

State of Maine
Master Score Sheet

RFP# 202402031					
Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training					
Bidder Name:		Emergency Management Solutions	Specialty Response Solutions	Training Technologies, Int.	
Proposed Cost:		\$70,350	\$13,300	\$18,000	
Scoring Sections		Points Available			
Section I: Preliminary Information		Pass/Fail	Pass	Pass	Pass
Section II: Organization Qualifications and Experience		35	15	25	28
Section III: Proposed Services		40	10	30	28
Section IV: Cost Proposal		25	4.72	25	18.47
TOTAL		<u>100</u>	<u>29.72</u>	<u>80</u>	<u>74.47</u>

Award Justification Statement
RFP# 202402031 - Hazardous Waste Operations and Emergency Response
(HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

I. Summary

The State of Maine is seeking proposals for conducting 8-hour safety refresher trainings in compliance with 29 CFR 1910.120 (HAZWOPER) for Bureau of Remediation and Waste Management (BRWM) staff that work at Hazardous Substance and Petroleum release sites. The State is also seeking proposals to offer an initial 40-hour HAZWOPER up to four times per year on an as requested basis.

The Provider will deliver the following services:

1. **Initial Planning Meeting** – This annual meeting will allow the Department’s RFP coordinator to meet with the Provider and discuss the regulatory and Department-specific objectives of the HAZWOPER refresher.
2. **On-Scene Coordinator (OSC) 8-Hour Refreshers** - OSCs investigate and remediate sites after emergency removal activities are concluded, but where contaminant levels may still exceed OSHA standards. Each year, the Provider will deliver three (3) OSC 8-hour safety refresher courses.
3. **Project Manager (PM) 8-Hour Refreshers** – PMs will oversee contaminated site investigation and remediation at sites or areas of sites where contaminant levels are known to be below OSHA standards. Each year, the Provider will deliver four (4) worker safety 8-hour refresher courses.
4. **Supervisor Safety Refresher** - One (1) time every two years, the Provider will also deliver a management and supervisor safety refresher course meeting the criteria in 29 CFR 1910.120(e)2 and (e)4 to about 25 supervisors and managers at the Augusta Regional Office.
5. **Initial HAZWOPER 40-Hour Class** - Up to four (4) times a year, the Provider may be called upon to provide an initial 40-Hour HAZWOPER class for general industry in accordance with 29 CFR 1910.120(e)(2).
6. **Annual Review** - Upon completion of each year of courses, the Provider will meet with the Department to review the course for possible improvements.

II. Evaluation Process

The evaluation was done by following the State of Maine’s “Request for Proposals” process designated by the Department of Administrative and Financial Services’ Division of Procurement Services. After submittal, each member of the Evaluation Team assesses each Proposal individually; then the Evaluation Team meets to assess each Proposal as a group and assign a “score.” The score correlates to the completeness of the Proposal and quality of the materials submitted (as determined by the opinions of the Evaluation Team). The Evaluation Team was made up of 3 People

Nina Caputo, Emergency Response Training Coordinator– Ms. Caputo will be working with the awardee directly and assisting in the implementation of the expected services. It is the responsibility of the ERTC to ensure staff receive their refreshers

and the content reviewed is adequate. Ms. Caputo has 5 years of experience in emergency response and hazard assessment.

Victoria Eleftheriou, Deputy Director of BRWM – Ms. Eleftheriou has over 2 decades worth of experience at the Department of Environmental Protection. She was selected for her countless experiences as a part of an RFP Evaluation Team.

Rebekah Koroski, Management Analyst II – Ms. Koroski has worked in BRWM's Collections, Claims & Recovery Section for several years and has also been on countless RFP Evaluation Teams. Her financial expertise was particularly useful in assessing the bidder's quotes.

III. Qualifications & Experience

- Bidders that scored well in this area provided detailed and extensive background information on the Lead Instructor and additional staff assigned to the project.
 - o The highest-scoring bidder provided full professional histories for the entire organization. The second highest-scoring bidder provided an extensive professional history for the designated Lead Instructor.
 - o Bidders that outlined the specializations of each staff member demonstrated a great breadth of expertise and professional backgrounds.
- High scoring bidders detailed a client history with private and public sector entities as well emergency management and regulatory agencies; this highlighted an ability to adapt classes to the needs of the hiring agency.
- The second highest scoring bidder confirmed receiving certification in OSHA/BLS regulations; a history in safety work was seen favorably.
- High scoring bidders indicated an ability to provide hybrid classes.
- Points were deducted for missing or incomplete elements requested in the RFP

IV. Proposed Services

- None of the bidders gave specifics around how they would implement or organization each specifically requested service. However, high scoring bidders did offer write-ups of how they commonly conduct classes
 - o The highest scoring bidder showcased its ability to tailor classes to the needs of the hiring agency by citing multiple and specific examples. This is particularly valuable, as there is an increasingly insistent request from BRWM staff that the 8-Hour refresher touches upon their day-to-day tasks and skillsets
 - o The highest scoring bidder highlighted their prioritization of safety in all areas of work, indicating any injury was unacceptable and avoidable by relying on your training
 - o The highest scoring bidder stressed the importance of understanding scientific principles rather than just SOP processes. This is something the

evaluation team found pertinent to the safety, efficiency, and competency of all BRWM staff

V. Cost Proposal

Bidder Name:	Specialty Response Solutions
Proposed Cost:	\$13,300

VI. Conclusion

Specialty Response Solutions was selected as the awardee for the Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training because of its adaptability, prioritization of safety, planned implementation of scientific principles, and cost. Specialty Response Solutions provided specific and detailed examples of how it has tailored classes to the hiring agency's needs, even providing some BRWM examples from recent history. They also showcased a safety background in its lead instructor and then highlighted safety as a prioritization in their write-up for Proposed Services. They also indicated plans to incorporate scientific principles into their trainings; providing BRWM staff with a scientific understanding of their instrumentation and hazard behavior is imperative for fostering independent, confident, and competent decision-making. Finally, the costs laid out by Specialty Response Solutions were the most affordable.



**STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

**Janet T. Mills
Governor**

**Melanie Loyzim
Commissioner**

4/26/2024

Specialty Response Solutions, Inc
574 Main Road North
Hampden, ME 04444

SUBJECT: Notice of Conditional Contract Award under RFP # 202402031, Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

Dear Mr. Scott Luciano,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Specialty Response Solutions, Inc.

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nina M. Caputo'.

Nina M. Caputo

Emergency Response Training Coordinator

Bureau of Remediation and Waste Management

207-450-4569

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



**STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

**Janet T. Mills
Governor**

**Melanie Loyzim
Commissioner**

4/26/2024

Training Technologies International, Inc
39 Coolidge Avenue
Hampden, ME 04444

SUBJECT: Notice of Conditional Contract Award under RFP # 202402031, Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

Dear Mr. Allen Nygren,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Specialty Response Solutions, Inc.

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nina M. Caputo'.

Nina M. Caputo

Emergency Response Training Coordinator

Bureau of Remediation and Waste Management

207-450-4569

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**STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

**Janet T. Mills
Governor**

**Melanie Loyzim
Commissioner**

4/26/2024

Emergency Management Solutions, Inc
16 Cozy Bluff Road
Savannah, GA 31410

SUBJECT: Notice of Conditional Contract Award under RFP # 202402031, Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

Dear Mr. Robert Bradley,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Environmental Protection for Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Specialty Response Solutions, Inc.

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,



Nina M. Caputo

Emergency Response Training Coordinator

Bureau of Remediation and Waste Management

207-450-4569

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Specialty Response Solutions

DATE: April 11, 2023

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Nina Caputo

Names of Evaluators: Victoria Eleftheriou, Rebekah Koroski

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
• Eligibility Documents – 1910.120(e)(5)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	25
Section III. Proposed Services	40	30
Section IV. Cost Proposal	25	25
<u>Total Points</u>	<u>100</u>	<u>80</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Specialty Response Solutions

DATE: April 11, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

The preliminary information required a Cover Page, Debarment, Performance and Non-Collusion Certification, and documentation of the qualifications laid out in 1910.120(e)(5). The Lead Instructor and President of Specialty Response Solutions, Scott Luciano, signed and submitted the “Cover Page” provided in Appendix A of the RFP and the “DEBARMENT, PERFORMANCE, AND NON-COLLUSION CERTIFICATION” provided in Appendix B of the RFP.

Mr. Luciano submitted multiple certifications to establish his credentials as a HAZWOPER instructor. Mr. Luciano is certified as a trainer in the following areas: General Industry Health and Safety, Fire Service course Design, Powered Industrial Trucks, and Drug Lab Scene Operations.

Mr. Luciano expanded on other training he had received by providing certifications establishing him as a Hazardous Materials Technician, a WMD Hazardous Materials Technician, Oil Storage Tank Class A/B Operator, and trained on the nuances of DOT HM-181, Nuclear Incident Response, and Rail Safety.

Mr. Luciano submitted a Trainer Licensure for Emergency Medical Services, but it was expired. He also submitted a Fire Instructor 1 certification, though it is unclear if this is still current. However, ability to provide EMS and Fire Response training has no bearing on fitness to be a HAZWOPER trainer.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Specialty Response Solutions

DATE: April 11, 2023

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	25

Evaluation Team Comments:

- I. Overview of Organization
 - Large diversity in Organization’s expertise and what they have to offer; background in regulatory, commercial, and emergency management
 - i. Extensive documentation of certifications and qualifications for the Lead Instructors, but not for additional staff
 - Provided more references to current and former clients than required
 - Safety background seen in the Lead Instructor/President of Organization
 - Indicated ability to adapt classes and adjust teaching methodologies to the hiring organization’s needs
- II. Organization Experience Relevance
 - Has been in business for over a decade and has history with the Department of Environmental Protection doing training for HAZWOPER and HazMA Technician certifications
 - Has provided training at multiple TSD facilities; this would be a great asset for the BRWM regulatory staff
 - Able to provide online/electronic classes
- III. Organizational Chart
 - Provided Organization Chart
 - Showed the hierarchy of the organization and defined the specializations of each staff member
 - No subcontractors proposed
- IV. Litigation
 - No pending litigation
- V. Financial Viability
 - Did not completely submit the Profit and Loss Statements: missing the 2nd page of Profit and Loss statements for 2022 and 2023
 - i. Income was significantly higher in 2022 than 2023, but not a concern
- VI. Certificate of Insurances
 - Certificate of Insurance was provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Specialty Response Solutions

DATE: April 11, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	30	40

Evaluation Team Comments:

A. Services to be Provided

- Initial Planning Meeting
- On-Scene Coordinators 8-Hour Refresher Training (3)
- Project Managers 8-Hour Refresher Training (4)
- Supervisor 8-Hour Safety Refresher Training (1 every 2 years)
- Initial HAZWOPER 40-Hour Class (Up to 4 per year)
- Annual Review

It was difficult for the evaluation team provide notes on each specific service because the bidder did not go into detail on how they would address each service. A general write-up was provided for the services as a whole. The following notes are commentary on the intended training approach:

