may receive a certificate of participation. The contractor will also be required to submit a course report following the training which includes the test score averages.**

Q7. I didn't see any specific requirement to update the Student Manual, so I just want to make sure there is no Student Manual revision expected. **No, there is no need to update the student manual. We**

expect the slides and materials presented will be available to the students which will be more valuable than doing an update to the student manual. MARAMA plans to record the class for future use.

Q8. Am I correct that the virtual class will only be delivered once over 6 days with 3-4 hours of instruction per day? **Correct.** Submitted proposals are to include limits (if any) on class size. How many people have attended this training in the past? **For in-person training, the typical class size is 30 to 40 students. We would expect that the online version would allow for 50 plus students.** To some extent, the participant limit for a virtual class is determined by the upload / download speed of the instructor's system and delivery platform. Also, in our experience delivering virtual training that larger the group the more difficult the training is to deliver and manage especially the examination times. Also, there is less interaction between the participants and instructor when you have larger groups. We would like a little for guidance on class size so that all bidders know how many virtually classes to provide in the bid. **We expect proposals to include a recommendation on class size based on experience teaching online training courses.**

Q9. How familiar do we need to be with inspection procedures? **MARAMA recognizes that each regulatory agency may have differing procedures with inspections, but we expect that general techniques and information would be useful to present to the students. For any questions that come up regarding legal interpretation or other questions you don't feel comfortable answering, you should recommend the participant follow up with their EPA Regional Office Asbestos NESHAPs contact or EPA HQ. Additionally, you can refer participants to the Applicability Determination Index <https://cfpub.epa.gov/adi/> or the various guidance documents regarding the asbestos NESHAP for applicability/regulatory interpretations: <https://www.epa.gov/asbestos/overview-asbestos-national-emission-standards-hazardous-air-pollutants-neshap>, <https://www.epa.gov/large-scale-residential-demolition/asbestos-containing-materials-acm-and-demolition>.**

Q10. How does MARAMA *expect* the contractor to respond to these questions and issues? **MARAMA does not expect the trainers to be lawyers and provide legal advice to the students. The instructors should give basics from a practical standpoint to consider, but all legal questions should be answered by the legal representatives working for an agency since there will be differences practiced by the agencies.**

Q11. You have included a list of Criteria for Evaluation. Is the order that the criteria is listed, in order of importance? **No.** If not, can you provide more detail on how the contractor will be selected? **A technical review committee will evaluate each proposal and score based on the criteria outlined in the request for proposal.**

Q12. Since you don't specify specific insurance requirement, we are assuming our current insurance is sufficient. **Correct.**

Q13. We have concerns about the proposed schedule of delivery of the virtual training in September / October. Since the bids aren't due until the last day of July and it will take some amount of time to select the contractor plus factoring in the 4- 6 weeks in advance of delivery of the training that the agenda and other revised documents must be submitted for your review, it seems more likely the time frame might be October / November. If will definitely take the selected contractor a few weeks minimum to complete the revisions requested for this project. Do you anticipate moving back the schedule for delivery of the training? **The dates are flexible and will be adjusted based on final timeline determined for proposal review, contract negotiation, and slide/material revisions.**

Q14. Referencing RFP Section A. Background, Prerequisites; Is it MARAMA's intention that the pre-requisite module be re-created as part of this project? If so, what platform would it be created in (GoToWebinar?) and would the creation of this module be the responsibility of the winning bidder? **No, the pre-requisite 1-hour self-instructional training titled APTI SI-350 (PSIM): ASBESTOS NESHAP INSPECTION AND SAFETY PROCEDURES (PREREQUISITE TO APTI 350) will not need to be re-created. The course is available to students on APTI-Learn and they will be asked to complete the module and all associated quizzes.**

Q15. Referencing RFP Section B. Project Tasks, 4th Bullet, d; Is the "10 minutes of initial and final instruction to participants" that MARAMA will provide to be done at the beginning and end of the course as a whole, or at the beginning at end of each of the 6 days of presentation? **The introduction will take place each day at the start of the training session. MARAMA will use this time to inform everyone on how to navigate the webinar system and direct the students to download any necessary handouts provided.**

Q16. Referencing RFP Section B. Project Tasks, 5th Bullet; Would MARAMA please expand on the nature/details of the "training webinar" and explain what is meant by "test the CONTRACTOR'S sound system". Is this simply testing our microphone systems to ensure it projects adequately to the students' systems? **Yes, MARAMA will hold a practice session with the instructors to go over how to navigate the webinar system, discuss the instructional format (ie. timing of polls, breaks and Q&A sessions) and to check applicable audio/visual connections/quality.**

Q17. Referencing RFP Section B. Project Tasks, 6th Bullet; Would it be acceptable to MARAMA to use the existing pre and post-tests, after they are imported into the GoToWebinar system? **Yes, the existing pre and post tests may be used. However, it may be necessary to adjust the tests to align with an online instructional format.**