

**Request for Proposal (RFP)
Training**

**TNI Educational Delivery System (EDS)
Webinars and Webcasts
July 2017**

BACKGROUND

The NELAC Institute (TNI) is a not-for-profit scientific voluntary consensus organization engaged in research and development whose mission is to be the leader in providing systems and processes to foster the generation of environmental data of known and documented quality through an open, inclusive, and transparent process that is responsive to the needs of the community. The organization is managed by a Board of Directors and is governed by organizational Bylaws.

TNI's vision is a true national accreditation program, whereby all entities involved in the generation of environmental measurement data within the United States are accredited to one uniform, rigorous, and robust program that has been implemented consistently nationwide and focuses on the technical competence of the entity pursuing accreditation. TNI believes such a program will improve the quality and reliability of environmental data used by federal and state agencies.

TNI is interested in contracting with individuals and organizations to provide training in specified topics as outlined in Attachment 1. Training should impart knowledge with the goal that the person being trained will achieve some level of self-sufficiency with regard to the subject matter.

Proposals may be made to provide the training for only one course (or workshop), or for multiple courses. Most courses are expected to be offered online using Webinar tools with TNI staff support.

SCOPE OF WORK - TRAINING COURSES

TNI is seeking trainers (contractors) to provide formal training courses that can be anywhere from an hour to a full day or even a multiple course series over a number of months. Most courses will be offered online, but proposals for onsite training will be considered.

TNI has prepared a list of courses (Attachment 1) that it is seeking contractors for, but is open to proposals for additional courses similar in nature to the courses being requested.

FURNISHED EQUIPMENT, PROPERTY, OR INFORMATION

The following items will be provided by TNI:

- Outline and Synopsis review for suitability, not content;
- Course posted on TNI website and announcement emailed to TNI database;
- One-on-one training on use of Webinar tools;
- Set-up webinar – including invitations and uploaded documents. Set-up is based on Webinar Proposal/Application completed by trainer;
- Staff support as agreed upon in contract;

- PowerPoint slides to train attendees on use of tools at training start-up;
- Online course evaluation survey;
- Online registration and collection of fees;
- Attendance records for online courses;
- Listing of registered attendees 1 week prior to the course;
- Training certificates as purchased by attendees or negotiated at course set-up; and
- Course shown as supported by TNI, but not endorsed.

DELIVERABLE REQUIREMENTS

Contractor shall supply the agenda for the course, learning objectives and a copy of course materials provided to students. Contractor shall retain all intellectual property rights for the course materials. Contractor shall provide all travel and on-site costs and supply documentation of attendance records for on-site courses.

PROPOSAL FORMAT

Interested contractors should complete a proposal/application and provide the requested information. The proposal/application includes the following elements:

- A description of the training being proposed;
- Information about format and date(s) if known;
- Biography;
- Course outline and a synopsis; and
- A detailed cost proposal that satisfies the requirements specified in the pricing section below.

PROPOSAL DUE DATE

Proposals/applications must be received at TNI by midnight EDT, August 15, 2017. Proposals/applications shall be submitted online using the TNI Educational Delivery System Proposal/Application System (<http://nelac-institute.org/content/eds-app.php>).

PRICE

Nothing herein shall be construed to commit TNI to pay any costs incurred by bidders in connection with preparation of a proposal, or to guarantee the procurement of any services. All prices are to be in U.S. dollars. Contractor shall furnish and provide all material, labor, supervision, equipment, and incidentals required for accomplishing the work covered by the Contract, except the work, materials, services, or equipment to be furnished by TNI. The proposal should include any fees for instructor, materials, and instructor(s) travel being requested.

TNI and the contractor may mutually agree to cancel the class(es), if fewer than 10 students are registered 1 week before the course date.

EVALUATION CRITERIA

TNI will review all proposals that are received by the deadline in accordance with the following criteria:

- Relevance of proposal to TNI's objectives and priorities;
- Technical merit;
- Competency of the proposed staff;
- Feasibility of the proposal;
- Adequacy of the applicant's resources; and
- Cost.

The anticipated award date for any contracts is August 22, 2017.

PAYMENT TERMS

Payment to the contractor will be on the 15th of the month following the course.

EXCEPTIONS, EXCLUSIONS, OR SPECIAL CONDITIONS

This solicitation permits the bidder to impose exceptions, exclusions, or special conditions. However, the bidder is hereby advised that any such exception, exclusion, or special condition may render your proposal non-responsive, which would preclude an award to you. Any exception, exclusion, or special condition the bidder wishes to include or impose must be fully and completely described in a written attachment to the Bidder's proposal.

TNI reserves the right to accept training proposals prior to the August 22, 2017 date that are outside of the course list (Attachment 1).

ACCEPTANCE OF PROPOSALS

TNI reserves the right to cancel this RFP or to not consider bids submitted in response to this solicitation.

Attachment 1.

Course Listing

This list was prepared based on training survey results, emails, past operational plans and ideas discussed in various TNI meetings.

Courses on TNI Basics:

- Traceability of Standards, Reagents and Equipment
- Calibration and Reference Materials
- Purchasing/Complaints/Subcontracting/Contracts Review
- Preventive/Improvement/Management Review
- Training Personnel and Demonstrated Proficiency
- Internal Audits: How to write and respond/resolve findings/Common lab findings
- Proficiency Testing
- Sampling and Sample Handling
- Quality Control
- Reporting
- Maintaining a Laboratory Quality System

Technical Training

- General Chemistry
- Microbiology
- Method Specific Training
 - (For example, we had a specific request for a seminar on Test N Tube methods.)
- Support Equipment Calibration – thermometers, pipets, etc.
- Instrument Training
 - Understanding the significance of certain QC and Method concepts
 - (e.g., RPD – what does it signify? LCS gives insight to prep, MS gives insight to matrix interference, CCV gives insight to instrument, etc ...)