- Bidder expounds upon approaching students as individuals, meeting them where they are in their understanding, and ensuring students will get the most they can out of any class they provide
 - Bidder provided multiple examples of adjusting class content to the needs of the hiring agency, including at the DEP itself.
 - Bidder stressed their prioritization of safety and safety practices, highlighting their staff are up-to-date with current practices and their intolerance for any workplace injury (whether that be a physical harm or an exposure
 - Bidder highlighted their use of a hybridized classroom (a mix of hands-on and lecture)

B. Implementation – Work Plan

- *Detailed examples of tailoring programs to the needs of the hiring organization and makes reference to incorporating programs within BRWM already (respiratory protection, air sampling, PPE selection, etc.)*
- *Stresses the importance of understanding the scientific principles around the daily activities, not just knowing a procedure. Would incorporate chemistry, biology, and physics into classes.*
- *No specifics around implementation of each proposed service*
- *Could implement online/electronic coursework*

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Specialty Response Solutions

DATE: April 11, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
\$13,300		\$13,300	x	25	=	25

Evaluation Team Comments:

Specialty Response Solutions' costs are the lowest by a significant margin.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Training Technologies, Int.

DATE: April 11, 2023

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Nina Caputo

Names of Evaluators: Victoria Eleftheriou, Rebekah Koroski

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
• Eligibility Documents – 1910.120(e)(5)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	28
Section III. Proposed Services	40	28
Section IV. Cost Proposal	25	18
<u>Total Points</u>	<u>100</u>	<u>74</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Training Technologies, Int.

DATE: April 11, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

The preliminary information required a Cover Page, Debarment, Performance and Non-Collusion Certification, and documentation of the qualifications laid out in 1910.120(e)(5). The Lead Instructor and President of Training Technologies, Int., Al Nygren, signed and submitted the “Cover Page” provided in Appendix A of the RFP and the “DEBARMENT, PERFORMANCE, AND NON-COLLUSION CERTIFICATION” provided in Appendix B of the RFP.

Mr. Nygren submitted multiple certifications to establish his credentials as a HAZWOPER instructor. Mr. Nygren is certified as a trainer in the following areas: Hazardous Materials, Hazardous Materials Transportation (DOT), Hazardous Waste Management, and the Incident Command Structure.

Mr. Nygren expanded on other training he had received by providing his Emergency Medical Technician License, HazMat Technician certification, and an Associate’s Degree in Applied Science for Fire Science Technology

Mr. Nygren submitted a certification for Fire Officer I & II. He also submitted certification as a Fire Instructor I & II, it is unclear if either of these are still current, but it is likely given Mr. Nygren is an active fire fighter and lists it on his resume. He also submitted certification for an NFPA Fire Inspector I, but this certification is expired. However, ability to provide Fire Response training has no bearing on fitness to be a HAZWOPER trainer.

Training Technologies, Int. provided extremely detailed resumes for all staff members, detailing the contents and history of their entire professional careers; staff have experience in industrial hygiene, safety and training, and environmental regulation.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Training Technologies, Int.

DATE: April 11, 2023

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	28

Evaluation Team Comments:

- I. Overview of the Organization
 - Provided an extensive and thorough list of professional career and experience for all staff in the bidder organization
 - i. Backgrounds in Emergency Management, Fire Response, Safety, and Industrial Hygiene
 - ii. Professional history in both the private and public sector
 - Provided more references to current and former clients than required
 - i. Many of which are regulatory Maine agencies, but plenty of commercial entities as well
 - Have been in business for almost 30 years
- II. Organization Experience Relevance
 - Extensive history with the Maine DEP; frequently hired for HAZWOPER trainings
 - Trainings have been provided to Laboratories, Emergency Response Agencies, regulatory agencies, and chemical/industrial production companies
- III. Organizational Chart
 - Provided Organization Chart
 - i. Two staff total, both Lead Instructors
 - ii. Didn't show specializations, however, can be inferred from the resumes
 - No subcontractors proposed
- IV. Litigation
 - Not current litigation
- V. Financial Viability
 - The 2021, 2022, and 2023 Balance Sheets required by Part IV, Section II, Subsection 5 of the RFP were *not* submitted
 - The 2021, 2022, and 2023 Profit and Loss sheets required by Part IV, Section II, Subsection 5 of the RFP were submitted
 - Gross Income and Net Income appear to be trending upward over the past 3 years
- VI. Certificate of Insurances
 - Provided Certificate of Insurance

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Training Technologies, Int.

DATE: April 11, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40	28

Evaluation Team Comments:

A. Services to be Provided

- Initial Planning Meeting
- On-Scene Coordinators 8-Hour Refresher Training (3)
- Project Managers 8-Hour Refresher Training (4)
- Supervisor 8-Hour Safety Refresher Training (1 every 2 years)
- Initial HAZWOPER 40-Hour Class (Up to 4 per year)
- Annual Review

It was difficult for the evaluation team provide notes on each specific service because the bidder did not go into detail on how they would address each service. A general write-up was provided for the services as a whole. The following notes are commentary on the intended training approach:

Bidder highlights that they adapt their trainings to learning styles of the class and students. They have a hands-on, team-oriented approach, and attempt to engage the class rather than lecture.

- Bidder has multiple props that could be utilized for Emergency Management simulation
- Bidder builds activities around groups rather than individuals

B. Implementation – Work Plan

- Heavily stresses tailoring the classes to the needs to the students, even adapting to learning disabilities or differing learning styles
- Highlights practice of team communication
- No specifics around implementation of each proposed service
- Could implement online/electronic coursework

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Training Technologies, Int.

