



Western States Air Resource Council
WESTAR Council

Request for Proposals
for
Instructional Services
for the Presentation of
Quality Assurance for Air Pollution
Measurement Systems (APTI 470)

Updated April 16, 2008

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WESTERN STATES AIR RESOURCES COUNCIL

**REQUEST FOR PROPOSALS FOR INSTRUCTIONAL SERVICES
FOR THE PRESENTATION OF QUALITY ASSURANCE FOR AIR POLLUTION MEASUREMENT
SYSTEMS (APTI 470)**

I. SUBMITTAL INFORMATION FOR PROPOSALS, INQUIRIES, AND REQUESTS.

Proposals, inquiries, and requests for clarification and other information should be directed to:

Name:	JEFFREY P. GABLER
Title:	TRAINING MANAGER/PROJECT MANAGER
Organization:	WESTERN STATES AIR RESOURCE COUNCIL (WESTAR COUNCIL)
Street:	715 SW MORRISON STREET, STE. 503
City/State/Zip:	PORTLAND, OREGON 97205
Phone:	503-478-4955
Fax:	503-478-4961
E-mail:	jgabler@westar.org
Web Site:	http://www.westar.org
Notice of Intent to Bid:	CLOSE OF BUSINESS May 9, 2008
Submittal of Bid	CLOSE OF BUSINESS May 16, 2008

II. TRAINING COURSE DETAILS.

The following table contains specific information about the course and location:

Course Dates ¹	MONDAY, AUGUST 11 – FRIDAY, AUGUST 15, 2008
Course Number	APTI 470
Course Title	QUALITY ASSURANCE FOR AIR POLLUTION MEASUREMENT SYSTEMS
Course Length	5 DAYS
Course Capacity	40
Course Web Site	http://www.epa.gov/air/oaqps/eog/catalog/cc470.html
Course Location	ARIZONA DEQ 1110 W. WASHINGTON STREET TRAINING ROOM 3175 A&B PHOENIX, ARIZONA
Guest Room Information	INSTRUCTORS ARE RESPONSIBLE FOR FINDING THEIR OWN GUEST ROOMS
Ground Transportation Options	INSTRUCTORS MAY NEED A RENTAL CAR FOR DURATION OF COURSE, DEPENDING ON THE LOCATION OF THE HOTEL WHERE HE/SHE STAYS

¹Please note that the dates and location may be subject to change due to circumstances beyond the control of WESTAR COUNCIL. Should such changes be necessary, affected parties shall be promptly notified.

III. GENERAL INFORMATION.

A. PURPOSE.

This Request for Proposals (RFP) is to contract for instructional services to present a training course found in the U.S. Environmental Protection Agency's Air Pollution Training Institute course catalog. The course is numbered "APTI 470" and is titled "Quality Assurance for Air Pollution Measurement Systems."

The Western States Air Resources Council (WESTAR) was founded in 1988 by eight western state air agencies. Since hiring staff and opening its office in early 1992, the Council has grown to fifteen states extending from Alaska to New Mexico; from Hawaii to North and South Dakota. WESTAR is a nonprofit organization that was formed to provide training services to air pollution control agencies in the western United States, to promote the exchange of information between the States, to serve as a forum to discuss western regional air quality issues of common concern, and to share resources for the common benefit of the member states. WESTAR is located in Seattle, Washington, Portland, Oregon, and Springfield, Oregon, has a staff of five, and is funded primarily by EPA grants.

Attendees at the proposed training course will be air pollution control agency staff.

B. WHO MAY RESPOND.

Anyone may respond who has a comprehensive knowledge of the course subject matter and who has extensive experience and capabilities in the delivery of the proposed course's subject matter in a professional and informative manner, provided that such respondent qualifies and confirms with the criteria included herein.

C. ASSISTANCE WITH PROPOSAL PREPARATION QUESTIONS.

WESTAR Council will provide clarifications and assistance upon request through a written question and answer format. Potential respondents may submit questions in writing to WESTAR Council at any time following release of this RFP. WESTAR Council will respond to questions as they are submitted and post them on WESTAR Council's web site if they have relevance to the potential bids of other interested parties. WESTAR Council reserves the right to decline to respond to any question if, in WESTAR Council's assessment, the question is irrelevant to the preparation of bid proposals and/or if WESTAR Council cannot prepare and submit the requested information to all potential bidders in a timely manner.

D. INSTRUCTIONS/CONDITIONS RELATIVE TO PROPOSAL SUBMISSION.

1. Proposal Deadline.

Prospective bidders shall notify WESTAR Council of their intent to bid no later than close of business Friday, May 9, 2008. This notification may be made by telephone, fax, or e-mail.

WESTAR Council will accept responses until close of business Friday, May 16, 2008, unless, solely at its discretion, WESTAR Council chooses to extend the bid proposal deadline.

2. Proposal Content Requirements.

One original hard copy of the proposal with signature and one electronic copy in Adobe portable document format (.pdf) shall be submitted to WESTAR Council. The proposal shall include all required information specified in this RFP but shall be limited to no more than ten pages in length. Required information shall include:

- Name and complete contact information for the provider making the bid.
- Name and complete information for the individual preparing the bid, if different.
- The version including specific revision date of the course that is intended to be presented as well as the author of any revision intended for use but not currently on file in EPA's APTI library.
- A summary of training and educational experience of the lead instructor and any supporting instructors.
- An approximate number of times the instructor has presented the course in the past five years.
- Any specific experience that uniquely qualifies the instructor(s) to present the course.
- A minimum of two references with knowledge of similar training performance within the past two years.

