July 14, 2020

REQUEST FOR PROPOSALS TO PRESENT ONLINE VERSION OF
APTI 350 Asbestos NESHAP Inspection and Safety Procedures

Who is MARAMA?
The Mid-Atlantic Regional Air Management Association, Inc. (MARAMA) is a Maryland non-profit corporation of ten state and local air pollution control agencies. MARAMA's mission is to strengthen the skills and capabilities of member agencies and to help them work together to prevent and reduce air pollution impacts in the Mid-Atlantic Region. One of our objectives is to provide training to help improve the technical knowledge and skills of the staff and managers of Mid-Atlantic air pollution control agencies.

Funding for this work is from MARAMA’s grant from the Region 3 of the U.S. Environmental Protection Agency XA-96334701 (CFDA 66.034 – Surveys, Studies, Investigations, Demonstrations, and Special Purpose Activities relating to the Clean Air Act.

A. Background
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.

LEARNING OBJECTIVES: Those completing this course will gain an understanding of how to conduct an asbestos compliance assessment. Attendees will improve their knowledge of the following topics related to asbestos control programs:
- Health effects of exposure to asbestos
- Identifying asbestos containing material
- Asbestos Inspector Safety Guidance
- Respiratory Protection
- Protective clothing
- Asbestos NESHAP regulation
- Pre-inspection planning
- Facility and landfill inspections
- Asbestos air sampling and analysis
**COURSE DESCRIPTION:** This course (approx. 20 hours of instruction) covers background information, health effects of asbestos, and regulatory history; abatement techniques; sampling and analysis; personal safety including respiratory protection and protective clothing; pre-inspection planning, inspection procedures, and post inspection activities; and legal perspectives.

**PREREQUISITES:** A prerequisite self-instructional training module will be made available for review in advance of attending this course. Students should complete this pre-course training before traveling to the course.

**LAST UPDATED:** September 2014

**Course Materials**
Course materials include PDF and PowerPoint slide sets and a Student Manual. The slide sets will require re-formatting in order to present an online webinar series over 6 days (3.5 to 4 hours per day).

To review the existing course materials, please use the following ShareFile link:  
https://www.metro4-sesarm.org/content/asbestos

**B. Project Tasks**
MARAMA is seeking a CONTRACTOR to:

- Update and re-format existing slide sets to be chunked into 3.5 to 4-hour modules for use in a “live” webinar series over 6 days.
- Provide REVISED agenda/course outline to MARAMA for our review and revision, at least six (6) weeks in advance.
- Provide to MARAMA at least four (4) weeks in advance, an electronic copy of all FINAL, updated course materials, including written or electronic materials to be distributed to students as well as PowerPoint presentations that will be used during the webinar series.
- Present 6 modules of the "live" webinar series in the **September/October 2020** timeframe. Each module will be approximately 3.5 to 4 hours in length and composed of the following:
  a. 3 hours of instruction
  b. 1 or 2 -10 minute breaks
  c. 20-30 minutes built in for poll questions and Q&A. Use of poll questions during the course of each webinar module to both engage the audience and to ensure student comprehension. There should be at least 6 poll questions per 3-hour segment.
  d. MARAMA will provide 10 minutes of initial and final instruction to participants
- Attend a training webinar, hosted by MARAMA, where we will test the CONTRACTOR’S sound system and explain how the webinar controls will work and train the contractor to use those controls.
- Develop a pre and post-test that will be administered via the GoToWebinar system. Additionally, the CONTRACTOR will enter all students’ grades onto the APTI Learn LMS system.
• Submit a COURSE REPORT which will include:
  a. Course number, title, dates held, course instructor (including company name and/or affiliation)
  b. Narrative of course agenda and objectives/goals;
  c. Outline of materials used for the course - List of material developed, redeveloped, or used as supplements by the instructor. Note: Materials developed with MARAMA funding become public domain and must be freely available;
  d. Recommendations, suggestions, and comments from presentation of course: instructor’s suggestions for improving the course in addition to the instructor’s impression of student attitudes toward the course and comments concerning the online platform, materials and any other pertinent information;
  e. Summary of course evaluations: MARAMA will complete the summary of Course Evaluations section of the Course Report;
  f. Grade report including the average, median, mode, lowest, and highest of both the pre-tests as well as post-tests (MARAMA will provide grade report form electronically in Excel to include pre-test results for use in grade analysis).

• Provide an accurate invoice for instructional services, consistent with the accepted bid, within thirty (30) days of the end of the course.

**MARAMA’s webinar platform (GoToWebinar):** MARAMA has been presenting educational webinars to air quality staff for 15 years. As part of this project, the selected CONTRACTOR will present technical material via webinars that are managed by MARAMA staff. The CONTRACTOR will not need to have any specialized knowledge concerning providing webinars or have access to their own webinar presentation system. MARAMA will provide and manage the webinar system and conduct a presenter pre-webinar practice session. MARAMA will record the webinar sessions and lightly edit them to remove verbal fumbles and then post them for asynchronous use by air quality staff.

*NOTE: If CONTRACTOR has extensive experience using a comparable online platform, MARAMA would be open to utilizing this platform and having the CONTRACTOR manage/facilitate the webinar series.