DATE: April 11, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	÷	Cost Proposal Being Scored	x	Score Weight	=	Score
\$13,300	÷	18,000	x	25 points	=	18.47

Evaluation Team Comments:

Cost of classes appears to be on par with standard HAZWOPER classes around the state.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Emergency Management Solutions

DATE: April 11, 2023

SUMMARY PAGE

Department Name: Department of Environmental Protection

Name of RFP Coordinator: Nina Caputo

Names of Evaluators: Victoria Eleftheriou, Rebekah Koroski

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	X	
• Eligibility Documents – 1910.120(e)(5)	X	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	15
Section III. Proposed Services	40	10
Section IV. Cost Proposal	25	4.7
<u>Total Points</u>	<u>100</u>	<u>29.7</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Emergency Management Solutions

DATE: April 11, 2023

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

The preliminary information required a Cover Page, Debarment, Performance and Non-Collusion Certification, and documentation of the qualifications laid out in 1910.120(e)(5). The President of Emergency Management Solutions, Gregory Socks, signed and submitted the “Cover Page” provided in Appendix A of the RFP and the “DEBARMENT, PERFORMANCE, AND NON-COLLUSION CERTIFICATION” provided in Appendix B of the RFP.

Although Emergency Management Solutions did not provide any certifications or training documentation for their staff, they did provide an extensive write-up of each staff’s credentials. Below are the highlights of each trainer’s experience that was most pertinent to satisfying the eligibility requirements:

Gregory Socks:

- Hazardous Materials Training Coordinator, Hazardous Materials Officer, and Assistant Team Leader for Hazardous Materials Operational Responsibilities at the Montgomery County Fire and Rescue Services.
- Hazardous Materials Technician
- Lead hazardous materials instructor at Maryland Fire and Rescue Institute
- History of presenting HazMat course work to public and private sector

Robert Bradley:

- Almost 50 years worth of Hazardous Materials Emergency Management experience
- Commander of the Middletown Fire Department HazMat Response Team (CT)
- Hazardous Materials Technician
- Chief Instructor of Hazardous Materials at the Connecticut Fire Academy

Al Valerioti:

- Director of Training for the Waterbury Fire Department (CT)
 - o Designated Safety Officer when ICS was enacted (certified safety officer)
- Senior Instructor for the National Center for Biomedical Research and Training with Louisiana State University

Jason Waterfield:

- Hazardous Materials Captain for the Island Fire and Rescue (Savannah, GA)
- Hazardous Materials Technician

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Emergency Management Solutions

DATE: April 11, 2023

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	35	15

Evaluation Team Comments:

- I. Overview of the Organization
 - Reported a combined 1330 years of experience within the bidding organiza
 - Extensive background in Emergency Incident Management and ICS/NIMs (both in operations and as a trainer), but no mention of experience with regulatory practices, TSD facilities, municipalities, etc.
 - Did not provide any documentation to support credentials
- II. Organization Experience Relevance
 - Provided training to public sector HazMat teams (meaning they understand the varied and unpredictable calls that come in to DEP)
 -
- III. Organizational Chart
 - Provided Organizational Chart
 - i. Indicated roles within Emergency Management Solutions, but nothing regarding specializations
 - Did not indicate use (or no use) of subcontractors despite the fact the vast majority of their income is offset by subcontracted services
- IV. Litigation
 - Did not provide any information about current litigation (or lackthereof)
- V. Financial Viability
 - Gross income is trending downward
- VI. Certificate of Insurances
 - Certificate of Insurance provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Emergency Management Solutions

DATE: April 11, 2023

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40	10

Evaluation Team Comments:

A. Services to be Provided

- Initial Planning Meeting
- On-Scene Coordinators 8-Hour Refresher Training (3)
- Project Managers 8-Hour Refresher Training (4)
- Supervisor 8-Hour Safety Refresher Training (1 every 2 years)
- Initial HAZWOPER 40-Hour Class (Up to 4 per year)
- Annual Review

Emergency Management Solutions did not provide any specifics about how they would provide any of the above services. Most of the information provided was noting all trainings would meet federally mandated requirements; some of the writing was copied verbatim from the RFP. This was unhelpful in assessing the potential quality of the bidder's trainings.

B. Implementation – Work Plan

Almost no detail on how these services would be implemented other than by two instructors per class and an open book exam would be used to assess trainees. It does appear that physical texts would be utilized during training. This was unhelpful in assessing whether the bidder was the right fit for the HAZWOPER trainings.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER: Emergency Management Solutions

DATE: April 11, 2023

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
\$13,300	,	\$70,350	x	25 points	=	4.7

Evaluation Team Comments:

The cost of this training is extremely high compared to a the industry average for HAZWOPER classes.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Specialty Response Solutions

DATE: April 5, 2024

EVALUATOR NAME: Victoria Eleftheriou

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Cover page and required certifications provided.
- Lead instructor has relevant experience and training.
- OSHA Authorized General Industry Trainer. **P**
- Maine EMS Instructor Coordinator License provided – expired certificate. **N**
- Fire Instructor I, 16-hour Hazmat Technician, 24-hour WMD Hazmat Technician, TankSmart A/B Operator, 8-hour RCRA Generator, 6-day Fire Service Course Design, Forklift Train the Trainer, Nuclear Incident Response, Drug Lab Operations Train the Trainer, Rail Safety. **P**
- Detailed background provided for primary point of contact only.

2. Organization Experience Relevance

- Have provided training since 2013.
- Provided a list of three projects with brief project descriptions.
- Projects include 40-hour Hazwoper for DEP; initial and refresher training to Jackson Laboratory, a RCRA large quantity generator; and initial and refresher training to the University of Maine, a RCRA large quantity generator.

3. Organizational Chart

- Chart provided. Scott Luciano is point of contact.
- No subcontractors proposed.

