



DATE: May 12, 2016
TO: Planning & Organization Committee/Recycling Board
FROM: Wendy Sommer, Executive Director
BY: Tom Padia, Deputy Executive Director
SUBJECT: Scope of Work for Five Year Program Review

SUMMARY

Measure D requires a comprehensive financial, statistical and programmatic audit and analysis to be performed within four years of the effective date of the Act and every five years thereafter. Actual text from this section of the Charter is included as Attachment A.

For some time now the Board has separated the financial/compliance review from the programmatic evaluation and has conducted separate solicitation and selection processes for each. Staff is developing the Request For Proposals (RFP) for the next program audit, and at the May 12 meeting will discuss with the Recycling Board the proposed schedule and scope of the RFP.

DISCUSSION

The current Five Year Financial & Compliance Audit for FY 11/12–15/16 is underway by Crowe Horwath and will be completed in the coming fiscal year. The last Five Year Program Audit (hereinafter to be called “Five Year Program Review”) was performed by SAIC and is available at: http://www.stopwaste.org/sites/default/files/Documents/5_year_audit_6-28-13.pdf

The Board has attempted in recent procurements to focus the program review on “forward looking” opportunities for improved effectiveness and efficiencies within and between municipal and regional waste reduction efforts, rather than spending inordinate time and resources documenting past performance. Program reviews do typically include summary profiles comparing local program features and results to each other and to other well-regarded and “model” waste reduction programs nationwide. Cost of the last Program Review five years ago was approximately \$144,000.

Additionally, the scopes of work for the past several Five Year Program Reviews have included tasks to research one or more topics or issues of current relevance to Alameda County’s waste reduction efforts and goals.

Budget:

The proposed FY 16/17 budget includes funds and hours to issue a Request For Proposals (RFP), select a contractor, and substantially complete the work on the next Five Year Program Review. Plans are to

pare down the descriptive, comparative scope of work and to aim for a contract in the \$150,000 range with a contingency available for add-ons or changes to the scope.

Possible Tasks/Topics:

- Review of source separated organics collections in multi-family buildings – where, how and why have the best results been obtained?
- Review of multi-family recovery rates, both quantitative and qualitative, from source separated organics and recycling collections vs. “dirty MRF’ing” and relative costs of each approach.
- Profile “Every Other Week” single family residential garbage collection experience in other communities with established EOW service in terms of cost efficiencies, diversion results, and handling of health concerns regarding pet wastes, diapers, and vector control (an extension of research performed in the last report).
- Profile “% good stuff in garbage” in other communities where reliable data is available (repeated task from last report).
- Other issues of importance?

Schedule and Selection Process:

It is proposed that the (RFP) be released in August with a due date approximately seven weeks later. As with the last Five Year Program Review, a team of staff will evaluate and rank the proposals, and interviews by a panel of Agency and member agency staff will be held in October with the top two or three proposers, if necessary. Recommendation of contract award would be presented to the Recycling Board no later than the regular monthly meeting on November 10, 2016. It is expected that work would be completed in or around June 2017, with a Final Report presented to the Board soon after.

RECOMMENDATION

Staff recommends that the Recycling Board review and discuss the proposed schedule and scope of work for the Five Year Program Review and that the Board propose additions/modifications as appropriate. Additional input will be solicited from member agency staff and recycling industry partners/stakeholders.

Attachment A: Subsection 64.040: Recycling Policy Goals and Recycling Plan

ATTACHMENT A

Following is the text from Measure D relating to the comprehensive audit:

SUBSECTION 64.040: RECYCLING POLICY GOALS AND RECYCLING PLAN

- C. The Recycling Board shall contract, not more than four (4) years after the effective date of this Act, and then every five (5) years thereafter, for an audit to determine compliance with the Recycling Plan and the degree of progress toward the recycling policy goal then in effect. Said audits shall be conducted by an independent auditor (or auditors) with experience in source reduction and recycling. The reports of said audits shall be completed within one (1) year and issued to each municipality, the Board of Supervisors and the Authority. Said reports shall include at least the following:
1. A narrative and analytical evaluation of all recycling programs within Alameda County, whether funded through this Act or not, both Alameda County-wide and within each municipality;
 2. A statistical measure of the progress toward the recycling policy goal then in effect;
 3. An evaluation of the Recycling Board's activities, including, but not limited to, an accounting of the monies spent by the Recycling Board; and
 4. Recommendations to the Recycling Board, the Board of Supervisors, the Authority and the municipal governing bodies for the maintenance and expansion of recycling programs, and any necessary resulting amendments to the Recycling Plan.