3. Cost Proposal.

Costs shall be submitted on a separate page as an addendum to the proposal and shall include a breakdown of the following:

- Instructional services charges.
- An estimate of travel costs including lodging, meals, incidentals, and transportation (WESTAR will pay, within reasonable limits, actual travel costs.)
- Printing and shipping.

- Other relevant expenses (Please itemize)

4. Certification.

Prospective bidders shall only submit a proposal if they sign the proposal certifying that the requirements of this RFP can be met and that the bidding entity is in good standing with the U.S. government relative to participating in projects funded with federal grants. The following certification statement shall be used:

“The undersigned responsible official responsible for submission of this training proposal hereby certifies that the information contained in this proposal is true and accurate to the best of the undersigned’s knowledge and ability; that the bidding entity is qualified to present the course as prescribed in the Request for Proposals (RFP) and can and will meet the requirements in the RFP; that neither the bidding entity nor any of its principals has a relationship with WESTAR Council and/or its principals constituting a conflict of interest; and that neither the undersigned nor any associated partnership or corporation is presently debarred, suspended, proposed for debarment, ineligible, or otherwise excluded from participating in a projected fund with federal grants.”

5. Costs of Proposal Preparation Limited to Bidder.

All costs incurred in the preparation of a proposal pursuant to this RFP shall be the responsibility of, and borne by, the bidder and shall not be reimbursed by WESTAR Council.

6. Right to Reject Proposals.

WESTAR Council reserves the right to reject for any reason any and all proposals received in response to this RFP.

7. Small and Disadvantaged Businesses.

WESTAR Council encourages bids from small and disadvantaged businesses including those owned by minorities and women.

8. Notification of Award.

WESTAR Council expects to make a decision regarding awarding a contract for presentation of this course shortly after the proposal submittal deadline.

IV. INSTRUCTOR PERFORMANCE AND TASK EXPECTATIONS.

Bidders shall assume that the course attendance will be capped at 40 students. The instructor(s) for this course shall meet the following expectations and perform the following tasks:

- Demonstrate excellent communication and presentation skills.
- Demonstrate an in-depth knowledge of the subject matter.
- Present a professional demeanor throughout the course.
- Provide presentations in an informative manner containing a mix of background, technical, and practical information utilizing lectures and class exercises.
- Be responsive to student questions and concerns.
- Meet course objectives for dispensing core knowledge in the subject area.
- Be prompt in arrival and stay on schedule.
- Bidder using proprietary materials must receive WESTAR's approval and reproduce sufficient numbers of course material packets for distribution at the beginning of course.
- Bidder using EPA materials must communicate to U.S. EPA in a timely manner the numbers and types of course materials needed. Materials must be available for distribution at the beginning of course.
- Adequately prepare for preparation of the course.
- Communicate with WESTAR, as necessary, to ensure proper pre-course planning.
- Communicate to WESTAR audio-visual needs.
- Provide a laptop computer for use in the course.
- Administer a pre-test and post-test to each student.
- If appropriate, generate course certificates.
- Collect and return to WESTAR within 30 days of course completion pre-tests and post-tests, student performance summary, course evaluations, summary of the evaluations including responses requiring attention, and an analysis of course materials, logistics, and other pertinent information.
- Provide WESTAR a copy of course materials that were revised/modified following course offering, and as a result of attendees' comments/suggestions.
- Provide an accurate invoice for instructional services, consistent with the accepted bid. Documentation shall be provided for all costs equaling or exceeding \$25.00 except meals. Meals shall be reimbursed up to but not exceed the federal Meal & Incidental Expense Rate (M&IE) for specific training location (Phoenix, Arizona -- \$59/day).

V. WESTAR COUNCIL OBLIGATIONS.

In preparing proposals, prospective bidders may assume that WESTAR Council will:

- Communicate course materials shipping information to bidder.
- If appropriate, help ensure that EPA delivers requested course materials in a timely manner.

- Make all course location arrangements and communicate said information in a timely manner to students and instructors.
- Make audio-visual arrangements such as a digital projector, stand, surge bar, extension cord, screen, and flip charts and/or a dry-erase board.
- If appropriate, make refreshment arrangements for morning and afternoon breaks (lunch is on your own).
- Provide name cards, sign-in sheet, course evaluations, attendee list, agenda, and student performance report template.
- As appropriate, generate course completion certificates.
- Generate course summary report for EPA.
- Make timely payment for instructional services within thirty days of receipt of accurate invoice.

VI. PROPOSAL SELECTION CRITERIA.

WESTAR Council expects the following criteria to be key components of the evaluation of proposals:

- Completeness of proposal relative to this RFP including proper certification and signature. A bid may be disqualified if substantially deficient in content or if the required certification and signature are not provided.
- Bidder's ability to meet the needs specified in this RFP.
- Recent experiences of WESTAR Council with the bidder including an assessment of past course evaluations, if applicable.
- Historic experience of the bidder with training in general and with presenting this course in particular.
- Information from references.
- Other pertinent information, if any.