4. Litigation – no current litigation or history of litigation.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Specialty Response Solutions

DATE: April 5, 2024

EVALUATOR NAME: Victoria Eleftheriou

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

5. *Financial Viability* – balance sheet summary and profit/loss standard provided for 2021, 2022, 2023. Second page of 2022 and 2023 missing from packet. **N**
6. *Licensure/Certification* – pertinent certificates provided as noted above.
7. *Certificate of Insurance* – Certificate of Liability Insurance provided.

II. Proposed Services

1. Services to be Provided

- Initial Planning Meeting
-
- On-Scene Coordinators 8-Hour Refresher Training (3)
-
- Project Managers 8-Hour Refresher Training (4)
-
- Supervisor 8-Hour Safety Refresher Training (1 every 2 years)
-
- Initial HAZWOPER 40-Hour Class (Up to 4 per year)
-
- Annual Review

Did not discuss specific tasks and elements (noted above) from RFP. **N** Noted that training is tailored to specific audience and includes a mix of classroom and hands-on training. **P** Focus is on safety and compliance with safety being the primary focus. Programs meet specific OSHA and EPA requirements.

III. Cost Proposal

1. *Total Proposed Cost = \$13,300*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: SPECIALTY RESPONSE SOLUTIONS

DATE: APRIL 9, 2024

EVALUATOR NAME: REBEKAH L KOROSKI

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Diversity in what classes this bidder can offer.*
- *Provided large list of current and former clients.*

2. Organization Experience Relevance

- *They will not be using any subcontractors.*
-

3. Organizational Chart

- *This is an actual organizational chart that shows the hierarchy of staff and who is an instructor for what type of course.*

4. Litigation

- *They mentioned that they have no pending litigation.*

5. Financial Viability

- *Missing a 2nd page for 2022 & 2023 Profit & Loss Statement – not showing net income.*
- *Looks like gross income in 2022 was drastically up and then down by at least 1/3 in 2023.*

6. Licensure/Certification

- *Certifications included for the point of contact & project manager.*

7. Certificate of Insurance

- *Certificate of Insurance provided.*

II. Proposed Services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: SPECIALTY RESPONSE SOLUTIONS

DATE: APRIL 9, 2024

EVALUATOR NAME: REBEKAH L KOROSKI

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

1. Services to be Provided

- Initial Planning Meeting
-
- *On-Scene Coordinators 8-Hour Refresher Training (3)*
-
- *Project Managers 8-Hour Refresher Training (4)*
-
- *Supervisor 8-Hour Safety Refresher Training (1 every 2 years)*
-
- *Initial HAZWOPER 40-Hour Class (Up to 4 per year)*
-
- *Annual Review*
-

2. Implementation – Work Plan

-
-

General comments on this section – the bidder did not specify any specific class, which is why I am giving general notes. However, the bidder did go into detail on how they interact with their students and the approaches they take in making sure the student gets the most out of the class.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Specialty Response Solutions

DATE: 4/5/2024

EVALUATOR NAME: Nina Caputo

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *P - Comprehensive safety background from lead instructor and then a diverse group of support staff from commercial, regulatory and emergency management backgrounds*
- *P – Noted each class is tailored to the organization, something we are trying to take greater care to do and move away from Emergency Incident centric training*
- *N – Didn't specify qualifications of other instructors, so uncertain of their training/teaching credentials*

2. Organization Experience Relevance

- *P – History with Department as well as other state agencies, also noted history of incorporating Department SOPs into content*
- *P – TSD facility training would be more akin to some of the regulatory staff*
- *P – Noted online/electronic class delivery*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

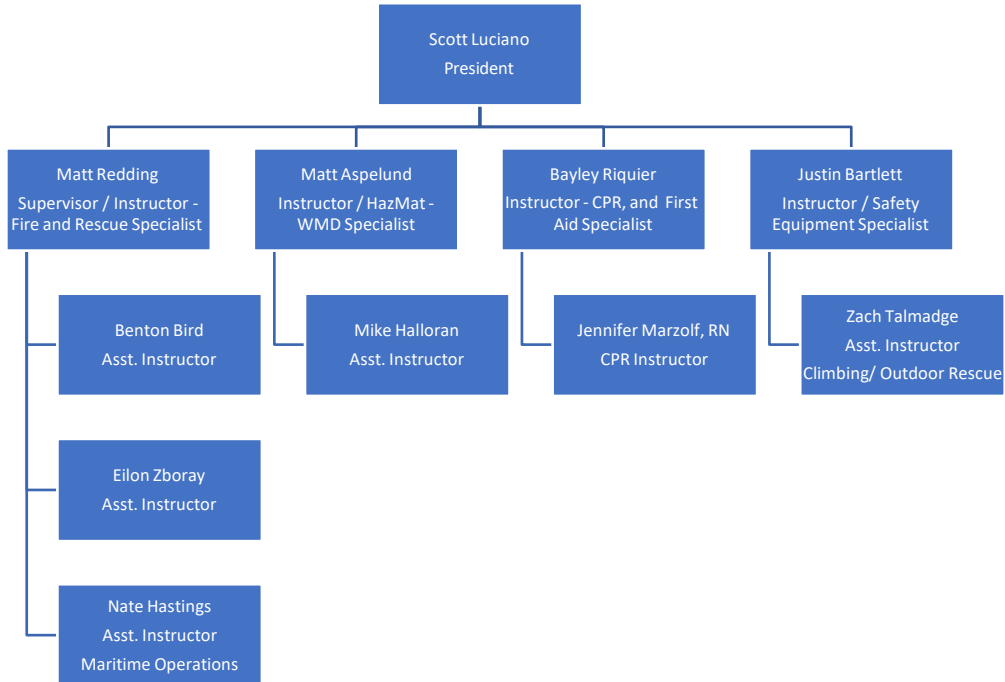
BIDDER NAME: Specialty Response Solutions

