



Interstate Technology &  
Regulatory Council

**Keisha Long**

Co-Chair

ITRC Board of Advisors  
South Carolina Department of  
Health and Environmental Control

**Richard Spiese**

Co-Chair

ITRC Board of Advisors  
Vermont Department of  
Environmental  
Conservation

**Patricia C. Reyes**

ITRC Director

202-266-4933

preyes@ecos.org

**Headquarters:**

1250 H Street, NW

Suite 850

Washington, D.C. 20005

P: 202-266-4920

itrc@itrcweb.org

Program of:



Managed by:



E C O S

## Request for Proposal

### ITRC Training Program Coordinator

August 27, 2019

#### Overview

The Interstate Technology & Regulatory Council (ITRC) is a State-led coalition working to advance the use of innovative environmental technologies and approaches. ITRC develops various resources including guidance documents, fact sheets, and training that deepen technical knowledge and expedite quality regulatory decision-making. ITRC strives to provide a national perspective with members from all 50 states and the District of Columbia. More information is available at [www.itrcweb.org](http://www.itrcweb.org).

**This Request for Proposal (RFP) is for a multi-year time and materials contract support for ITRC's Training Program.**

ITRC training includes online classes, in-person classes, and alternate training options. The Program works in collaboration with ITRC technical teams to ensure that training curricula are consistent, high quality, and reflect technically sound information. The Program provides support in the planning, development, and delivery of all ITRC training. More information on ITRC training is available at <https://www.itrcweb.org/Training>.

All proposal submissions should include:

1. Cover Letter/Key Persons/Proposer Information (**1 page**)
2. Narrative (no more than **5 pages**)
3. Resume(s) (no more than **2 pages** per Key Person)
4. Price Statement (**1 Page**)

## *About ITRC, ERIS, and ECOS*

ITRC is a program of the Environmental Research Institute of the States (ERIS). ERIS is a 501(c)(3) organization incorporated in the District of Columbia and managed by the Environmental Council of the States (ECOS). ECOS is the national, non-profit, non-partisan association representing the state and territorial environmental commissioners. Its mission is to serve as a champion for states; to provide a clearinghouse of information for state environmental commissioners; to promote coordination in environmental management; and to articulate to Congress, federal agencies and the public state positions on environmental issues. ERIS will issue and administer contracts on behalf of ITRC.

## *Administrative Information*

- ❖ One electronic copy of the proposal must be received by **5:00 PM Eastern, Thursday, September 26, 2019. Late proposals will not be accepted or evaluated.** Proposals must be emailed to [preyes@ecos.org](mailto:preyes@ecos.org). Proposal submission confirmation will be sent via email within three business days. It is the Proposer's responsibility to follow up if a confirmation email was not received. Problems with email submittal can be addressed at any time to Patricia Reyes, ITRC Director, at office # (202) 266-4933 or cell # (202) 590-4621.
- ❖ This RFP is for a three-year time and materials contract from January 1, 2020 to December 31, 2022.
- ❖ All requests, questions, or other communications about this RFP must be made in writing and submitted by email to Patricia Reyes, ITRC Director, [preyes@ecos.org](mailto:preyes@ecos.org) no later than **Monday, September 16**. A response will be provided within three business days of receipt of inquiry and posted on the ITRC website. Communications made to other ITRC, ERIS, or ECOS personnel and associates will not be allowed or recognized and may disqualify the proposal.
- ❖ ITRC **may** contact select Proposers to schedule a one-hour phone interview between Key Persons and ITRC leadership at a mutually convenient time between October 7-11, 2019. Final selection will be completed by October 21, 2019.
- ❖ All Proposers will be notified by email of the result of the selection process no later than October 22, 2019.
- ❖ Disadvantaged, veteran-owned, women-owned, and minority-owned Proposers are encouraged to apply.
- ❖ Any false or misleading statements found in the proposal will be grounds for disqualification or contract nullification if awarded.

## ***Proposal Requirements***

Proposals that do not meet the following requirements (including page lengths) will not be evaluated.

### **Cover Letter/Key Persons/Proposer Information (1 page)**

The Proposer should submit a cover letter that includes:

1. Full legal name of the U.S based company and corporate address.
2. Is your firm subject to any litigation, judgment, debarment, or suspension that would prohibit it from fulfilling the terms of the contract?
3. Are you a disadvantaged, women-owned, or minority-owned firm?
4. Current number of employees.
5. The names and contacts of up to three Key Persons.
6. The names, addresses, and telephone numbers of two references who are familiar with the work of the Key Person(s) and your business.

### **Narrative (no more than 5 pages)**

The narrative should present how the proposer would maintain and enhance the Training Program. The total narrative must address the items listed in the Statement of Work section and must connect Proposer and Key Person(s) skills and experience back to the Statement of Work. The narrative must show that the Proposer and Key Person(s) understand ITRC as an organization. The Proposer should also provide details on any training projects for which the Proposer has provided services similar in scope to this RFP in the past 5 years.

### **Resume(s) (No more than 2 pages per Key Person)**

The Proposer should submit resumes of up to three Key Persons who shall provide the services for the extent of the contract.

### **Price Statement (One Page)**

The price statement should include the labor hourly rates for Key Person(s) and anyone else proposed for the project for each year of the three-year contract period starting January 1, 2020 through December 31, 2022. The price statement should include the travel costs for one person to attend a three-day meeting.

## ***Evaluation Criteria***

The Proposer and Key Person(s) will be evaluated on how likely they are to complete the Statement of Work on schedule and with excellence, as well as on the “best value” of their time and materials proposal cost. Select Proposers may be contacted to schedule a short phone interview between Key Person(s) and ITRC leadership at a mutually convenient time.

