MARAMA
Mid Atlantic Regional Air Management Association, Inc.

October 7, 2021

REQUEST FOR PROPOSALS
APTI 454 EFFECTIVE PERMIT WRITING

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

WHO SHOULD ATTEND?

This introductory permit writing course is designed for entry level personnel at state and local permitting agencies, managers of programs which are impacted by permits, and inspectors who must read and interpret permit conditions. This class is intended for new permit and compliance engineers and scientists who are responsible for permitting and compliance activities.

LEARNING OBJECTIVES

Those completing this course will gain a basic understanding of the information that is expected for a complete air quality permit application as well as basic approaches for developing an effective permit for industry and the regulatory agency. Attendees will be able to identify the following critical features of establishing an effective permit:

- Identification of the components required in a complete permit application evaluation
- Explanation of the functions and purposes of each component of a complete permit application
- Explanation of Environmental Justice considerations
- Description of the characteristics of an effective permit
- Explanation of the process and approaches that can be used to assure an effective permit is produced

DESCRIPTION

This course presents introductory information on the SIP and national programs in air pollution stationary source permitting. This course was designed to provide hands-on training in the methods and procedures used to effectively draft and review permit conditions used with a variety of permit

programs. Examples of the various types of permit conditions are presented along with practical exercises.

B. Project Tasks

MARAMA is seeking a CONTRACTOR to:

- Develop course materials (as applicable) in an ONLINE training format, and instruct the APTI 454 course via an ONLINE delivery platform.
- Develop multiple-answer poll questions for use in the flow of the webinar presentation. The poll questions should be devised to both encourage participation and gauge student comprehension. There should be a minimum of 3 poll questions per 1.5 hour segment.

MARAMA's webinar system: 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 a webinar platform managed by MARAMA staff. 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.

C. Course Material Requirement

1. 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.
2. Materials developed for use in this training course, under this agreement, are developed with public funds and remain in the public domain.

D. CONTRACTOR Tasks for the WEBINAR training

1. Provide to MARAMA, for our review and revision, at least six (6) weeks in advance, the agenda and/or outline that will be followed during the course.
2. Provide to MARAMA at least four (4) weeks in advance, an electronic copy of all course materials, including written or electronic materials to be distributed to students as well as PowerPoint presentations that will be used during the course.
3. Communicate with MARAMA, as necessary to ensure proper pre-course planning.
4. Develop a multiple choice pre and post-test with answer key.
5. Submit a Course Report which will include:
    a. Course number, title, date offered, course instructor(s) (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 facility, materials, EPA support (if applicable) and any other pertinent information;
    e. Summary of course evaluations: MARAMA will complete the summary of Course Evaluations section of the Course Report;
    f. MARAMA will manage the pre and post-test administration and grade reports for the course via EPA's learning management system.
    g. Provide to MARAMA and EPA in a timely manner after conclusion of the course a hard copy and electronic copy of any course materials developed or redeveloped with

MARAMA funding.

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

E. CONTRACTOR Tasks for the WEBINAR course presentation

1. Present the necessary number of modules to fully teach the ONLINE course. Each part/module should be approximately 1.5-2 hours in length and composed of the following:
    a. 1-1.5 hours of presented material.
    b. 15 minutes of question and answers
    c. MARAMA will provide 10 minutes of initial and final instruction to participants
2. 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.
3. The CONTRACTOR will be able to present from their own office using their own computer and desk phone systems. A cell phone will not be adequate quality.

F. MARAMA Responsibilities

In preparing proposals for the APTI 454 Effective Permitting course, prospective bidders may assume that MARAMA will conduct and manage registration.

1. MARAMA will:
    a. Set up the webinar(s) and direct participants to register on the EPA LMS and webinar system.
    b. Post and distribute materials, including presentations and handouts for participant download and self-printing prior to the course.
    c. Announce the webinar series and recruit and screen registrants.
    d. Provide instruction to participants on how to access the pre and post-tests ***through*** the LMS. The contractor will develop the content and answers for the test.
    e. Provide instruction to participants on how to access the OMB approved National Air Quality Training Program Course Evaluation Form for the ONLINE course.
    f. Provide instruction to participants on how to access a *Certificate of Completion*, pending successful completion of the course via the EPA LMS.
    g. Train the contractor to use necessary functions of the webinar system.
    h. Manage the webinar system during presentation of each module, including administration of the poll questions.
2. Make timely payment for instructional services within (30) thirty days of receipt of an accurate invoice and complete Course Report.

G. Nature of Contract(s)

MARAMA's contract will provide for a fixed fee for services. The CONTRACTOR will be financially responsible for any other costs not identified under Section F MARAMA Responsibilities, above.

MARAMA may establish more than one contract under this request for proposals depending on the proposals received and the sources of funding available.

Payment of the total fee will not be made until all agreed products are delivered in acceptable quality.

H. 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:

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

Proposals must be received by **5:00 PM** on **October 29, 2021**

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 and/or related classroom courses and experience with presenting webinars.
3. Dates available to teach the online course in **January, 2022**
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
    e. List of any proprietary equipment or software used in the course and purpose of their use.
5. Student requirements for pre or post-class homework, if applicable.
6. Contact information for three references, knowledgeable about the instructor's qualifications and performance.
7. 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
Construction	17.0	16.0
Supplies	13.0	13.0
Services	12.0	14.0
Equipment	13.0	13.0

8. 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.
9. 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.

10. 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.
11. 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.
12. Indicate in your proposal if 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.
13. Cost Proposal:
    a. Instructional service charges - fixed fee cost for administration and presentation including any course updates, preparation, reports, and course delivery via ONLINE platform.
    b. Other relevant itemized expenses, if any. Pre-approval by MARAMA of these costs will be required.

I. 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 instructional method, including use of appropriate equipment and materials
- Instructor qualifications and experience in presenting the course material
- Availability of course ONLINE and handout materials for posting to the MARAMA website and for future use by MARAMA
- References
- Dates available to present the course
- 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 **October 28, 2021.**