DATE: 4/5/2024

EVALUATOR NAME: Nina Caputo

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

3. Organizational Chart



III. Proposed Services

1. Services to be Provided

- Initial Planning Meeting
 - *N - Did not specifically cover this in their "Services to be Provided" section*
- On-Scene Coordinators 8-Hour Refresher Training (3)
 - *P - Did not specify how they would tailor a class to OSCs, but gave multiple examples of they have tailored classes to individuals in the past, including Department examples*
- Project Managers 8-Hour Refresher Training (4)
 - *P - Did not specify how they would tailor a class to PMs, but gave multiple examples of how they have tailored classes to individuals in the past, including Department examples*
- Supervisor 8-Hour Safety Refresher Training (1 every 2 years)
 - *P - Did not specify how they would tailor a class to Supervisors, but gave multiple examples of how they have*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Specialty Response Solutions

DATE: 4/5/2024

EVALUATOR NAME: Nina Caputo

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

tailored classes to individuals in the past, including Department examples

- *P - Stressing staff safety and being up-to-date with current data/practices (something supervisors should be concerned about for each of their staff and prioritizing). I particularly appreciated the notation on preventing chronic illness as well as injury (and lauding them as equally important)*
- *Initial HAZWOPER 40-Hour Class (Up to 4 per year)*
 - *N - Did not specifically go over their ability to provide this*
- *Annual Review*
 - *N – Did not specifically go over their ability to provide this*

2. Implementation – Work Plan

- *P – Detailed examples of how they tailor their programs to the needs of the organization, include many specifics in Department SOPs and practices (respiratory program, air sampling, PPE, Department-specific equipment, etc.)*
- *N – Would have liked to see more specifics in how they saw the differences between OSCs and PMs and how they would create those classes*
- *I – Covers the importance of understanding chemistry in general (not just knowing SOPs specific to their daily tasks). This is something I find particularly important; understanding principles rather than procedures is imperative to staff safety*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Training Technologies International, Inc.

DATE: April 7, 2024

EVALUATOR NAME: Victoria Eleftheriou

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Cover page and resumes provided for both instructors.
- Instructors have relevant experience and training.
- Certificates for lead instructor: Fire Instructor I & II, Fire Officer I & II, Hazardous Materials Instructor Training, Train the Trainer DOT Hazardous Materials Training, Train the Trainer Hazardous Waste Management Regulations, Train the Trainer Incident Command System, Certified Fire Inspector I (expired 10/23/2015) **N**, EMT – Basic.
- Detailed experience provided for both individuals. **P**

2. Organization Experience Relevance

- Have provided training since 1995 to both public and private sector.
- Provided a list of three projects with brief project descriptions.
- Projects include Laboratory Safety Training to Maine Health & Environmental Testing Laboratory; Hazardous Materials Emergency Response, Operations Level and Laboratory Safety Training to Maine Department of Marine Resources; and Hazardous Waste Operations & Emergency Response training to Maine DEP.

3. Organizational Chart

- Chart provided. Allen Nygren is primary contact.
- No subcontractors proposed.

4. Litigation – No current litigation or history of litigation noted.

5. Financial Viability – Profit/loss information provided for 2021, 2022, 2023. Balance Sheets not provided. **N**

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Training Technologies International, Inc.

DATE: April 7, 2024

EVALUATOR NAME: Victoria Eleftheriou

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

6. *Licensure/Certification* – Pertinent certificates provided as noted above.

7. *Certificate of Insurance* – Certificate of Liability Insurance provided.

II. *Proposed Services*

1. *Services to be Provided*

- Initial Planning Meeting
-
- *On-Scene Coordinators 8-Hour Refresher Training (3)*
-
- *Project Managers 8-Hour Refresher Training (4)*
-
- *Supervisor 8-Hour Safety Refresher Training (1 every 2 years)*
-
- *Initial HAZWOPER 40-Hour Class (Up to 4 per year)*
-
- *Annual Review*

Did not discuss specific tasks and elements (noted above) from RFP. **N** Noted that training is tailored to specific attendees and can include online options. **P** Also includes hands-on activities, question/answer exercises, and team events. Accommodate different learning styles. **P** Has trailer of training props to exercise skills. **P** Focus on emergency response, chemical handling and behavior, labeling, confined space etc.

III. *Cost Proposal*

1. *Total Proposed Cost = \$18,000*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: TRAINING TECHNOLOGIES INTERNATIONAL

DATE: APRIL 9, 2024

EVALUATOR NAME: REBEKAH L KOROSKI

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Provided detailed resumes for both instructors and included copies of certificates showing their qualifications.*
- *Provided large list of current and former clients.*

2. Organization Experience Relevance

- *They will not be using any subcontractors.*
-

3. Organizational Chart

- *This organizational chart looks to be exactly what the RFP is asking for.*

4. Litigation

- *They mentioned that they have no pending litigation.*

5. Financial Viability

- *Gross income and net income look to be increasing over the past 3 years.*

6. Licensure/Certification

- *Provided detailed resumes for both instructors and included copies of certificates showing their qualifications.*

7. Certificate of Insurance

- *Certificate of Insurance provided.*

II. Proposed Services

1. Services to be Provided

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: TRAINING TECHNOLOGIES INTERNATIONAL

DATE: APRIL 9, 2024

EVALUATOR NAME: REBEKAH L KOROSKI

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

- Initial Planning Meeting
-
- *On-Scene Coordinators 8-Hour Refresher Training (3)*
-
- *Project Managers 8-Hour Refresher Training (4)*
-
- *Supervisor 8-Hour Safety Refresher Training (1 every 2 years)*
-
- *Initial HAZWOPER 40-Hour Class (Up to 4 per year)*
-
- *Annual Review*
-

2. *Implementation – Work Plan*

-
-

General comments on this section – the bidder did not specify any specific class, which is why I am giving general notes. However, the bidder did go into detail on how they interact with their students and the approaches they take in making sure the student gets the most out of the class. They call their approaches “innovative” and will use different styles of teaching to engage students.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Training Technologies International, Inc.

