

## SPECIFICATIONS

### BUILDING OPERATOR CERTIFICATION TRAINING

#### I. SCOPE OF WORK:

The Department of Environmental Protection (DEP), Office of Pollution Prevention and Energy Assistance is seeking the services of a contractor experienced in providing Building Operator Certification (BOC) training for building facility personnel, primarily for schools, local governments and community colleges. The target audience for the training is Operations and Maintenance (O&M) Managers and Supervisors, Building Engineers, Building Managers, Maintenance Technicians, Heating, Ventilation and Air Conditioning (HVAC) Technicians and Energy Managers.

DEP has a primary role providing outreach and educating the public about building energy efficiency. According to the U.S. Department of Energy (DOE), commercial and residential buildings account for approximately 41% of all energy consumption and 72% of electricity usage in the United States. Building energy efficiency training, such as BOC, is a way to help schools, local governments and community colleges reduce their environmental impact and save money.

**Building Operator Certification (BOC®)** is a nationally recognized, competency-based training and certification program that offers facilities personnel the improved job skills and knowledge to transform workplaces to be more comfortable for building occupants, energy-efficient and environmentally-friendly. BOC trainees can choose to take a certification test to earn a credential that can be utilized to enhance employment opportunities.

DEP is requesting bids to provide BOC training to the target audience throughout Pennsylvania, strategically located in areas where there is significant opportunity and interest for such training. DEP will provide a portion of the cost of the course tuition, **not to exceed \$1,400 per student**.

Funding is provided from the United States DOE, State Energy Program (SEP).

**Questions:** For technical questions regarding the Specifications contact Kerry Campbell at (717) 772-5985, or via e-mail at [kcampbell@pa.gov](mailto:kcampbell@pa.gov). Any questions regarding bidding or contracting procedures should be directed to Sherry Morrow at 717-772-1216, or via e-mail at [smorrow@pa.gov](mailto:smorrow@pa.gov).

#### II. GENERAL TIMELINE AND DELIVERABLE DUE DATES:

The timeline and due dates are as follows:

- Twenty students receiving BOC training June 30, 2018
- Final Report, including class evaluations, included at no extra cost, shall be submitted to DEP no later than 14 days after the end of the contract, or July 14, 2018.

### III. CONTRACTOR REQUIREMENTS:

Contractor agrees to comply with **Attachment B – Nondiscrimination/Sexual Harassment Clause and Attachment C – Federal Requirements**. The contractor shall perform all work in accordance with recognized professional standards and practices. It shall be the contractor's responsibility to furnish qualified personnel to perform the assigned tasks as required herein.

Additionally, the contractor shall provide DEP with the following:

- A. Any marketing tools, as soon as they are developed, to help DEP facilitate outreach.
- B. A plan to train 20 personnel in a training session which will be located in Pennsylvania.
- C. Proof that they are approved by the National BOC program to provide BOC training and issue Certification of Completion.
- D. A BOC Training Certification of Completion to participants that complete the training successfully.
- E. Proof of experience for all personnel the contractor plans to utilize for this contract. The proof shall be demonstrated using personal résumés.
- F. Written summations by the contractor regarding quality control, personnel to be utilized, general product standards, etc.

### IV. CONTRACT TERM:

The contract shall commence upon execution of a purchase order and terminate no later than June 30, 2018.

### V. PAYMENT TERMS:

Payment shall be made upon completion of training course and upon receipt of invoice.

### VI. BID AWARD:

The contract shall be awarded in accordance with **Attachment A – Bid Award** to the lowest responsive and responsible contractor meeting all the requirements of the Specifications. The unit price bid must include all miscellaneous costs, including travel. All bids must be submitted electronically through the Department of General Services' (DGS) eMarketplace website. The eMarketplace website is located at <http://www.emarketplace.state.pa.us>. DEP is not responsible for the maintenance of the eMarketplace website.

DGS's Supplier Service Center (Supplier Service Center) is available to assist vendors with registration, bidding and account management. For questions regarding registration help, send an e-mail to [RA-PSC\\_Supplier\\_Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov) or call (877) 435-7363, choose option 1. For questions regarding bidding help, send an e-mail to [srmhelp@pa.gov](mailto:srmhelp@pa.gov) or call (877) 435-7363, choose option 2.

**Estimated Quantities:** Quantities herein are estimated only and may increase or decrease depending on the needs of the DEP. Contractor shall be paid at the unit price bid for actual work performed.

**ATTACHMENT A – BID AWARD**

The contract shall be awarded, as follows:

**Number of Trainees** - 20 Trainees @ \$\_\_\_\_\_ per trainee = \$\_\_\_\_\_

**Grand Total** = \$\_\_\_\_\_