



Request for Qualifications (RFQ) for Environmentally Preferable Purchasing Technical Assistance

Release Date: Monday March 2, 2026

Due Date: Monday March 30, 2026

Contact: Miya Kitahara, Program Manager
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StopWaste/Alameda County Waste Management Authority
1537 Webster Street
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www.StopWaste.org
www.StopWaste.org/EPP

I. About the Agency

StopWaste is a public agency governed jointly by three Boards, the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. StopWaste is responsible for reducing the waste stream in Alameda County and supports local governments, businesses, schools and residents through source reduction and recycling, market development, technical assistance, and public education. StopWaste's jurisdiction covers each of the fourteen cities, two sanitary districts, and remaining unincorporated areas of the County. For more information about StopWaste, go to www.StopWaste.org.

II. About the Recycled Product/Environmentally Preferable Purchasing Program

Measure D provides an annual grant to the County of Alameda for their purchase of recycled content products, and also for staff time to increase the County's environmentally preferable purchasing. County of Alameda General Services Agency sustainability staff also assist the other cities in Alameda County in their environmentally preferable purchasing. StopWaste provides oversight to the County and also provides additional technical assistance to member agencies on environmentally preferable purchasing, on an as needed basis. We would like the consultant to assist the County (on an as requested basis) and assist the member agencies and other public entities (such as school districts and park districts) in maximizing recycled content and environmentally preferable product purchasing via technical assistance.

III. Description of Services Required

StopWaste is seeking qualified individuals or firms with expertise in working with government agencies on recycled product procurement issues and environmentally preferable purchasing.

The selected individuals or firms will provide the following services:

Technical Assistance in the area of Recycled Product Procurement/Environmental Purchasing

On an on-call basis, as determined by StopWaste staff, consultant will provide technical assistance to member agencies (Alameda County, fourteen cities, and two sanitary districts) with purchase of recycled content products, with updates of fact sheets and support materials on environmentally preferable products, and to adopt and implement environmentally preferable purchasing policies. The services will focus on commonly purchased or high-impact product categories including but not limited to: paper products, office supplies, janitorial supplies, lighting, office equipment, building materials and mechanical equipment. Consultant can specialize in one or more of these product categories and will be directed technical assistance requests based on their knowledge of specific product categories.

Examples of technical assistance include, but are not limited to:

1. Conduct research specific to a member agency's bid documents and process on recycled content and environmentally preferable product specifications, availability and other agencies' experience with the products.
2. Provide structure and motivation, technical and strategic assistance to member agencies in adopting, promoting, updating, revising or implementing an Environmentally Preferable Purchasing Policy and other related policies.

3. As needed, update existing and produce new Environmentally Preferable and Recycled Content Sustainable Purchasing Guides, Compliant Product Lists, Model Environmentally Preferable Purchasing Policy and Implementation Guidelines, and any other related resources for the Agency. (See www.StopWaste.org/EPP for existing materials.)
4. Advise Agency staff on existing public procurement structures and practices that create barriers or opportunities for increasing recycled/environmentally preferable product selection.
5. Provide presentations, trainings, workshops and/or webinars for member agencies on recycled content purchases and environmentally preferable purchasing topics, if requested.
6. Coordinate services and assistance to member agencies with Alameda County General Services Agency. Support the Alameda County Green Purchasing Roundtable meetings.
7. Participate in periodic team meetings and meetings of member agency staff (e.g. StopWaste Technical Advisory Committee and Energy Council Technical Advisory Group) upon request.
8. Prepare and submit brief progress updates as requested.

The exact scope of services, price and schedule shall be determined in negotiations with the selected contractor.

IV. Minimum Requirements

- A. Demonstrated ability to provide and document recycled product procurement/environmental preferable purchasing technical assistance.

Firms or individuals responding to the RFQ will be required to submit information demonstrating their experience and ability to provide expert services in the following areas:

1. Successfully assisting local governments in the adoption and/or implementation of environmentally preferable purchasing policies.
 2. Providing technical assistance, trainings, and presentations.
 3. Researching, writing and developing resources and tools for recycled product procurement and environmentally preferable purchasing.
 4. Assisting organizational purchasers in tracking and monitoring such activities.
 5. Working collaboratively with a team of other environmentally purchasing professionals.
- B. Technical expertise in specific environmentally preferable product categories, including but not limited to paper products, office supplies, janitorial supplies, lighting and equipment.
 - C. Ability to comply with the terms of the Agency's professional services agreement which includes obtaining the insurance policies listed in Attachment A.

V. Preferred Contractor Attributes

- A. Consultant has at least 5 years of experience providing recycled product and environmentally preferable purchasing assistance to government agencies in the specified product categories.
- B. Knowledge and experience with California legislation related to EPP (e.g. SB 1383, SB 54)
- C. Located in Greater Bay Area

VI. Submittal Requirements

Please submit the following information:

- A. Summary of the individual or firm proposing to provide services, including:
 - Name of primary contact for this contract
 - List of key personnel who would be working on Agency projects
 - Brief resumes for the primary contact and key personnel
 - Fee schedule for the primary contact and the key personnel identified above who would be working this project. Unless specified in the submittals, StopWaste staff will assume that the professional fee schedule will include any costs associated with complying with StopWaste insurance requirements as specified in Attachment A.
- B. List of environmentally preferable purchasing product categories for which the individual or firm has expertise with description of types of specifications, years of experience, and past clients or sample products (see Attachment B for an example).
- C. Three (3) examples of projects that best demonstrate the individual’s or firm’s expertise as identified in Section V: Minimum Requirements.

Please limit the description of each project to no more than two pages. Additional work samples that demonstrate design capabilities such as flyers, spreadsheets, or slides may be included and do not count in the page limit.

