

Request for Proposal

Part 1 - ISO 18436-2 Course Materials

CMVA's Objective: Enhance the value of the two day refresher courses offered at its annual meeting.

Strategy: CMVA should own good quality, technically accurate, comprehensive course materials for each category of Refresher Course that might be offered. The immediate need is for Category 2 and 3.

Definitions:

- ◇ **“Refresher Course”** means a two day course designed for people with some combination of relevant background, training, self-study and experience who want to upgrade their qualifications relative to ISO 18436-2. The typical audience is an experienced tradesperson.
- ◇ **“Category”** means the levels of training for a vibration analyst as defined by ISO 18436-2.
- ◇ **“Own”** means retain in the CMVA office, have the absolute right to sell, use at any time or modify as required, and have an absolute guarantee that any material provided is in the public domain or its copyright is assigned to CMVA. We do not require that course authors give up their right to use the basic materials, but we do want a look and feel that is unique to CMVA and provided only for CMVA. Illustrations of real cases must have releases from the companies concerned.
- ◇ **“Course material”** means a powerpoint presentation suitable for use in a classroom setting, complete with notes in the note section which will enable competent instructors to understand the detail of each slide and deliver a course fundamentally the same each time.
- ◇ **“Good quality”** means visually consistent and appealing, readable, and well-organized. www.avwtelav.com has an excellent illustrated guide to good slides. Look for Tips and Tricks on the right side of the screen. Slides must be easily readable when printed “6 to a page”, or if that is not possible because of the complexity of a print-out, further slides illustrating the detail of the complex one must be provided.
- ◇ **“Technically accurate”** means that the information provided must be correct and complete within the context of the particular category. We neither expect nor want every possible topic covered at length in every category; however, we do want material learned in a lower category to be consistent with the additional requirements of the higher categories.
- ◇ **“Comprehensive”** means that we want all the CMVA Performance Objectives relative to each course to be included. This clause may very well mean that the provided course would require up to 3 days to fully present. It will be up to the instructor to condense where necessary to fit the time constraints and meet the needs of the students.

Submission of Proposal.

By March 31, 2008, please provide a proposal to CMVA's Executive Director val@cmva.com . It should include a plan for development to meet the above definition, staged deliverables, proposed pricing, and a sample deliverable. It is desirable to have the course or courses available by the end of August. CMVA will require the right to cancel the contract if the staged deliverables are not reasonably provided.

See also page 2 and 3.

Part 2 -- Provision of Reference Materials

The directors would also like to see proposals for the provision of reference materials to support the Refresher Courses.

Objective and definitions are the same as in Part 1.

“Reference Materials” means text material that addresses all the Performance Objectives. Individuals would be encouraged to study it before they attend a Refresher Course. As an ancillary benefit, they could use it to study on their own, regardless of whether they attend a course.

At least three options are possible, although other suggestions would be entertained as well.

1. Identify existing material and demonstrate that it covers the material in the performance objectives. If it falls short in particular areas, provide supplementary material to fill the gaps.
 - a. “Existing material could be a published “in-print” text book. In this case, CMVA would own the supplementary materials and purchase the text as required, for re-sale and/or provision with the course registration.
 - b. “Existing material” could be your “in-house” material. In this case, CMVA would own and distribute the entire package.
2. Write reference material specifically for this purpose.

For all of the options, CMVA has to be assured that the authors have the rights to the material they provide, and that they are totally authorized to provide said material for CMVA for its use, sale, and modification.

The audience for the courses and supporting materials is generally considered “experienced tradesman”.

Submission of Proposal. – Part 2

By March 31, 2008, please provide a proposal to CMVA’s Executive Director val@cmva.com . It should include a plan for development to meet the above definition, staged deliverables, proposed pricing, and a sample deliverable. It is desirable to have the material available by the end of June, so that course participants can have it to study. CMVA will require the right to cancel the contract if the staged deliverables are not reasonably provided.

You are welcome to submit a proposal for Part 1, or Part 2, or both.

See also Page 3.

Evaluation of Proposals

Proposals will be evaluated by a committee struck by the Board of Directors. Considerations will include, but not necessarily be limited to

- ◇ Quality of submission and sample material
- ◇ Cost and benefits to CMVA
- ◇ Proposed time table and deliverables
- ◇ Suitability for stated audience
- ◇ The confidence of the committee that the work can be executed as planned and that it will have a benefit to the CMVA commensurate with its cost.

The Board is not under an obligation to select any proposal.

Please note: If you have suggestions for meeting the objective which do not quite meet the RFP, please submit a proposal anyway, noting the differences and explaining how your offer would help.

Note 2. If you need an extra week to submit your proposal, please let us know that before March 31, via email to val@cmva.com .