

**REQUEST FOR PROPOSAL (RFP)
CALIFORNIA CUPA FORUM BOARD**

“UNIFIED PROGRAM HAZARDOUS MATERIALS SPECIALIST CERTIFICATION/REGISTRATION”

DATE OF ISSUANCE: November 18, 2014

RESPONSE DUE DATE: OPEN.

One original of the response to this RFP, either by mail or by email with the response attached, clearly identified and addressed to:

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CUPA Forum Board Project Manager
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TARGET PROJECT START DATE: When accepted.

TARGET PROJECT COMPLETION DATE: Six months from Start Date or as agreed by Parties.

SUMMARY OF PROPOSED PROJECT

This project will research, explore, develop options and make recommendations on a “certification” or “registration” of staff that perform various inspections, investigation, site remediation or other activities as unified program agency (UPA) staff. While not intended to address non-unified program agency staff, it is possible that the proposal and/or recommendations could involve staff in other State or local agencies or non-governmental organizations that have specific functions related to unified program activities.

OVERVIEW

The California CUPA Forum is a statewide alliance of Certified Unified Program Agencies (CUPAs) and Participating Agencies (collectively known as *Unified Program Agencies-UPAs*) that implement the Unified Program under California Health and Safety Code Division 20, Chapter 6.11. The organization works to update and continuously improve the Unified Program for the agencies, businesses and communities served. The CUPA Forum is organized into four regions and is governed by the CUPA Forum Board (CFB) that provides a single, strong, consistent voice statewide. The CUPA Forum works cooperatively with the various State agencies including the California Environmental Protection Agency (Cal EPA) and its boards, departments, and offices.

CUPA FORUM TRAINING

The CFB has long identified training as a core function of the organization with an annual unified program training conference the hallmark event. In addition, through a Training Issue Coordinator, training events, opportunities, and planning activities are facilitated through regional training coordinators (RTCs) in each of the four CUPA Forum regions. In the last several years, through a shared partnership with various State agencies, the CFB has been involved with the development of a “*Training Matrix*” that lays out specific training and core topics required of CUPA inspection and enforcement staff. This matrix has gone through two phases of development through a grant administered by the California Environmental Protection Agency (Cal EPA) and is about to embark on a 3rd phase intended to make the

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document more user friendly and include specific training resources for UPA staff to meet the expressed minimum training recommendations.

This *Training Matrix* (latest version dated March, 2012) will hopefully form the baseline of required training and the proposed certification or registration of UPA staff. The *Training Matrix* document lays out not only generic and specific training requirements but does so by identifying topics for beginning, intermediate and advanced training. This structure is utilized by UPA managers to plan and execute training for new and incumbent staff and will be a work in progress as new requirements are placed into statute or regulations.

CUPA FORUM TRUST FUND

The CFB established the CUPA Forum Environmental Protection Trust (Trust) Fund in 2009. This Trust was established to manage and disburse monies from enforcement case settlements to enhance the investigation, inspection and enforcement of Unified Programs throughout the State of California. These monies are disbursed either through an annual Grant process or at the discretion of the CFB with concurrence from the Trustees.

The CFB has approved the proposal contained herein and in concurrence with the Trust Regulations has requested and obtained approval from the CUPA Forum EP Trust Fund Trustees to allocate funds not to exceed \$10,000 for completion of this project.

STATEMENT OF WORK

The contractor shall conduct necessary research, examine other registration requirements, explore management options and present the CFB with options and recommendations to proceed with an actual work plan. The project is intended to examine options both at a State and national level, review existing statutes and regulations, including requirements for continuing education and review existing or innovative management and oversight options. This oversight could be by a State agency or an organization such as the CFB. The contractor shall review existing UPA training requirements including those found in statute or regulation or the UP *Training Matrix* to develop a proposal. The contractor shall do the following to develop options and recommendations:

1. Review and consolidate existing certification and training or registration requirements of UPA staff such as the International Code Council (ICC) Underground Storage Tank certification requirements, Registered Environmental Health Specialist (REHS), and above ground storage tank requirements.
2. Review existing statutory or regulatory requirements in California or other states to develop language necessary to move forward with a proposed recommendation.
3. Consolidate existing requirements into a single registration process.
4. Examine a tiered structure that will address the diversity of jurisdictions found throughout the State and differentiate requirements or subject diversity for the spectrum of UPAs.
5. Examine and address funding and costs to implement a specific proposal and sustain the program in perpetuity.
6. Examine and address cross certification issues where staff are held to specific requirements (such as REHS requirements), and how they can be included in one or both programs.
7. Interview and address concerns raised by a representation of UPA's and relevant State agencies to hear and address concerns or suggestions.

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8. Conduct necessary surveys of federal, State or UPA staff and/or management to assist in developing feasible alternatives.
9. Consider cost of implementation and develop cost benefit analysis.

DURATION OF PROJECT

It is anticipated that the final report shall be completed within 180 days of award to the successful vendor. This completion date, however, is flexible and can be negotiated with the project manager.

FORMAT

The final product shall be prepared in a Microsoft Word format.

PROGRESS DELIVERABLES

1. Prior to commencing work, the vendor shall meet with the Project Manager to discuss timeframes and objectives of the project.
2. The contractor shall research the internet or other open information sources to obtain the necessary information.
3. A written progress report shall be presented to the Project Manager no later than 90 days from commencement of the work.
4. A final draft shall be presented for approval by the CFB.

DELIVERABLES

Deliverables must include, but not be limited to the following:

1. A draft hard copy and electronic version of the final report for review and approval by the CFB.
2. An executive briefing to the CFB summarizing key findings and recommendations.
3. Presentation materials that can be used to market the final recommendations once the CFB decides.
4. The final deliverable shall contain the final elements and discussions:
 - An executive summary.
 - How the project was completed.
 - Research on various options.
 - Examples of existing programs.
 - Legal and statutory requirements.
 - Options for implementation.
 - Rationale for and the recommended course of action.
 - Any closing thoughts or issues.

CONTRACTOR EXPERIENCE AND KNOWLEDGE

The contractor must demonstrate broad knowledge and experience in hazardous materials program implementation in California including a working knowledge of the Unified Program structure. The contractor must be willing and able to reach out to appropriate federal, State and local staff to seek out necessary information and be familiar with organizational requirements related to certification or registration. Experience in a local or State agency doing inspection or regulatory work would be seen as a benefit.

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REQUEST FOR PROPOSAL REQUIREMENTS

1. A cover page identifying the vendor's information including names, address, telephone number, fax number and email address.
2. A Work Plan that presents the bidder's detailed approach or method to complete the project. The Work Plan should include sufficient detail to determine if the bidder has a good understanding of the project and deliverables.
3. A schedule of projected costs (negotiable) including proposed hourly rates, total number of hours, and maximum total costs.
4. Examples of previous work products.
5. A tabulation of other anticipated ancillary costs.
6. A timetable or dates on a chart to complete the project.

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