

Very Small Public Water System Operator Training Program Request for Proposals

I. Introduction:

The NH Department of Environmental Services Drinking Water and Groundwater Bureau (DWGB) is issuing this request for proposals to provide initial and continuing education training to certified drinking water system operators of community and non-transient/non-community public water systems serving 500 or fewer people. DWGB has allocated \$75,300 for this program and will award a contract to an eligible candidate.

II. Background:

Since 1979 NH has required public water systems (PWS) to have a certified operator. Initial training, or experience, is necessary to become certified. Additionally, operators are required to complete a minimum amount of continuing education training to be eligible to renew their certification. Stakeholder meetings and surveys have identified PWS serving fewer than 500 persons as in particular need of subsidized training. Therefore the DWGB is focusing this program specifically on this subset of PWS.

III. Scope of Work: The successful applicant must be able to address the following in their work plan:

Work within DWGB guidelines to present introductory and continuing education training to certified operators of small and very small PWS. Training must include: after hours courses, offered each spring and fall, to prepare prospective new operators of very small water systems for the grade 1A certification exam (4 total sessions) with topics including but not limited to: 1) *Basic science concepts* 2) *Public health protection* 3) *Water sources* 4) *Water treatment* 5) *Pumps* 6) *Water storage* 7) *Water distribution* 8) *Backflow prevention* and 9) *Safety*, each session; operator roundtable continuing education seminars for very small PWS (12); basic water works math sessions (2); and water works operator certification exam preparatory classes (4). Individual training attendees may be charged a reasonable fee for materials. The scope must also include a \$750 contribution by the awardee in support of the 2016 NH Drinking Water Week Festival and a \$750 contribution by the awardee in support of the 2017 NH Drinking Water Week Festival as well as participation on the Festival Planning Committee. All work is to be completed between January 1, 2016 and December 31, 2017.

IV. Form of Proposal: The proposal should include the following information:

- 1) A detailed project approach and schedule that describes how each of the specified tasks will be accomplished within the project period and who will be assigned the work involved;
- 2) A submittal detailing training material to be utilized during the trainings. DWGB has text books, and a venue, for use for the spring/fall very small system operator grade 1A preparatory trainings only however all other training materials should be

available for review. Additionally, the DWGB reserves the right to request that the trainer(s) specified in any proposal provide a sample presentation on their respective training topic(s), of up to 30 minutes in length, before the evaluation committee.

- 3) Qualification and experience dealing with public water systems and municipalities (narrative form);
- 4) Description of qualifications in training water system operators, NH Drinking Water Programs, and Water System Operations;
- 5) Resume(s); and
- 6) Cost proposal.

V. Evaluation Criteria: All proposals will be evaluated according to the following criteria.

- ❑ Ability of the applicant to clearly and successfully address the Scope of Work.
- ❑ Ability of the applicant to complete the project between January 1, 2016 and December 31, 2017.
- ❑ Demonstrated knowledge and experience in providing training to water systems.
- ❑ The DWGB selection committee will score and rank the proposals based on the following weighting of the above criteria:
 - Demonstrated Training Experience 10%
 - Training Experience in the Subject Matter 20%
 - Ability to Communicate and Convey Training Concepts 20%
 - Knowledge of Water System Operations 20%
 - Knowledge of Federal and NH Drinking Water Programs 20%
 - Cost 10%

VI. Proposal Submittal Date:

Three (3) copies of the proposal need to be received no later than **August 31, 2015**, by 4:00 p.m. eastern standard time at:

**NHDES
Drinking Water and Groundwater Bureau
Wade Pelham
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095**

Proposals received after 4:00 p.m. on August 31, 2015 may be disqualified from further consideration at the discretion of DWGB.

VII. Contact Person: All inquiries relating to this Request for Proposals shall be made to:

Wade Pelham
Drinking Water and Groundwater Bureau
NH Department of Environmental Services

	29 Hazen Drive PO Box 95
	Concord NH 03302-0095
E-mail	wade.pelham@desnh.gov
Phone	(603) 271-2410
Fax	(603) 271-5171

VIII. Review Process and General Information:

All proposals will be reviewed by the DWGB. The selection will be based upon the applicant's ability to meet the stated criteria listed above. This program is competitive and all eligible organizations may apply. Upon receipt, all proposals will be evaluated on the above criteria. The DWGB reserves the right to interview the top proposals before making a final selection. Applicants may be contacted to provide further clarification. The successful candidate will be expected to enter into a standard State of New Hampshire Contract Agreement (attached form P-37), excepting minimum insurance coverage requirement of \$1,000,000 per incident.