

## Request for Proposal

### Instructors/Facilitators

#### USGBC Alabama Chapter's LEED Exam Prep Course

*The Alabama Chapter of the US Green Building Council (The Chapter) seeks an instructor or team of instructors (The Contractor) to design and carry out facilitated study groups to prepare for the LEED AP and LEED Green Associates exams. The instructor(s) should be LEED AP, with significant LEED project experience, and have teaching experience.*

**Course description:** The Chapter will offer two types of courses, one to prepare for the LEED AP exam and one for Green Associates. The courses will be held at several locations in Alabama. The course must comply with USGBC National guidance for LEED exam prep (see attached fact sheet). The Contractor will also be responsible for coordinating registration with the college or other teaching space selected by the Chapter. The Chapter is also open to working with the selected Contractor on developing and implementing other courses in the Chapter's area.

**Dates:** Submit your available dates. There will need to be two courses of each type (LEED AP and Green Associates) at the Birmingham and Huntsville locations and one course of each type at the Montgomery and Mobile locations, for a total of 12 exam prep courses in the state in 2010. Availability and flexibility are among the criteria for selecting the instructors. Courses will begin no sooner than April 1st.

**Locations:** The teaching will take place in a suitable classroom setting, community college or job training center preferred, in each of the four branches of the Chapter, most likely in Birmingham, Huntsville, Mobile, and Montgomery. It is the Contractor's responsibility to find and coordinate the classroom settings.

**Deliverables (once contract is won):**

*Pre-course:*

syllabus

complete course book

registration list (including name of instructor, registrants, location, and date of class/study session)

course evaluation forms (to include instructor, content, and facility)

*Post-course:*

attendee list

written reports of the study groups

completed course evaluation forms

**Period of Performance**

The period of performance for this activity ends December 31, 2010. The Chapter shall have the option to extend the contract by one calendar year after this first year and possible second year for a total of three calendar years. While under contract with the Chapter, the chapter must adhere to a non-compete agreement for providing similar services within the Chapter's region (State of Alabama). The following milestones are presented as guidelines for the completion of this task: Proposal submission deadline: 5:00 pm CST, February 26th, 2010. Estimated contract award date: 5:00 pm CST, March 26, 2010.

**Material**

The Contractor will be responsible of printing all materials for the classes. The printed material shall be of the same look and caliber of the materials provided for this RFP. If at any time, materials for the classes fall below this standard, the Chapter shall have the right to reprint said materials and the expense will be

deducted from the Contractor's payment. All material to list the Chapter's names and not the Contractor's name (this is in accordance with USGBC National's requirements for getting CEUs).

When entering into the contract, the Contractor automatically grants the Chapter the right to copy, reproduce, and/or use any materials (printed or digital) produced for/under this contract.

### **Compensation and Method of Payment**

The Contractor shall submit itemized invoices at the end of each session to the Chapter for payment. Invoices will be processed and paid 30 days after the date of approval.

Travel expenses will be reimbursed, after prior written approval, at the standard government rate for the time period of the "Class". Travel expenses (meals, mileage, hotel, etc.) not to exceed \$400/class. Documentation of expenses must be provided for reimbursement.

### **Proposal Evaluation Criteria**

Proposals received prior to the submission deadline will be rated according to the best value on the basis of the following criteria (not listed in any certain order):

Experience of the proposed Instructor(s), Professional look of the PowerPoint and/or course workbook, ability to meet all requirements list, the willingness to work with the Chapter on developing new courses, and the Contractor's fee.

### **Proposal Submission**

**To be considered for this opportunity please submit the following by February 26th:**

**Proposal Packet (*proposal packet will be kept confidential*):**

*CD containing PDF files*

- cover letter
- copy of state incorporation papers
- biographies/cv's of the instructor/facilitators
- samples of past work in green building education and training (max 10 pages)
- syllabus and schedule for the course(s) and minimum number of attendees needed to hold each exam prep class.
- PowerPoint file of at least one of the two courses
- proposed registration fee for each class
- estimated bill, itemized [registration fees to have a maximum split of 60 (Chapter)/40 (Contractor) after all expenses (room, printing, travel, meals, etc.)
- The Contractor shall provide valid proof of insurance (GL, WC, and Auto).

***Printed matter***

- hard copy of the course book for at least one of the courses (course book to be of the same course of the PowerPoint). Course book shall be of the same design and quality of the course book to be used at the exam prep.

**Submit your proposal to:**

Kyle L. Kish, Vice-Chairman

USGBC Alabama Chapter

c/o HKW Associates, PC

Two North 20<sup>th</sup> Street, Suite 100

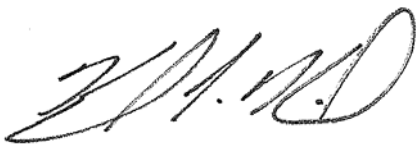
Birmingham, AL 35203

Proposal packets will be reviewed from March 8, 2010 to March 12, 2010. The top finalists may be asked to attend an in-person meeting in Birmingham in the latter half of March.

If you have any questions please e-mail them to Kyle Kish at [kylekish@hkw.com](mailto:kylekish@hkw.com) with “USGBC – LEED Exam Prep” in the subject line. Any and all questions will be responded to, by email, in a timely fashion. In addition, the questions and responses may be published on the Chapter’s website at the discretion of the Chapter.

Thank you for your interest in this opportunity. We look forward to seeing your proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. L. Kish', written in a cursive style.

Kyle L. Kish, Vice-Chair

USGBC Alabama Chapter