

A. PURPOSE AND INTRODUCTION

The Mid-America Regional Council (MARC) on behalf of the Mid America Hazmat and Emergency Preparedness Alliance Committee representing jurisdictions and agencies in Wyandotte, Johnson, and Leavenworth counties in Kansas seeks to hire a consultant(s) to provide Physical and Chemical Properties of Hazardous Materials training.

This training is anticipated to be conducted over the course of an 8-hour period each day, during the week of April 13th- April 15th in Overland Park, Kansas. The training will be repeated daily over the course of the three-day period with an estimated number of 35 participants daily.

B. SCOPE OF SERVICES

The selected consultant(s) shall provide a lecture-based hazardous materials training course utilizing high-energy visual demonstrations to illustrate the dynamic tendencies of hazardous materials. Instruction shall focus on the application of physical and chemical properties to fire behavior, hazard assessment, and risk-based response decision-making. This course shall last approximately 8 hours.

The course shall address hazardous materials behavior during transportation and DOT-related incidents, including instruction on DOT transportation containers and associated risks.

At a minimum, the training shall enable participants to:

- Apply physical and chemical properties to the risk-based response process
- Understand the significance of flash point and vapor pressure in determining air monitoring objectives
- Utilize physical and chemical properties and engineering controls to manage hazardous materials incidents
- Visually observe the dynamic tendencies of flammable liquids
- Understand the significance of the “1300 rule” in managing risk during flammable liquid incidents
- Understand flammable range, expansion ratios, and release behavior
- Distinguish between deflagration and detonation, including vapor cloud explosion (VCE) potential
- Understand DOT containers and their risk factors during hazardous materials incidents

At a minimum, the training shall include the following topics:

Physical and Chemical Properties

- Fire point and flash point
- Lower and upper explosive limits (LEL / UEL)
- Wide and narrow flammable ranges
- Vapor pressure and the “1300” risk-based response tool
- Vapor density, evaporation, and

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| heat-induced response | <i>Compressed and Liquefied Gases</i> | ratios, hazards, and risks |
| • Boiling point | | |
| • Auto-ignition temperature | • Compressed gases: properties, types, hazards, and risks | <i>Vapor Cloud Explosions</i> |
| • Freezing point | • Liquefied compressed gases: properties, expansion ratios, hazards, and risks | • Anatomy of vapor cloud explosions |
| • Solubility and miscibility | • Cryogenics: properties, expansion | • Deflagration versus detonation |
| • Specific gravity (hydrocarbons and polar solvents) | | • Bond structure and explosion behavior |
| | | • Pressure wave damage predictions |

C. TIME OF PERFORMANCE

Term – Contractor(s) shall begin performing the Services on EXECUTION OF CONTRACT and shall work diligently to complete the project to the satisfaction of MARC, in accordance with the terms provided.

D. COMPENSATION AND BUDGET

The funding for this project is not expected to exceed \$7,612.

E. PROPOSAL SUBMITTAL REQUIREMENTS

Open Records Act and Proprietary Information

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Bids, Qualifications, Proposals, or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the bid request. If a proposer has information that it considers proprietary, a bidder shall identify documents or portions of documents it considers containing descriptions of scientific and technological innovations in which it has a proprietary interest or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Bids, RFQ or RFP, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as “Proprietary Information” as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law.

To be eligible for consideration, one electronic copy (PDF) of the proposal must be received by MARC no later than 5 PM CDT on March 20, 2026. Late submittals will not be considered.

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Please submit proposals to Lisa Elsa (lelsas@marc.org) and Cassidy Burwick (cburwick@marc.org).

It is the responsibility of the person submitting a proposal by email to ensure that the proposal has been received by the appropriate MARC staff and is not blocked by a spam filter or rejected because of large attachments. To confirm receipt, you may contact Lisa Elsas lelsas@marc.org or Cassidy Burwick cburwick@marc.org.

