

June 8, 2020

REQUEST FOR PROPOSALS TO DEVELOP AND PRESENT A MOBILE SOURCES TRAINING COURSE

I. Overview of NESCAUM

NESCAUM is a 501(c)(3) nonprofit association of air quality agencies in the Northeast including Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, New Jersey and New York. Our purpose is to provide scientific, technical, analytical, and policy support to the air quality programs of the eight Northeast states. A fundamental component of our efforts is to assist our member states in implementing national environmental programs required under the Clean Air Act and other federal legislation.

NESCAUM hosts committees and workgroups comprised of state staff who meet regularly to discuss issues ranging from regional haze to air permitting to mobile source issues. NESCAUM also provides forums for public education, promotes air quality initiatives, and hosts the [Clean Air Academy](#), which provides advanced air quality training for state officials.

II. Purpose and Expectations

The purpose of this Request for Proposals (RFP) is to solicit technical proposals and cost bids to develop and teach a 2-day survey course on mobile sources for the air program staff in the NESCAUM region. This course is expected to be fully developed by spring, 2021. This will include a review of federal and state highway vehicle and non-road machine emission standards, fuel standards, test procedures, inspection and maintenance programs, tampering, and other mobile source-related issues, as further specified below. The development of a course curriculum, a student course manual and an instructional slide deck will be required. This course should be developed so that it can be taught either in a classroom setting or using an online platform.

III. Background

“**Mobile Sources 101**” will present foundational information on emissions from on-road and non-road mobile sources (non-road includes construction equipment, locomotives and marine vessels), emission control technologies, and regulatory requirements to reduce emissions. The goal of this course is to present information that will help air agency staff address present and future emission control issues for oxides of nitrogen (NO_x), particulate matter (PM), volatile organic compounds (VOC), air toxics, and greenhouse gases (GHG). The target audience is new state mobile source program technical and policy staff who are responsible for administering and enforcing mobile source pollution control programs. The course will introduce a broad range of policy and control technology topics and identify sources of information on these topics. Those completing this course will gain an understanding of the mechanisms by which NO_x, PM, VOC, and GHG emissions are controlled from on-road and non-road mobile sources and the history of their emissions regulation.

IV. Course Materials

Course materials will include creation of a student manual and instructional slide deck. The successful bidder shall propose an instructional program that, at minimum, addresses the topics below in the numbered outline 1 through 9. The instructional program shall be designed for presentation through a series of slides and handouts, all of which shall be available in electronic format using Microsoft or Microsoft-compatible products. The topics in the instructional program shall include, but not necessarily be limited to:

- 1. Background**
 - a. Clean Air Act, including Sections 177, 202, 206, 207, 209, 211, 213, 231.
 - b. NAAQS non-attainment
 - c. Endangerment findings
 - d. Conformity provisions
 - e. Inspection and Maintenance programs.
- 2. Emission Standards**
 - a. Federal Tier 3 and California LEV III
 - b. Light-, medium-, and heavy-duty GHG
 - c. Non-road criteria regulations (including marine, locomotive, and aviation)
 - d. Non-road GHG (lack of endangerment finding)
- 3. Test Procedures for Certification**
 - a. Light-duty and heavy-duty vehicles
 - b. Federal Test Procedure and Ramped Modal Cycle
 - c. Greenhouse gas emission cycle
 - d. Non-road test procedures
 - e. Coordination of federal and state programs
- 4. Emission Control Technologies**
 - a. Diesel on-road and non-road
 - b. Gasoline on-road and non-road
 - c. Alternative fuels (natural gas, biofuels, battery electric and fuel cell)
- 5. Modeling Tools**
 - a. MOVES
 - b. EMFAC
 - c. GREET
 - d. GEM
 - e. AFLEET
 - f. Diesel Emissions Quantifier
- 6. Compliance/Enforcement**
 - a. Light-duty compliance and enforcement
 - i. History of § 177 LEV/ZEV
 - ii. NMOG and ZEV compliance
 - b. Heavy-duty vehicles: GEM, NTE

7. **Challenges to the § 177 State Programs and Outcomes**
 8. **On-Board Diagnostics and Inspection and Maintenance Programs**
 - a. Light-duty vehicles
 - b. Medium- and heavy-duty vehicles
 9. **Funding Clean Transportation**
 - a. Diesel Emissions Reduction Act (DERA)
 - b. Volkswagen (VW) settlement funding
 - c. Cap and invest (e.g., RGGI, TCI)
 - d. Other (tolling, congestion pricing)
- A. The successful bidder shall propose a classroom instruction program of sufficient length (but within the 2-day goal) and content to address the items in listed IV.1 – IV.9.

V. Submission Requirements

If you are interested in developing and presenting this course, please email your proposal to kmurphy@nescaum.org or mail to:

Kara Murphy
 NESCAUM
 89 South Street, Suite 602
 Boston, MA 02111

Proposals must be received by 5:00 PM EST on July 15, 2020.

Your proposal should be brief, no more than 10 pages, and must include the following:

1. If incorporated, company name, DUNS 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 for course presentation in 2021.
4. Course Description:
 - a. Agenda and/or topics covered
 - b. Number of hours of instruction
 - c. Limits (if any) on class size
 - d. Materials to be provided
 - e. List of any proprietary equipment or software used in the course and purpose of their use.

- f. Capability to host this course remotely as a webinar and in person.
5. Student requirements for pre- or post-class homework, and class computer needs for participating students.
6. Contact information for three references knowledgeable about the instructor's qualifications and performance.
7. If awarded the contract, the successful bidder will need to comply with NESCAUM's MBE/WBE policy which states that if subcontracting, to the fullest extent possible, at least 10 percent of the contract funds will be made available to organizations owned or controlled by socially and economically disadvantaged individuals.
8. Submissions must comply with Subpart C of 2 CFR Part 180 entitled, "Responsibilities of Participants Regarding Transactions Doing Business with Other Persons," and the bidder must certify that he/she is not presently debarred, suspended, proposed for 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 NESCAUM.
10. Tax Liabilities: Proposal must affirm that the bidder:
 - (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 training, the bidder 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 NESCAUM 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 NESCAUM requires information and materials developed with NESCAUM support to be made available to the public.

13. Cost Proposal:

- a. Instructional service charges - fixed fee cost for development of curriculum 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 leave the evening the course ends except in special circumstances that should be specified in the proposal. Note: NESCAUM will be supporting travel and lodging expenses (if applicable) for instructors. Travel costs should not be included in the cost proposal.
- c. Other relevant itemized expenses, if any. Pre-approval by NESCAUM of these costs will be required.

VI. Criteria for Evaluation of Proposals

NESCAUM will only select experienced bidder(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
- Availability of course outline and materials for posting to the NESCAUM website and for future use by NESCAUM
- References
- Dates available to present the course
- Proposed costs for completing the tasks specified
- Percentage MBE/WBE participation

NESCAUM 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 bidder to obtain needed expertise. NESCAUM may follow-up with selected bidders if necessary to obtain further information before making final selections.

If awarded this contract, the successful bidder must meet the requirements described in 40 CFR Part 30, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.”

All information and data developed and/or updated by the successful bidder for this training course will be in the public domain. This includes materials and presentations. If the proposed course will include the use of any materials considered 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 Kara Murphy, NESCAUM Training Coordinator, kmurphy@nescaum.org.