Competitiveness of price will be considered, but the decision will be based on the best value to ITRC.

***Waiver and Acknowledgements***

By submitting a proposal in response to this RFP, Proposers waive any and all claims against ECOS, ERIS and ITRC, and assume full responsibility for all damages, claims, losses, costs, and expenses which Proposers may incur arising from or relating to its proposal, including any errors or omissions in the proposal.

ECOS, ERIS, and ITRC reserve the right to award the contract at its sole discretion and based on any factors it chooses to consider. ECOS, ERIS, and ITRC may distribute proposals, via e-mail or otherwise, to a committee of state employees and others who will act as reviewers.

## *Statement of Work*

This RFP is for multi-year contract support to manage and deliver a full range of training options. All training options must be **508 Compliant**. A successful proposal should address the items listed in this section.

### **1. Management and delivery of current online training classes**

- ❖ Scheduling, on average, 40 online classes per year based on ITRC instructor availability.
- ❖ Coordinating with EPA's [CLU-In](#) Platform to ensure successful delivery of the classes.
- ❖ Participating as a moderator/facilitator for all online classes. This includes attendance by one key person to each class and all necessary preparation and follow-up.
- ❖ Improving online training class procedures based on analysis of participant feedback and class attendance.
- ❖ Handling participant customer services issues.

### **2. Management and development of new online training classes**

- ❖ Managing the development of, on average, 2-3 new online training classes per year. Class development is dependent on the individual team schedules and may overlap or start at different times throughout the year.
- ❖ Hosting online or in-person meetings for ITRC Team Leaders, Program Advisors, and potential instructors to learn about ITRC's online training class program. In-person introductory meetings will take place at ITRC's Annual Meetings and will not require extra travel.
- ❖ Hosting online or in-person meetings for potential instructors as needed to assist with class development and curricula. These in-person meetings may require extra travel.
- ❖ Reviewing presentation slides and making recommendations for delivery improvements based on training principles (technical content is developed by the instructors).
- ❖ Coordinating one online dry-run practice session with a practice audience consisting of ITRC members. This includes general preparation, communication with practice audience, coordination of instructors, packaging of previously prepared slides, participation in the dry-run, and follow-up with instructors afterwards.
- ❖ Assessing instructor performance and providing feedback.
- ❖ Transitioning new online training classes into the current ITRC training class portfolio.

### **3. Development and delivery of in-person training classes**

- ❖ Managing the development no more than 2 in-person training classes per year.
- ❖ Reviewing presentation slides and making recommendations for delivery improvements based on in-person training principles.
- ❖ Assisting in the selection of the training location and date.
- ❖ Preparing registration information as necessary.
- ❖ Coordinating with instructors and packaging training materials (e.g. bios, course description, slides, links, feedback questions).
- ❖ Providing in-person support at the training class by one Key Person as needed. These in-person training classes may require extra travel.
- ❖ Handling participant customer services issues.

- ❖ Completing any necessary follow-up (e.g. surveys, follow-up with unanswered questions, instructor feedback).

#### **4. Management and development of alternate training options**

- ❖ Managing the development of alternate training options to help meet the needs of today's busy professionals in a way that is best suited for the ITRC team and audience.
- ❖ Assisting the teams in determining the best training options for their audience outside of online and in-person training classes. This may include training videos, online panels, podcasts, self-paced courses, or other options. If the Proposer is not able to provide these services, they will be responsible for procurement of subcontractors.
- ❖ Organizing the development and production of training videos if chosen as the preferred training option by the team. Training videos may vary in length (5-30 minutes) and style (e.g. live-action, vector animation, screencast). If the Proposer is not able to provide this service, they will be responsible for procurement of videographer subcontractor.
- ❖ Managing aspects of the development and delivery of alternate training options.

#### **5. Marketing and advertising**

- ❖ Preparing content for marketing/advertising of online classes, in-person classes, or alternate training options and providing content to ITRC staff.
- ❖ Provide training opportunity updates on monthly ITRC calls.
- ❖ Distributing monthly training email announcements to the ITRC training distribution list, State Points of Contact, Team Leaders, Program Advisors, and Board of Advisors.
- ❖ Maintaining and updating the ITRC email distribution list.

#### **6. Evaluating and Reporting**

- ❖ Assisting with the development of training feedback forms.
- ❖ Compiling, analyzing, and reporting the attendance and other results from the ITRC training, including:
  - ❖ Semiannual class-by-class and total class participation reports detailing state agency, EPA, U.S. Department of Defense, and U.S. Department of Energy training class attendance.
  - ❖ Semiannual course-by-course reports of attendance by each state.
  - ❖ Quarterly updates to assist ITRC and ERIS in meeting regular reporting needs.

#### **7. Supporting the ITRC Board of Advisors Training Program Coordinator**

- ❖ Providing updates and producing short presentations for the Board of Advisors Training Program Coordinator.
- ❖ Organizing the expansion of ITRC's Training Program with the Board of Advisors Training Program Coordinator.

## *Required Skills*

- ❖ Demonstrate ability to coach teams of diverse people to develop high-quality online training classes, in-person training classes, and alternate training options.
- ❖ Demonstrate ability to schedule and coordinate numerous diverse online sessions taught by volunteer trainers with diverse schedules, in varying time zones, and differing technological resources.
- ❖ Demonstrate ability to coach teams to translate complex scientific topics into 5-minute, 30-minute, and 1-2-hour long trainings.
- ❖ Demonstrate knowledge of training techniques and concepts.
- ❖ Demonstrate ability to teach training techniques and concepts.
- ❖ Demonstrate ability to keep records of training attendance and to translate this information into clear reports that can be used by ITRC funders and leadership.