The following items must be addressed in all proposals:

1. **CONTRACTOR INFORMATION:**
 - A. The name and address of the contracting firm, together with the name, telephone, and e-mail address of the primary contact person for purposes of this proposal.
 - B. See Attachments A&B
2. **CONTRACT PRICE:** Proposals should indicate the cost of services per day and travel to/from.
3. **QUALIFICATIONS:** Proposals should indicate the qualifications of the proposer appropriate to this project. A brief narrative (two pages maximum) regarding the following:
 - A. Relevant Experience: examples of similar hazardous materials training provided, experience working with public-sector, emergency response, or transportation agencies.
 - B. Instructor Qualifications: Contractor's qualifications and relevant certifications, licenses, and training credentials.
 - C. Training Approach: Description of instructional methods and demonstrations and how the course objectives and content will be delivered.
4. **AFFIRMATIVE ACTION CHECKLIST:** If applicable, proposers must complete and enclose with their proposal the company's Affirmative Action Plan (see *Attachment A*).
5. **CERTIFICATION REGARDING DEBARMENT:** Each proposer is required to certify by signing the "Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" (*Attachment B*).
"Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" is a certification that the proposer is not on the U.S. Comptroller General's Consolidated Lists of Persons or Firms Currently Debarred for Violations of Various Contracts Incorporating Labor Standards Provisions.

F. SELECTION PROCEDURE

The selection committee will review the responses received against the criteria and determine if follow-up telephone interviews are desired.

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MARC reserves the right to negotiate a contract, including a scope of work, and contract price, with any proposers or other qualified party.

This Request for Quotation does not commit MARC to award a contract, to pay any cost incurred in preparation of a response to this Request, or to procure or contract for services or supplies. MARC reserves the right to accept or reject all responses received as a result of this Request or cancel this Request in part or in its entirety if it is in the best interests of MARC to do so. Proposers shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of MARC for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted because of the Request for Proposal.

MARC reserves the right to suggest to any or all proposers to the Request for Quotations that such proposers form into teams of firms or organizations deemed to be advantageous to MARC in performing the Scope of Work. MARC will suggest such formation when such relationships offer combinations of expertise or abilities not otherwise available. Proposers have the right to refuse to enter any suggested relationships.

All Proposals submitted hereunder become the exclusive property of MARC.

G. PROPOSAL EVALUATION CRITERIA

The proposals submitted by each Contractor(s) will be evaluated according to the following factors:

- A) Demonstrated qualifications and experience.
- B) Technical competence and subject-matter expertise
- C) Experience of proposed instructors
- D) Understanding of the scope of services.
- E) Reasonableness of cost structure

H. CONTRACT AWARD

MARC will notify the selected candidate by telephone and email. Following verbal notification, MARC will negotiate a standard professional service agreement with the selected candidate. The selected candidate's proposal will be incorporated by reference in the contract. Additionally, MARC will notify, via email, the candidates who are not selected.

I. PROTEST PROCEDURES

In the course of this solicitation for proposals and the selection process, a proposer (bidder or offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by MARC staff and /or the selection committee which could unfairly affect the outcome of the selection procedure. All protests

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should be in writing and directed to Mr. David Warm, Executive Director, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. Protests should be made immediately upon the occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the section procedure. The protest should clearly state the grounds for such a protest.

Upon receiving the protest, MARC's Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, negotiations with the selected proposer will cease until the matter is resolved.

ATTACHMENT A: AFFIRMATIVE ACTION CHECKLIST

Federal regulations require that any firm of 50 or more employees soliciting an assisted federally funded contract must have an affirmative action program. If applicable, please provide a brief response to the following items that would typically be covered in any such program. You may provide a copy of your program and reference appropriate pages.

1. The date plan was adopted.
2. Name of Affirmative Action Officer
3. Statement of commitment to affirmative action by the chief executive officer
4. Designation of an affirmative action officer, assignment of specific responsibilities, and to whom the officer reports.
5. Outreach recruitment
6. Job analysis and restructuring to meet affirmative action goals.
7. Validation and revision of examinations, educational requirements, and any other screening requirements.
8. Upgrading and training programs
9. Internal complaint procedure
10. Initiating and ensuring supervisory compliance with affirmative action program
11. Survey and analysis of entire staff by department and job classification and progress report system
12. Recruitment and promotion plans (including goals and timetables)

ATTACHMENT B: Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The Regulations are published as Part II of June 1985, Federal Register (pages 33, 036-33, 043)

Read instructions for Certification below prior to completing this certification.

1. The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.
2. Where the prospective proposer is unable to certify any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.

Date

Signed – Authorized Representative

Title of Authorized Representative

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Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

1. By signing and submitting this agreement, the proposer is providing the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.