DATE: 4/5/2024

EVALUATOR NAME: Nina Caputo

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *P – Specified background in both Emergency Incident Management and EHS*
- *P – Background in private sector facilities and public sector*
- *P – Industrial Hygienist on staff provides relevant experience for PM staff*
- *Provided a full history of job experiences over professional career*
 - *P – Covers extensive histories of emergency response management and day-to-day industrial activity*
 - *I – Their professional careers are extensively documented and covers 70+ years of combined experiences. Eclectic background for only two people!*

2. Organization Experience Relevance

- *P – history with the Maine DEP and other regulatory agencies*
- *N – Didn't finish indicating organization on Project One, had to look it up in the global address book*
- *P – References subjects specific to DEP programs*

3. Organizational Chart

- *Provided organization chart*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Training Technologies International, Inc.

DATE: 4/5/2024

EVALUATOR NAME: Nina Caputo

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

II. Proposed Services

1. Services to be Provided

- Initial Planning Meeting
 - *Does not specifically go over how they will meet this service*
- On-Scene Coordinators 8-Hour Refresher Training (3)
 - *P - Doesn't specifically go over how they meet this service, but does indicate they have a large amount of props that could be utilized for Emergency Management simulation*
- Project Managers 8-Hour Refresher Training (4)
 - *P - Doesn't specifically go over how they meet this service, but does indicate use team/group activities, which would be useful to regulatory/PM staff that often have to work in thinktank/teams*
- Supervisor 8-Hour Safety Refresher Training (1 every 2 years)
 - *N- Doesn't specifically go over how they will meet this service*
- Initial HAZWOPER 40-Hour Class (Up to 4 per year)
 - *N- Doesn't specifically go over how they will meet this service*
- Annual Review
 - *N - Doesn't specifically go over how they will meet this service*
 -

2. Implementation – Work Plan

- *P – Does specify online/electronic training can be accommodated*
- *P – Goes over understanding principles rather than just procedures, which is imperative to staff safety and enabling them to make decisions based on skillsets (rather than memorization)*
- *Q – Do we, as a Department, find tests/quizzes to be sufficient for assessment of skillsets?*
- *I – Doesn't provide specific examples of implementing content into the classroom, but does specify it will provide different learning styles to accommodate each student's needs*
- *P – Vague nature of write-up may indicate ability to adapt classes to the need of student types (which is something we have been trying to move towards).*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Emergency Management Solutions, Inc.

DATE: April 7, 2024

EVALUATOR NAME: Victoria Eleftheriou

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Cover page provided. Summary of qualifications only.
- Project team includes four individuals. All have relevant experience and training.
- Staff includes several internationally acclaimed authors of hazardous materials response textbooks and guides. I
- Global preparedness and crisis management firm.
- Provides consulting, training, and exercise services.

2. Organization Experience Relevance

- Provided a list of three projects with brief project descriptions.
- Projects include Hazardous Materials Emergency Response Operations Level and Incident Commander Training for Calpine, Environmental, Health and Safety; Operational Readiness Assessment and SOP Development for Southeast Washington Regional Hazardous Materials Response Team; and Emergency Preparedness and Response Plans development for Cecil County Health Department.

3. Organizational Chart

- No chart provided. **N**
- Did not mention subcontractors. **N**

*4. Litigation – Did not include this information. **N***

5. Financial Viability – Balance sheets and profit/loss information provided for 2021, 2022, 2023.

*6. Licensure/Certification – A summary of certifications provided but no actual certificates provided. **N***

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Emergency Management Solutions, Inc.

DATE: April 7, 2024

EVALUATOR NAME: Victoria Eleftheriou

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

7. *Certificate of Insurance* – Certificate of Liability Insurance provided.
- II. *Proposed Services*
1. *Services to be Provided*
- Initial Planning Meeting
-
 - *On-Scene Coordinators 8-Hour Refresher Training (3)*
-
 - *Project Managers 8-Hour Refresher Training (4)*
-
 - *Supervisor 8-Hour Safety Refresher Training (1 every 2 years)*
-
 - *Initial HAZWOPER 40-Hour Class (Up to 4 per year)*
-
 - *Annual Review*

Discussed some of specific tasks and elements very briefly (noted above) from RFP but some verbatim from RFP.

Course materials will be provided. A 30-question open book exam will be provided at end of each training. Course materials to be provided to DEP 4 weeks prior to the first course.

Not much detail.

