

## REQUEST FOR QUALIFICATIONS

### Ozone Transport Commission Management Services

**QUALIFICATION SUBMISSION DEADLINE: 5 PM eastern daylight savings time  
August 16, 2019**

Interested Parties shall submit copies of their qualifications in accordance with this request to:

Shawn M. Garvin, OTC Chair  
Delaware Department of Natural Resources & Environmental Control  
89 Kings Highway  
Dover, DE 19901

Questions regarding submissions should be directed to:

David F. Fees, P.E. ([David.Fees@delaware.gov](mailto:David.Fees@delaware.gov)) (302)-739-9402  
Director, Division of Air Quality  
Delaware Department of Natural Resources & Environmental Control  
100 W. Water Street, Suite 6A  
Dover, DE 19904.

Section 176A of the Clean Air Act as amended in 1990, provides the Administrator of the U.S. Environmental Protection Agency the authority to establish interstate ozone transport regions. Section 184 specifically establishes a single transport region comprising the States of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont and the consolidated metropolitan area for Washington D. C. which also includes a portion of Virginia; is known as the Ozone Transport Region with the Ozone Transport Commission facilitating actions to coordinate the reduction of ozone impacts in the region. The Ozone Transport Commission (OTC) is soliciting qualifications of persons or firms interesting in managing the day-to-day activities of the OTC under its current by-laws which includes, but not limited to, the OTC grant and the workplan approved by the EPA.

Currently, the EPA grant and workplan have been approved from August 31, 2018 through August 31, 2022. Based on the qualifications submitted, the Ozone Transport Commission may enter into a contract with the possibility of continuance subject to satisfactory performance. The deadline for submitting proposals is 5 p.m. eastern daylight savings time on August 16, 2019.

#### **Article I. Qualifications.**

The OTC is interested in learning about qualifications of you or your firm to provide management of the OTC operations. Parties should review the Scope of Services and submit proposals outlining their qualifications in accordance with the following:

- a. Demonstrated expertise and experience in managing nonprofit organizations and how it relates to the Scope of Services.
- b. Demonstrated expertise and experience in understanding the Clean Air Act and the Ozone Transport Commission and its mission.

- c. Demonstrated expertise and experience with federal accounting practices.
- d. Demonstrated expertise and experience with EPA grants and workplans and being able to manage the OTC in a manner that meets federal requirements. This includes recognition of the funding provided by EPA and staying within budget.
- e. A list of references (a minimum of 3) and their contact information.
- f. Proof of insurance or other satisfactory evidence of bonding capacity is required if applicable.

Please submit any other information that you consider helpful to the OTC in making its decision.

**Article II. Scope of Services.** The person or entity shall perform and carry out, under the direction of the OTC Chair, or the Chair's designee (such designation to be in writing and to be provided to such organization), in consultation with the OTC members, the management of the OTC's activities. The Scope of Services is subject to modification at any time at the sole discretion of the OTC and may include any or all of the following:

- a. assisting the OTC in developing and updating a multi-year strategic plan outlining goals, indicators, and strategies to implement the OTC mission, and performance measures;
- b. assisting the OTC in developing an annual EPA-approvable work program consistent with the strategic plan including targets, milestones and performance measures;
- c. supervising, coordinating preparation of and conducting the OTC meetings, committee meetings, special conferences, and conference calls;
- d. briefing the OTC members in a timely manner regarding pertinent legislation, regulations, budget, program guidance, etc.;
- e. preparing, reviewing and coordinating the OTC comments to relevant federal regulations, policies and decisions;
- f. maintaining liaison with EPA, other federal agencies, national public interest groups and other organizations;
- g. preparing information on the OTC and/or member State needs for consideration in developing federal legislation and appropriations;
- h. responding to public speaking requests on behalf of the OTC subject to prior approval from the OTC Chair or Chair's designee;
- i. serving on appropriate advisory councils and committees;
- j. developing and disseminating materials of public interest on federal, state, and local air pollution programs and strategies;
- k. acting as or appointing an OTC contract officer and designated representative for all OTC contracts and grants;
- l. managing and directing operations of the OTC as a separate entity from such organization;
- m. preparing an annual budget and grant materials for approval by the OTC;
- n. serving as administrative officer for the OTC and report to the OTC Chair and Treasurer/Secretary on a routine basis regarding the state of OTC's finances;
- o. managing and reimbursing direct expenses incurred by OTC members and the organization in the performance of duties and consistent with the OTC work program

and operating budget, including travel, lodging, meals, mileage and other incidental costs, subject to standard documentation of such expenses – mileage reimbursement shall be at the rate used by the United States Federal Government, as may be revised from time to time;

- p. directing OTC support of the Mid-Atlantic/Northeast Visibility Union (MANE-VU), including coordinating with the MANE-VU states in obtaining funding contributions through their EPA grants or other funding sources in order to execute the MANE-VU workplan activities; and
- q. other duties as directed by the OTC Chair in consultation with the OTC members.

The OTC may alter or amend the Scope of Service at its sole discretion prior to executing a contract. Once a contract is executed, the Scope of Services may be amended in accordance with the contract documents.

### **Article III. Miscellaneous.**

The selection of a candidate does not obligate the OTC to enter into a contract, provided however that any contract entered into between the OTC and a selected candidate shall be in a form entirely satisfactory to the OTC in its sole discretion. The OTC reserves the right to accept or reject any candidate based on the qualifications submitted in the sole discretion of the OTC's administration and to exercise its judgment in evaluating qualifications. The OTC reserves the right to request additional information from any candidate in the OTC's sole discretion.

Candidates acknowledge that the OTC is a public entity, and any requests or agreements to maintain confidentiality of any proprietary information shall be limited to the extent required by public records and preservation laws.