

## REQUEST FOR PROPOSAL

### Training Course Development “Introduction to SIP Planning”

The Lake Michigan Air Directors Consortium (LADCO) is seeking contractor assistance to develop and teach an introductory course on State Implementation Plan (SIP) Planning and Development. This 2-day course 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 regulatory requirements and processes, knows where to find SIP-related resources on U.S. EPA’s website, and is able to identify work products, schedules, and resources needed to prepare SIPs.

You are invited to submit a proposal for this training course development work. Proposals must be received no later than 5 p.m. CDT on January 23, 2015. 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](mailto:kaleel@ladco.org)

No late proposals will be accepted, and the offer shall remain effective for a period of 60 days from the date of the mailing.

Your response to this Request for Proposal (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 2-day “pilot” class will be taught in Lansing, MI in early summer 2015 at a location provided by the Michigan Department of Environmental Quality (MDEQ). The cost proposal should include person hours, travel, and other direct charges. Potential contractors are encouraged to bid on both activities (course development and instruction), but LADCO will also consider proposals addressing only one of these activities. There is also interest by other multi-jurisdictional organizations (MJOs) to offer the same course once developed 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](mailto: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 January 2, 2015 to [kaleel@ladco.org](mailto: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 State Implementation Plan (SIP) Planning and Development. This 2-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) and of sufficient content to address core topics that are applicable to SIP development. The classroom instruction materials shall be designed to present critical information through detailed presentation slides and handouts.

There are considerable resources available from U.S. EPA to prepare the course materials, including a number of PowerPoint presentations (totaling over 400 slides) and 20 videos (listed below). The contractor will review these materials and prepare appropriate training materials (an agenda for the course including topics and time allotted, PowerPoint presentations, a CD of support material, limited hard copy handouts, etc.) to conduct a 2-day training class. U.S. EPA staff from the Office of Air Quality Planning and Standards (OAQPS) may also be available as resources.

The course content shall include, but not necessarily be limited to, the topics addressed by the videos listed below. LADCO recognizes that some of the videos and other available materials may be outdated and that U.S. EPA is working to update them (in particular, videos 1 and 4 listed below may be updated by U.S. EPA by March 2015). It is expected that the contractor will need to extract relevant information from these materials and develop limited new information beyond

that contained in the available resource materials. LADCO expects that the course may include presentation of segments of some of the videos listed below along with discussion and presentation to clarify or update information as needed.

PowerPoints are available at: <http://www.epa.gov/apti/broadcast.html#sipgeneral>

The following training videos are available on: [www.apti-learn.net](http://www.apti-learn.net)

1. APTI V107-1 Introduction to the NAAQS: Timelines and Designations (~13 minutes)
2. APTI V107-2 General SIP Requirements Part 1 (~50 minutes)
3. APTI V107-3 General SIP Requirements Part 2 (~43 minutes)
4. APTI V107-4 Data Analysis and Emission Inventories (~45 minutes)
5. APTI V107-5 Air Quality Modeling Part 1 (~18 minutes)
6. APTI V107-6 Air Quality Modeling Part 2 (~27 minutes)
7. APTI V107-7 Air Quality Monitoring (~30 minutes)
8. APTI V107-8 Candidate Stationary and Area Control Measures for PM2.5 (~16 minutes)
9. APTI V107-9 Control Measures PM/RACT/RACM (~7 minutes)
10. APTI V107-10 Ozone Reasonably Available Control Technologies (RACT) (~8 minutes)
11. APTI V107-11 New Source Review (~21 minutes)
12. APTI V107-12 Mobile Source Emission Models (~14 minutes)
13. APTI V107-13 Overview of Transportation Conformity (~18 minutes)
14. APTI V107-14 General Conformity (~15 minutes)
15. APTI V107-15 Mobile Source Control Measures (~18 minutes)
16. APTI V107-16 Air Quality Reporting (~30 minutes)
17. APTI V107-17 Tribal Lands (~15 minutes)
18. APTI V-110 Guidance on I-SIPs, Satisfying Elements Under the CAA (~24 minutes)
19. APTI V206 SIP Law and Rulemaking (~28 minutes)
20. APTI V207 Sanctions, FIPS and SIP calls (~20 minutes)

Additionally, a pre-test and post-test shall be developed for administration at the beginning and end of the course. The tests may be identical. At a minimum, they must be similar so that knowledge improvements can be measured at the end of the course. The content of the tests must adequately assess the knowledge of the student in the major areas of SIP development. Questions may be developed in various formats or a single format including true/false, matching, multiple choice, and narrative response.

### Task 2 – Teach the “Introduction to SIP Planning” Class in Lansing, MI

The successful bidder shall present the course in Lansing, Michigan, at a location mutually agreed upon by MDEQ and the contractor within a timeframe prescribed by LADCO. 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 MDEQ.

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:

<b>Task</b>	<b>Description</b>	<b>Cost</b>	<b>Timeframe</b>
1	Develop Course Materials	\$15K	3 mos.
2	Teach Class in Lansing, MI (including travel & expenses)	\$8K	Early Summer 2015

Additional funding and time considered necessary to conduct a more complete product should be identified and explained in your proposal. Work on each activity is expected to begin in March 2015.

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 each contract task 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 with the cost to be covered by LADCO (through use of the organization's conference line).

## **TASK 1**

Training materials to be delivered in Task 1 include an agenda for the course, PowerPoint presentations, a CD 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, which video segments will be used as part of the presentation, 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 SIP process and requirements for SIPs.