

REQUEST FOR PROPOSALS

Training Course Development “Next-Generation Air Quality Data Analysis”

The Lake Michigan Air Directors Consortium (LADCO) is seeking contractor assistance to develop and teach an air quality data analysis course. This 2-day course (3rd day may be optional) should be directed at new air quality professionals at state regulatory agencies. The course must provide the best available and most current information as well as relevant class interaction to improve the knowledge and expertise of state agency personnel. The desired outcome of this effort is that state agency staff understands how to access federal air quality databases and use on-line tools for basic data analysis and quality assurance. In addition, the course should introduce students to other tools (R, RShiny, Tableau) for analysis and data-sharing and discuss the issues that arise with non-AQS data from emerging technologies like small sensors and citizen science projects.

You are invited to submit a proposal for this training course development work. Proposals must be received no later than 5 p.m. CST on December 9, 2016. An electronic copy (Word or pdf) of the proposal is required and should be sent to:

Mr. Rob Kaleel
Executive Director
Lake Michigan Air Directors Consortium
9501 W. Devon Avenue, Suite 701
Rosemont, IL 60018
e-mail: kaleel@ladco.org

No late proposals will be accepted.

Your response to this Request for Proposals (RFP) should include a complete description of your approach for developing the course. The response should include a draft work plan, which clearly describes your proposed activities, schedule, and deliverables, and should include a summary of your capability and experience in the field of work. Please limit the proposal to 10 pages (12-point font). In addition, your proposal may include an appendix with supplemental information, such as references, resumes, and descriptions of recent relevant work. Please also provide a cost proposal separating expected expenditures for developing the course and for teaching it. For cost purposes, you should assume that a “pilot” class will be taught in Chicago, IL, in late winter or early spring 2017 at a location provided by LADCO. The cost proposal should include person hours, travel, and other direct charges. There is also interest by other multi-jurisdictional organizations (MJOs) to offer the same course for their member state and local agencies.

All contracts for courses to be held in LADCO’s member states (Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin) will be issued by LADCO and managed by LADCO’s Executive Director. It is anticipated that as a result of this solicitation LADCO will award a cost plus fixed fee contract or a contract with a maximum limit on total costs. LADCO may consider awarding another type of contract, provided that its use is consistent with the objectives and interests of the

States. Other MJOs may issue separate contracts for the course to be taught in their respective member states.

Funds available for this contract (course development and instruction) are federal funds from the U.S. Environmental Protection Agency (U.S. EPA) and contractors must meet requirements associated with the use of federal funds. **All information and data produced and delivered under this contract will be in the public domain (considered open source). No intellectual property is expected to be produced or delivered pursuant to this work.**

All inquiries regarding this RFP should be directed to Rob Kaleel either in writing at the above address or via e-mail at kaleel@ladco.org. Written responses to inquiries will be sent to all organizations on the interested bidders list for this work and posted on the website with the RFP. If your organization would like to be included on the interested bidders list for this work, then please send an email by November 18, 2016, to kaleel@ladco.org with your email address and contact information. LADCO will consider hosting a conference call in with all interested bidders to answer questions if requested.

Scope of Work

LADCO is seeking contractor assistance to develop and teach an introductory course on air quality data analysis. This 2-3 day course should be directed at new air quality professionals employed by state environmental protection regulatory agencies.

Task 1 – Develop Course Materials

The successful bidder shall propose a classroom instruction program of sufficient length (estimated to be 2 days of classroom instruction; an optional day of more in-depth instruction may be proposed) and of sufficient content to address core topics listed below. The classroom instruction materials shall be designed to present critical information through detailed presentation slides and handouts.

The contractor will prepare appropriate training materials (an agenda for the course including topics and time allotted, PowerPoint presentations, a CD or flash drive of support material, limited hard copy handouts, etc.) to conduct a 2-day training class.

The course content shall include, but not necessarily be limited to, the topics listed below.

1. Need for, and types of, air quality data analysis to support: quality assurance, communication to affected communities, support of SIPs, exceptional event documentation, etc.
2. Accessing federal air quality databases (e.g., AQS, AirNow, Fed, Flight, Envirofacts)
3. Accessing and using online tools for analysis: DART, Fed
4. Ways to share analyses via the web (RShiny, Tableau)
5. An optional day of more hands-on training with data tools

Task 2 – Teach the “Next-Generation Air Quality Data Analysis” in Chicago

The successful bidder shall present the course in Chicago or a nearby suburb, at a location determined by LADCO and within a timeframe mutually determined by LADCO and the contractor. The costs of the instructional support for this pilot presentation shall be included in the bid. For bidding purposes, it should be assumed that the facility and any needed audio-visual equipment will be provided by LADCO.

