



## **REQUEST FOR PROPOSALS TO DEVELOP AND PRESENT A LEADERSHIP TRAINING PROGRAM**

### **Who is MARAMA?**

The Mid-Atlantic Regional Air Management Association, Inc. (MARAMA) is a Maryland-based 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 Region 3 of the U.S. Environmental Protection Agency, grant number XA-96380401 (CFDA 66.034 – Surveys, Studies, Investigations, Demonstrations, and Special Purpose Activities relating to the Clean Air Act).

### **A. Background**

Environmental regulatory air agencies are undergoing a significant amount of turnover with many experienced staff now pursuing retirement, thus creating a great deal of opportunity within agencies. Leadership roles are being thrust on a new generation of employees who may or may not have had any formal training in this important area of organizational function. Agency employment requirements focus on the technical skills needed for this line of work but for agencies to be high performing and meet the needs of society, soft skills and leadership training is critical both in this region and across the country.

MARAMA is seeking a partner to develop a series of training opportunities that could include virtual classes, in-person classes along with workshops to provide soft skills and leadership training to air quality regulatory staff. Since this is a new endeavor, MARAMA is looking for a partner to have an ongoing relationship with to deliver these types of training opportunities for a period of time, depending on the proposals received. This opportunity may also include similar multi-jurisdictional organizations like MARAMA to join the effort to have their regional staff trained. Providing real air quality examples and challenges would be a real plus for any proposal received.

### **Learning Objectives**

The following is a list of some critical topics MARAMA believes should be included in this type of staff development program, other topics may also be included in any proposal submitted:

- Leadership

- Vision
- Culture
- Planning
- Communications
- Teamwork
- Conflict Resolution
- Environmental Risk Communication
- Facilitation
- Getting to the Point
- Creativity
- Integrity
- Understanding One's Inherent Biases
- How to Manage Personal Opinions

## **B. Project Tasks**

### **Course Material Requirements**

1. Materials used in presentations, including images, will be limited to those in the public domain.
2. Materials developed for use in this training program, under this agreement, are developed with public funds and remain in the public domain.

### **Contractor Tasks for both CLASSROOM and VIRTUAL versions**

1. Provide to MARAMA for our review and revision, at least six (6) weeks in advance of any training, 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. Identify course support needs including audio-visual equipment the instructor expects MARAMA to provide.
4. As applicable, develop a pre-test and post-test with answers for use in both in-person classes and virtual training series.
5. Submit a Course Report which will include:
  - a. Course number, title, date offered, course instructor(s) (including Company name and/or affiliation), course location, site visit (if applicable);
  - 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 training 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.

MARAMA will complete the summary of the student Course Evaluations section of the Course Report;

e. 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.

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

### **MARAMA Responsibilities for VIRTUAL and CLASSROOM Training**

In preparing proposals for both in-person classroom and virtual training, prospective bidders may assume that MARAMA will conduct and manage registration.

### **Contractor Tasks for the VIRTUAL course presentation**

1. Present a specified set of modules of the "live" virtual series as agreed upon with MARAMA. Each part/module's length will be agreed upon between Contractor and MARAMA.
2. Attend a training webinar hosted by MARAMA, where we will test the contractor sound system and explain how the virtual controls will work and train the contractor to use those controls.
3. The contractor will be able to present from their office using their own computer and desk phone systems. A cell phone will not be adequate quality.

### **For the VIRTUAL based training, MARAMA will:**

1. Set up the webinar(s) and register participants on the AIRKNOWLEDGE Learning Management System.
2. Post and distribute materials, including presentations and handouts for participant download and self-printing prior to the course.
3. Announce the virtual series and recruit and screen participants.
4. Administer and grade pre-tests and post- tests via the AIRKNOWLEDGE Learning Management System. The contractor will develop the content and answers for the tests.
5. Administer the National Air Quality Training Program Course Evaluation Form to all participants via the AIRKNOWLEDGE Learning Management System.
6. Identify attendees who are eligible to receive a *Certificate of Completion* and then distribute via the AIRKNOWLEDGE Learning Management System.

7. Train the contractor to use necessary functions of the online system.
8. Manage the virtual system during presentation of each module, including administration of the poll questions.
9. Make timely payment for instructional services within (30) thirty days of receipt of an accurate invoice and complete Course Report.

**For the in-person CLASSROOM training MARAMA will:**

1. Make course location arrangements and communicate said information in a timely manner to students and instructors.
2. Make arrangements for basic audio-visual needs including a digital projector, stand, surge protection bar, extension cord, screen, and other similar items of reasonable cost that may be requested by the instructor. MARAMA or the hosting agency will provide a marker pad and markers and lapel microphone.
3. Make arrangements for appropriate refreshments and snacks.
4. Provide table tents or name tags.
5. Ensure adequate electronic copies of the course materials are available and distributed prior to the course. If paper copies are required, they will be double-sided and printed on paper with recycled content unless there are specific reasons for exceptions.
6. Provide paper copies of sign-in sheets and attendance list.

**C. Nature of Contract(s)**

Contract will provide for a fixed fee for services. The contractor will be financially responsible for travel and lodging expenses (including meals), transportation, and any other costs not identified under the MARAMA Responsibilities section outlined 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.

**D. Submission Requirements**

If you are interested in developing and presenting one or more in-person and/or virtual courses, please email your proposal to MARAMA's Training Coordinators, Jackie Burkhardt and Sue Dilli – [training@marama.org](mailto:training@marama.org).

**Proposals must be received by 5:00 PM on June 9, 2023**

Your proposal should include your qualifications and experience to meet the above specified learning objectives. Also, please include the following:

1. If incorporated, company name, UEI 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, **remainder of 2023 into 2024**
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, and computer and/or equipment needed by students during and after class (e.g. scientific calculator, safety goggles, etc.).
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 for each of the two instructional delivery methods (classroom and webinar).
  - b. When estimating your costs, be advised that we expect instructors to arrive the day before the course begins and leaving the evening the course ends except in special circumstances that should be specified in the proposal. Note: The contractor will be financially responsible for travel and lodging expenses (including meals).
  - c. Other relevant itemized expenses, if any. Pre-approval by MARAMA of these costs will be required.

#### **E. 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, describe expertise in NO<sub>x</sub> formation and control.
- 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 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](mailto:training@marama.org). Questions and answers will be posted on MARAMA's web site [www.marama.org](http://www.marama.org) under "Request for Proposals." No further questions or answers will be posted after **June 9, 2023**.