**C. Course Material Requirement**
- Materials used in presentations, including images, will be limited to those in the public domain. It can be assumed that images in the existing slidesets are in the public domain.
- Materials developed for use in this training course, under this agreement, are developed with public funds and will remain in the public domain.

**D. MARAMA’s Responsibilities**
1. MARAMA will:
   a. Set up the webinar(s) and register participants on the MARAMA GoToWebinar system.
   b. Post and distribute materials, including presentations and handouts for participant download and self-printing prior to the webinar series.
c. Announce the webinar series and monitor registration.
d. Administer and grade pre- and post-tests. The CONTRACTOR will develop the content and answers for the test.
e. Administer an Evaluation Survey, via the GoToWebinar platform, to all participants.
f. Train the contractor to use necessary functions of the GoToWebinar system.
g. Manage the webinar system during presentation of each module, including administration of the poll questions.*
h. Provide training certificates for all students who successfully complete the course. Certificates of Participation may be provided electronically.

2. Make timely payment for instructional services within (30) thirty days of receipt of an accurate invoice and complete Course Report.

E. Nature of Contract(s)
Contract will provide for a fixed fee for services. Payment of the total fee will not be made until all agreed products are delivered in acceptable quality.

F. Submission Requirements
If you are interested in updating and presenting one or more courses, please email your proposal to Training@marama.org or mail to the address listed below. Proposals must be received by 5:00 PM on Friday, July 31, 2020.

Jackie Burkhardt and Sue Dilli, Training Coordinators
MARAMA
8600 LaSalle Road, Suite 636
Towson, MD 21286

Your proposal should be brief and must include the following:
1. If incorporated, company name, DUNS number, and confirmation that the company is registered on sam.gov (which has replaced the US government’s central contractor registration system).
2. Instructor(s) Name and short resume, including information about when and for whom the instructor has previously taught this type of course and/or related classroom courses and experience with presenting webinars or other remote training.
4. Course Description:
   a. Agenda and/or topics covered
   b. Number of hours of instruction
   c. Limits (if any) on class size
   d. Handouts to be provided and date of last update
5. Contact information for three references knowledgeable about the instructor’s qualifications and performance.
6. Identify percentage of minority owned/woman owned business enterprise (MBE/WBE) participation. MARAMA’s applicable “fair share” goals/objectives, as negotiated with EPA by the Maryland Department of the Environment are:

   MBE    WBE
<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>17.0</td>
<td>16.0</td>
</tr>
<tr>
<td>Supplies</td>
<td>13.0</td>
<td>13.0</td>
</tr>
<tr>
<td>Services</td>
<td>12.0</td>
<td>14.0</td>
</tr>
<tr>
<td>Equipment</td>
<td>13.0</td>
<td>13.0</td>
</tr>
</tbody>
</table>

7. Proposals must comply 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 Part 1532 and certify that the contractor is not presently debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

8. Insurance: Proposal must describe the company's insurance coverage and indicate the company will provide a copy of their insurance certificate as a part of entering into an agreement with MARAMA.

9. 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.

10. 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, or national origin (including limited English proficiency), and prohibiting discrimination against persons with disabilities, and prohibiting discrimination on the basis of age or sex.

11. Confirm in your proposal that MARAMA will have the right to post publicly and re-use instructional materials, including handouts and presentations used in this class. Specify any limitations on free use and the rationale for the limitations. Note that MARAMA requires information and materials developed with MARAMA support must be made available to the public.

G. Cost Proposal:
   - Instructional service charges - fixed fee cost for administration and presentation including any course material updates, preparation, reports, and course delivery for the entire webinar series.
   - Other relevant itemized expenses, if any. Pre-approval by MARAMA of these costs will be required.

H. Criteria for Evaluation of Proposals
   MARAMA will only select experienced contractor(s). Selection criteria will include:
   - Responsiveness of the written proposal to the requirements outlined in this RFP
   - Course content and use of appropriate materials.
   - Instructor qualifications and experience in presenting the course material/topics, describe expertise in field of Asbestos and asbestos inspections.
- Availability of course outline and handout materials for posting to the MARAMA website and for future use by MARAMA
- References
- Dates available to present the webinar series
- Proposed costs for completing the tasks specified
- Percentage MBE/WBE participation

MARAMA is not required to select the lowest cost bid, but will consider cost among the other factors listed above.

It may be necessary to utilize more than one contractor to obtain needed expertise. MARAMA may request follow-up bids from selected contractors if necessary to obtain further information before making final selections.

Funds available for this contract are federal funds from the U.S. Environmental Protection Agency, and contractors must meet requirements associated with the use of federal funds.

All information and data developed and/or updated under this contract will be in the public domain. This includes handouts and presentations. If the proposed course will include the use of any materials considered to be proprietary and not in the public domain this must be noted in the proposal.

Any questions about this RFP should be sent in writing via e-mail to Jackie Burkhardt and Sue Dilli, MARAMA Training Coordinators, training@marama.org. Questions and answers will be posted on MARAMA’s web site www.marama.org under “Request for Proposals.” No further questions or answers will be posted after July 31, 2020.