 - 1. Identify the location of the project.
 - 2. Explain the role of the individual or firm in each project.
 - 3. Describe the key attributes and achievements of the project.
 - 4. Provide a client reference for each project that can provide information on the individual’s or firm’s participation in the project. Please provide the client reference’s name, title, employer, and phone number.
- E. Signed copy of the attached letter titled, “Required Insurance Policies,” (Attachment A).

VII. Application Deadline and Instructions

The deadline for application submittal is **5:00 p.m., Monday, March 30, 2026.**

Proposals should be emailed in one PDF document to Miya Kitahara at miya@stopwaste.org before the deadline. Please note that responses delivered by other means, or qualifications received after 5pm on March 30, 2026 will **not** be accepted.

VIII. RFQ Schedule

Release of RFQ	March 2, 2026
Qualifications Due	by 5pm, March 30, 2026
Interviews.....	week of April 13, 2026
Selection of Firms/Individuals	on or after April 20, 2026
Estimated Start Date of Contract.....	on or after May 1, 2026

Agency Contact: The primary contact for this RFQ is Miya Kitahara, Program Manager, who can be reached at miya@stopwaste.org.

IX. Evaluation and Contract Process

As a result of this RFQ, StopWaste intends to award a contract to the highest-ranked responsible proposer(s), as determined by the combined weight of the Evaluation Criteria, whose response conforms to the RFP and whose bid presents the greatest value to Stopwaste considering all Evaluation Criteria. The combined weight of the Evaluation Criteria is greater in importance than the cost in determining the best value to the StopWaste. StopWaste may award a contract of higher qualitative competence over the lowest priced response.

The Evaluation Criteria are:

- 1) Completeness of Response;
- 2) Cost;
- 3) Technical Expertise;
- 4) Relevant Experience;
- 5) References;
- 6) Understanding of the Project;
- 7) Vendor Interview.

At this time, StopWaste anticipates that it will have an Environmentally Preferable Purchasing consulting budget not to exceed \$30,000-45,000 (potential across multiple qualified consultants) for a contract period between May 1, 2026 – June 30, 2027, with option to renew in subsequent years through June 30, 2032.

Depending on the response to this RFQ, **StopWaste staff may choose to contract with more than one firm or individual.** Firms or individuals may be selected for interviews and will be contacted at least one week prior to the interview. It is anticipated that StopWaste staff and the selected firms or individuals will negotiate a professional services contract for the time period on or after May 1, 2026 to June 30, 2027. StopWaste staff reserves the right to extend the term of the contract and augment the amount of the contract with the agreement of the selected firm or individual, pending approval by the Agency Board if needed. *In addition, selected firms or individuals will be placed on a pre-approved environmentally preferable purchasing consultants list that will be valid from May 1, 2026 through June 30, 2030.* Should your services be needed in that time period, you will be contacted by StopWaste staff to develop a scope of work and payment schedule for specific projects.

StopWaste reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, to award full or partial funding of any request, and/or to cancel all or part of this RFQ at any time prior to awards.

All materials submitted become the property of StopWaste and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

**ATTACHMENT A:
REQUIRED CONTRACT ELEMENTS:
INSURANCE POLICIES AND STATEMENT OF ECONOMIC INTEREST**

RFQ for Environmentally Preferable Purchasing Technical Assistance Services
Released: March 2026

It is a requirement of the Alameda County Waste Management Authority that any individual or firm selected to provide Business Technical Assistance Services maintain the following minimum insurance during the term of the professional services contract.

The individual or firm selected as a consultant must obtain the following insurance policies:

- REQUIRED: Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least \$2,000,000.
- REQUIRED: Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
- REQUIRED: Statutory workers' compensation and employer's liability insurance as required by state law with a limit of at least \$1,000,000 per accident for bodily injury or disease.
- Professional liability insurance. The limit of liability shall be not less than \$1,000,000. (Depending on the scope of services agreed to under the terms of a contract, this requirement may be waived at the discretion of the StopWaste staff.)

In addition, the individual or firm's project manager may be required to submit a Statement of Economic Interest Form (Form 700) as required by the State Fair Political Practices Commission. For a copy of a Form 700, please see the California Fair Political Practices Commission website at www.fppc.ca.gov.

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Please sign the statement below to indicate that you and your firm understand and will comply with the Alameda County Waste Management Authority's required insurance policy and will submit a Statement of Economic Interest Form if requested by Authority staff.

I have reviewed the "Required Contract Elements" information above and certify that my firm has the ability to obtain the REQUIRED insurance policies and submit the Statement of Economic Interest Form. The professional fee schedule submitted to the Authority includes any costs associated with complying with these insurance requirements unless otherwise noted in the documentation provided as required by this RFP.

I understand that failure to comply with any of these requirements will result in the Alameda County Waste Management Authority's refusal to enter into a contract for services with my firm.

Signature: _____ Date: _____
Name: _____
Title: _____
Firm/Team Name: _____

**ATTACHMENT B:
 OPTIONAL FORM FOR SUBMITTAL REQUIREMENT B:
 ENVIRONMENTALLY PREFERABLE PURCHASING PRODUCT CATEGORY EXPERTISE**

Please list the product categories for which you have expertise and experience providing technical assistance. Under specifications, please indicate which specifications you have expertise and experience with (such as thresholds of recycled content, other environmental attributes, or compliance with specific regulation). Under past clients and products, list examples of products you have developed or local governments you have provided technical assistance to for this specific product category.

Product Category	Specifications	Past Clients and/or Sample Products
e.g. Paper products	30-100% PCR content SB 1383 compliant	City of Berkeley [link to fact sheet]