

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

“TRAINING ON NAVIGATING RCRA AND NON-RCRA HAZARDOUS WASTE IN CALIFORNIA”

DATE OF ISSUANCE: June 27, 2017

RESPONSE DUE DATE: August 31, 2017

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 develop and provide in person instructions on topics and concerns related to implementation of the hazardous waste program element in the State at a level identified as intermediate in the State Unified Program Training Framework (March 2012) document available at the Cal EPA website ([TF Document](#)). This training will be developed with feedback from the CUPA Forum Board (CFB) Training Committee chaired by the CFB Training Issue Coordinator. The CFB will work out facility and logistical support for the in person classes.

OVERVIEW

The California CUPA Forum is a statewide alliance of 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 and other State agencies such as the Governor’s Office of Emergency Services and the Office of the State Fire Marshal.

This project is being funded by a settlement between the State of California and Big Lot Stores, PNS Stores and West Coast Liquidators through a supplemental environmental project to fund seminars that will focus on the RCRA and non-RCRA Hazardous Waste requirements for UPA staff and Attorney General, District Attorney or City Attorney employees whose primary assignment includes environmental enforcement. The amount provided will fund a total of five seminars, including CUPA Forum administrative support associated with the seminars to be held in 2017 in 1) Los Angeles County, 2) San Joaquin County, 3) Orange County, 4) San Bernardino County, and 5) Fresno County.

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The CFB Training Committee is composed of CFB members from various regions throughout the State. Its tasked not only to address training issues but also other operational concerns that impact the Unified Program so that there will be more coordination, consolidation and cohesiveness in its implementation. There are also regional training coordinators (RTC's) who report to the CFB Training Issue Coordinator who chairs the CFB Training Committee.

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 *“Unified Program Training Matrix-2012”* that lays out specific training and core topics required of CUPA inspection and enforcement staff. This matrix has gone through three phases of development through a grant administered by the California Environmental Protection Agency (Cal EPA) and is now in the process of making the document more user-friendly and to include specific training resources for UPA staff to meet the expressed minimum training recommendations.

STATEMENT OF WORK

The Contractor shall provide training over a prescribed period of time to provide journey level hazardous waste inspectors with California centric resource conservation and recovery act (RCRA) training which includes handout materials, presentation/slide materials, or other appropriate materials as agreed upon between the project manager and Contractor.

The Contractor shall do the following in the deliverance of such training:

1. Meet with the CFB Training Committee representatives to discuss project objectives, specific curriculum and timeframes.
2. Develop training materials and handouts as applicable and make them available to attendees at the in person training.
3. Work with the Project Manager to communicate any Contractor needs for the training.
4. Provide dynamic, interesting, professional and timely presentations.
5. Presentation at (5) locations using the tools or outline agreed to by the Project Manager.
6. Allow for taping of several sessions.
7. Deliver hard copies and electronic copies of presentation materials.

DURATION OF PROJECT

Completion of project by December 31, 2017. This completion date, however, is flexible and can be negotiated with the project manager.

DELIVERABLES

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

1. A syllabus and course outline of the specific topics and timeframe.
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2. A course description with key subject areas developed using the latest versions of the UP Training Framework. Coursework should clearly include delineation between RCRA and non-RCRA requirements and address new regulations and how they will impact California agencies.
3. A PowerPoint or similar software presentation of the syllabus materials.
4. Training tools or materials as agreed.
4. Copies of presentation materials for the subject

CONTRACTOR EXPERIENCE AND KNOWLEDGE

The Contractor must demonstrate broad knowledge and experience in hazardous waste control especially in presenting complex legal concepts utilizing specific examples and photographs to demonstrate key points. The contractor must have demonstrated experience in providing such training and especially in developing instructional or educational programs. Previous work experience on this kind of project is desired for securing this contract

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.

RCRA TRAINING 06.27.17