The Contractor shall travel to the presentation site and conduct the training class. The Contractor shall present the course materials and conduct any other necessary and appropriate activities in support of the training class.

The Contractor shall distribute a course evaluation form provided by LADCO to the students in attendance. The Contractor shall then collect the completed evaluation forms and deliver them to LADCO. At the discretion of LADCO, course evaluations can be performed electronically using EPA’s APTI-Learn system as an alternative to the course evaluation form provided by LADCO.

The Contractor shall provide Certificates of Completion to all students who successfully complete the training class (if not using the APTI-Learn).

The Contractor shall prepare and deliver a report to LADCO that includes a summary of the training class, final agenda, daily attendance sheet, any relevant course materials, and a summary of the course evaluations (if not using the APTI-Learn).

Level of Effort and Schedule

The funding levels and timeframe for this work are expected to not exceed:

Task	Description	Cost	Timeframe
1	Develop Course Materials	\$20K	3 mos.
2	Teach Class in Chicago (including travel & expenses)	\$10K	Early Spring 2017

Additional funding and time considered necessary to conduct a more complete product should be identified and explained in your proposal. Total funding including an optional third day of instruction should not exceed \$35K. Work on course development is expected to begin in December 2016.

Cost proposals for Task 1 shall include hourly costs for key personnel, estimated hours to complete the work, and total estimated costs. Cost proposals for Task 2 shall include a fixed instructor fee for presenting the course plus estimates of travel costs and other expenses.

Deliverables

A kick-off conference call will be held after the contract is awarded to review the scope of work and schedule for the specific activities. Periodic conference calls (in lieu of written progress reports) will be held to review the status of the work and discuss any outstanding issues. Calls may be held at the request of LADCO or the contractor.

TASK 1

Training materials to be delivered in Task 1 include an agenda for the course, PowerPoint or PDF presentations, a CD or flash drive of support material, limited hard copy handouts, etc. The agenda should specify time allotted for each topic and provide details including what handouts or reference materials will be provided to support the topic and qualifications of an instructor needed to present the material.

Complete draft training materials shall be delivered to LADCO's Executive Director for review. These products will not be considered final until they have been reviewed by LADCO's review team, which for Task 1 may include non-LADCO staff or member states.

Based on comments received from LADCO, the Contractor will deliver final complete training materials to LADCO's Executive Director. An electronic copy and a paper copy of the final documents (Word, PowerPoint, digital media clips, or pdf) are required.

The final complete training materials will be the property of LADCO, and LADCO may make them available to other regional organizations, state and local agencies, and U.S. EPA for use by other instructors

TASK 2

The Contractor shall prepare a draft agenda and submit it to LADCO for approval. LADCO assumes that the agenda and materials developed in Task 1 will be the basis for the course presentation given in Task 2. Following approval of the agenda, the Contractor is responsible for preparing or obtaining any and all course materials.

The Contractor shall travel to the presentation site, and conduct the training class. The Contractor shall present the course materials and conduct any other necessary and appropriate activities in support of the training class.

The Contractor shall distribute a course evaluation form provided by LADCO to the students in attendance. The Contractor shall then collect the completed evaluation forms and deliver them to

LADCO. At the discretion of LADCO, course evaluations can be performed electronically using U.S. EPA's APTI-Learn system as an alternative to LADCO's course evaluation form.

The Contractor shall provide Certificates of Completion to all students who successfully complete the training class (if not using APTI-Learn).

The Contractor shall prepare and deliver a report to LADCO that includes a summary of the training class, final agenda, daily attendance sheet, any relevant course materials, and a summary of the course evaluations (if not using APTI-Learn).

Key Personnel

Proposals shall identify the key personnel to perform each Task 1 and Task 2 (if applicable) and specify the amount of time that the key personnel will devote to completion of each task. Any change in key personnel shall be made only with prior written approval of LADCO's Executive Director.

Evaluation Criteria

Evaluation and rating of proposals will be based on the following criteria:

1. The proposal demonstrates a thorough understanding of the overall objectives of the project.
2. The experience, expertise, level of effort, and other qualifications of the proposed project lead and other key personnel assigned to the project.
3. The proposed technical approach, completeness of coverage with respect to the scope of work, and responsiveness to the estimated budget and schedule.

LADCO will only hire contractors whose qualifications demonstrate experience and understanding of the national air quality data bases, on line analytical tools, and data analysis techniques for support of air quality assessment and quality assurance.