III. *Cost Proposal*

1. *Toal Proposed Cost = \$70,350*

Not clear on subcontractors, not clear on whether in-person or virtual.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: EMERGENCY MANAGEMENT SOLUTIONS

DATE: APRIL 9, 2024

EVALUATOR NAME: REBEKAH L KOROSKI

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *I don't see where they have listed the certifications that show their staff can teach these classes. The RFP states that "Bidder must include all relevant credentials/certifications and qualifications to train under 29 CFR 1910.120." and I don't see this at all.*
- *Intrigued by the description in the 1st reference. However, I would have liked to see them say how their trainings impacted those clients.*
-

2. Organization Experience Relevance

- *This section was for subcontractors, but I don't see it addressed. Are we missing that page of the RFP?*
- *Their profit & loss statement says that the vast majority of their income is offset by subcontracted services, but they make no mention of using any subcontractors in this proposal.*
-
-

3. Organizational Chart

- *Organizational chart should show which instructors teach which classes and somewhere in the documentation in Section I should have proof of those qualifications.*

4. Litigation

- *This section was for any open litigation and I don't see this addressed either. This is usually on the same page of the*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: EMERGENCY MANAGEMENT SOLUTIONS

DATE: APRIL 9, 2024

EVALUATOR NAME: REBEKAH L KOROSKI

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

proposal form that the subcontractor information is on. I think we are missing a page.

5. *Financial Viability*

- *Gross Income is drastically down since the high in 2021. Why is that?*
- *After having a large profit in 2021, there was a small operating loss in 2022, which seems odd. Could be an anomaly, but I would have expected an operating loss for 2023 as well, since there was drastically less income.*

6. *Licensure/Certification*

- *I see no proof of licensure to teach these courses*

7. *Certificate of Insurance*

- *Certificate of Insurance provided.*

II. *Proposed Services*

1. *Services to be Provided*

- *Initial Planning Meeting*
-
- *On-Scene Coordinators 8-Hour Refresher Training (3)*
-
- *Project Managers 8-Hour Refresher Training (4)*
-
- *Supervisor 8-Hour Safety Refresher Training (1 every 2 years)*
-
- *Initial HAZWOPER 40-Hour Class (Up to 4 per year)*
-
- *Annual Review*
-

2. *Implementation – Work Plan*

-

•

General comments on this section – the bidder just copied and pasted what was expected of the winning bidder in this. They did not address how they will engage with students to help them learn or cultivating a safety mindset and introducing real world settings.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

**RFP TITLE: Hazardous Waste Operations and Emergency Response
(HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training**

BIDDER NAME: EMERGENCY MANAGEMENT SOLUTIONS

DATE: APRIL 9, 2024

EVALUATOR NAME: REBEKAH L KOROSKI

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

They also did not address an implementation plan for the program.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Emergency Management Solutions

DATE: 4/5/2024

EVALUATOR NAME: Nina Caputo

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *P – 1,330 years of experience behind the organization in private and regulatory response.*
- *N – Spill Response Training and NIMS, but lacking in regulatory and project management training (ie: could be too tailored to emergency incident management)*
- *Q – Would we utilize their assessment services (Bureau-wide)?*
- *I – Offers AAR and Incident Impact studies; could potentially be utilized by Div. of Response Services or incorporate these reviews into the HAZWOPER training?*

2. Organization Experience Relevance

- *P- Appears to have done work with regulatory HAZMAT teams in general (which means they can provide training for a wide array of potential releases/incidents rather than building trainings to specific incidents)*
- *N – Still very emergency incident focused*

3. Organizational Chart

-

II. Proposed Services

1. Services to be Provided

- *Initial Planning Meeting*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402031

RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER) 8-hour Refresher Training and 40 Hour Initial Training

BIDDER NAME: Emergency Management Solutions

DATE: 4/5/2024

EVALUATOR NAME: Nina Caputo

EVALUATOR DEPARTMENT: Dept. of Environmental Protection

- *P – Specified meeting would be completed with Project and Deputy Project Managers, indicating two leads to coordinator with*
- *On-Scene Coordinators 8-Hour Refresher Training (3)*
 - *N - Didn't speak to how a training specifically for On-Scene Coordinators would be tailored to the OSCs, but rather gave a general description of the materials already outlined in the RFP and regulatory requirements*
 - *P- Two instructors*
- *Project Managers 8-Hour Refresher Training (4)*
 - *N - Didn't speak to how a training specifically for Project Managers would be tailored to the PMs, but rather gave a general description of the materials already outlined in the RFP and regulatory requirements*
 - *P – Two instructors*
- *Supervisor 8-Hour Safety Refresher Training (1 every 2 years)*
 - *N - Didn't speak to how they would build a class specifically for Supervisory staff*
 - *P – Two instructors*
- *Initial HAZWOPER 40-Hour Class (Up to 4 per year)*
 - *P – Noted the course work would meet the annual requirements NFPA 470 (something we strive to meet in the Division or Response Services).*
- *Annual Review*
 - *P – Specified meeting would be completed with Project and Deputy Project Managers, indicating two leads to coordinate with*

2. Implementation – Work Plan

- *N – Overall, gave very few specifics on exactly what they can provide or how they would do it?*
- *P – The vague nature of the proposal may indicate the classes are intended to be adapted to whatever is needed.*
- *I -They appear to offer course materials/texts, which I have not seen my career here from previous contract holders as well as a testing practical*
- *Q – This company is based out of a southern state. I am uncertain if they plan to be in person for these trainings?*



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL
PROTECTION



Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402031

**RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER)
8-hour Refresher Training and 40 Hour Initial Training**

I, Victoria Eleftheriou, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Signature

April 2, 2024

Date



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402031

**RFP TITLE: HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE
(HAZWOPER) 8-HOUR REFRESHER TRAINING AND 40 HOUR INITIAL TRAINING**

I, Rebekah L. Koroski, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

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Handwritten signature of Rebekah L. Koroski in blue ink.

Signature

4/2/2024

Date



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

Janet T. Mills
Governor

Melanie Loyzim
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402031

**RFP TITLE: Hazardous Waste Operations and Emergency Response (HAZWOPER)
8-hour Refresher Training and 40 Hour Initial Training**

I, Nina Caputo, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Environmental Protection. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Nina Caputo

Signature

4/3/2024

Date