



**Request for Proposals:
Alternative Fuel Technician Training**

Proposals due May 22, 2015

1. Introduction

Indian Nations Council of Government (INCOG) is currently seeking proposals from qualified individuals or firms (hereinafter called Contractor) to enter into a contract for the training of public and non-profit fleet technicians in alternative fuel vehicles, focusing mainly on propane and compressed natural gas (CNG). Training should prepare participants to take the Oklahoma State Alternative Fuel Technician Licensing Exam and/or the Oklahoma State Compressor Operator Technician-Level One Licensing Exam. The individual or firm must be able to administer these licensing exams. INCOG is the recipient of a grant from the United States Department of Energy (DE-FOA-0000951), the funding source for this project.

2. About INCOG:

INCOG is a voluntary association of local and tribal governments in the Tulsa Metropolitan area in Northeast Oklahoma. Established in 1967, INCOG is one of 11 Councils of Governments in the State of Oklahoma, and one of several hundred regional planning organizations across the country. INCOG provides planning and coordination services to assist in creating solutions to local and regional challenges in such areas as land use, transportation, community and economic development, environmental quality, public safety, and services for older adults. INCOG houses the Tulsa Area Clean Cities program which will be managing this project. Tulsa Area Clean Cities is a voluntary organization of local and state government agencies, private companies, and non-profit organizations. Through our public-private partnerships we help enhance energy security, promote energy independence and advance environmental quality in the state of Oklahoma. INCOG is a tax-exempt entity.

3. Guidelines and Requirements

Through a local consortium of state regulatory agencies, industry experts and educational partners, the State of Oklahoma developed a comprehensive certification program that aims to mitigate incidents with potential to endanger the wellbeing of automotive and diesel technicians as well as end users who are servicing, repairing or operating alternative fueled vehicles. INCOG is seeking qualified Contractors to conduct alternative fuel training classes for public and non-profit fleet technicians. The classes offered should prepare participants to take the Oklahoma State Alternative Fuel Technician Licensing Exam and/or the Oklahoma State Compressor Operator Technician-Level One Licensing Exam. The contractor must also be able to facilitate the Oklahoma State Alternative Fuel Technician Licensing Exam and/or the Oklahoma State Compressor Operator Technician-Level One Licensing Exam to the participants.

INCOG will attempt to minimize travel costs for class participants. To facilitate this, Contractors may provide training in existing training facilities, or may offer mobile training for fleets located farther from existing training facilities. Locations of fleets in need of training and location of



Contractors' training facilities, and Contractors' ability to offer mobile training will factor into the Contractors selected under this RFP. All training courses must be complete by December 15, 2015.

4. Contract Items

Depending on available funds and locations of participating fleets, one or more Contractors may be chosen to facilitate one or more classes. Chosen Contractor(s) will be expected to work with INCOG to schedule training(s). These training schedules will be dependent on geographic location of students, class sizes, demand, and funding availability. All classes must be completed before December 15, 2015.

5. Proposals must include the following

- Introduction/Cover letter; states the full name and address of your organization, including the name, address, email, and telephone number of the person in your organization to whom questions should be addressed.
- Qualifications of Staff and Organization; Experience of and any relevant certifications of firm and staff members.
- Completed Bidder Information Sheet (see appendix)
- Description of training facilities, and if you propose to conduct mobile training on site for fleets, please describe the resources you provide as well the resources you require.
- Description of the curriculum planned for use in these trainings.
- Detailed budget, please include a cost per class, and indicate maximum class size, if applicable.

6. Payment

These funds are made available to INCOG through the Clean Cities Implementation Initiative to Advance Alternative Fuel Markets, award number DE-EE0006006, CFDA number 81.086, administered by The United States Department of Energy (DOE); Energy and Efficiency & Renewable Energy Office. INCOG will make payments to Contractor only from monies made available to INCOG from DOE. All payments to Contractor are subject to the availability of funds.

7. Instructions for submitting proposals:

Proposals must be sent to Shaheen Sheikh at ssheikh@incog.org and received electronically by May 22, 2015. Questions regarding this RFP may be sent to ssheikh@incog.org.



**APPENDIX
BIDDER INFORMATION SHEET**

Bidder's Exact Legal Name: _____

(Must be Bidder's name as reflected on its organizational documents, i.e., not a DBA)

List the state in which Bidder's Legal Entity is organized:

Bidder's Type of Legal Entity: (check one)

Sole Proprietorship

Limited Liability Company

Partnership

Limited Liability Partnership

Corporation

Other: _____

Bidder's Taxpayer ID No.: _____

Bidder's Address: _____
Street State Zip Code

Name of Principal Contact: _____

Email Address of Principal Contact: _____

Telephone Number of Principal Contact: _____

I, _____, affirm on behalf of _____ that we have been truthful in all information provided in this proposal.