

Central States Air Resource Agencies Association
5900 Balcones Drive STE 100
Northwest Box # 12761
Austin Texas 78731



Phone: (405) 813-4300 Website: www.censara.org

Request for Proposals for

Presentation of a Technical Writing Course

Multiple Trainings over 3-year period for Virtual
Training

February 26, 2024

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

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

Name: Ronald Hensley
Title: Training Director
Phone: (405) 813-4302
Email: rhensley@censara.org

Returned bid by email. Website: www.censara.org

II. TRAINING COURSE DETAILS.

The following contains specific information about the course and location:

3-day lecture (1/2 day) course. Course Description

This course will be designed to provide students with the necessary background to understand the concept and procedures to write technical documents. A Power-point presentation, manual, and examples of technical writing (both poor and satisfactory) are mandatory.

Major topics

General Guidelines

Title

Abstract

Rules for scientific writing

Developing the outline

Word Usage in Scientific Writing

Grammar

Active versus Passive Voice in Writing

Writing the Introduction

Writing the Methods

Writing the Results and Discussion

Numbers and Statistics

Tables

Figures

Discussion section

Preparing the Reference Section

Examples of citation formats

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Course Dates and Locations:

From May 1, 2024, to April 30, 2027

Actual dates will be determined based on mutual agreement between CenSARA and the instructor.

III. GENERAL INFORMATION.

A. PURPOSE.

This Request for Proposals (RFP) is to contract for instructional services to present a training course. The course will be numbered “*210 CenSARA*” and is entitled “*Technical Writing for Air Quality Professionals.*” CenSARA reserves the right to distribute the materials to our membership upon development.

Central States Air Resource Agencies Association (CenSARA) is a nonprofit corporation located in Oklahoma City, OK. CenSARA provides training services to air pollution control agencies in a (8) Central State area. 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.

CenSARA will provide clarifications and assistance upon request through a written question and answer format. Potential respondents may submit questions in writing to CenSARA at any time following release of this RFP. CenSARA will respond to questions as they are submitted and post them on the CenSARA web site if they have relevance to the potential bids of other interested parties. CenSARA reserves the right to decline to respond to any question if, in CenSARA’s assessment, the question is irrelevant to the preparation of bid proposals and/or if CenSARA 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.

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CenSARA will accept bids until close of business Friday, March 15, 2024 unless, solely at its discretion, CenSARA chooses to extend the bid proposal deadline.

2. Proposal Content Requirements.

One original hard copy of the proposal with signature shall be submitted to CenSARA. 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.
- A summary of training and educational experience of the lead instructor and any supporting instructors.
- Any specific experience that uniquely qualifies the instructor(s) to present the course.
- A minimum of two written references on knowledge of technical writing skills.
- Instructors must have either a State Teaching Certificate or have documentation of prior teaching experience.

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.
- 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 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 CenSARA 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 project fund with federal grants.”

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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 CenSARA.

6. Right to Reject Proposals.

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

7. Small and Disadvantaged Businesses.

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

8. Notification of Award.

CenSARA expects to make a decision regarding awarding a contract for presentation of this course shortly after the proposal submittal deadline. Proposals shall be reviewed by a committee of individuals selected by CenSARA who have no conflict of interest in the selection process.

IV. INSTRUCTOR PERFORMANCE AND TASK EXPECTATIONS.

Bidders shall assume that the course attendance will be capped at 12 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.
- Provide copies of course materials for course distribution if the bidder has possession of a version of the course that is acceptable to CenSARA.
- Adequately prepare for preparation of the course.
- Communicate with CenSARA as necessary to ensure proper pre-course planning.
- Provide a laptop computer for use in the course.
- Work with CenSARA and specific students to administer a minimum of one re-test per failing student upon request.

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- 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, provided that travel occurs completely across the prescribed hours, according to the federal meal reimbursement rate.

V. CenSARA OBLIGATIONS.

In preparing proposals, prospective bidders may assume that CenSARA will:

- Facilitate the training via WebEx.
- Make timely payment for instructional services within thirty days of receipt of an accurate invoice.

VI. PROPOSAL SELECTION CRITERIA.

CenSARA 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 CenSARA with the bidder including an assessment of past course evaluations, if applicable.
- Information from references.
- Other pertinent information, if any.