



Request for Qualifications for:

Food Waste Prevention, Reuse (Upcycle) or Recovery (Donation) Contractors and/or Solution Providers

Release Date: November 7, 2022

Qualifications Due: December 12, 2022

Short List Interviews (virtual): January 2023

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StopWaste/Alameda County Waste Management Authority
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www.StopWaste.org
www.StopWaste.org/Rules

About the Agency

StopWaste is a joint powers authority working on behalf of 17 member agencies in Alameda County and serving 1.7 million citizens. We are a public agency governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. Since 1976, StopWaste has advanced the responsible use of resources through strong partnerships with local governments, businesses, and community organizations. We work to contribute to a healthy, thriving community that is resilient to climate change, driven by people who are empowered to use resources and energy in a way that is good for their communities, our local economy, and the planet.

At our core is a holistic approach that prevents waste and conserves energy while also advancing healthy environment, economic investments, climate action, inclusive communities, and water savings. Our wide-ranging services include technical assistance, grants and incentives, community engagement, public outreach campaigns, market development, and ordinance enforcement. We are directed by our long-term Aims of Capacity Building, Equity, Partnership, Regeneration, Mindset, and Evaluation (more information at www.StopWaste.org).

Programmatic Context

It is estimated that 35% of the approximately 229 million tons of food available in the U.S. goes unsold or uneaten each year [ReFED]. Roughly 42% of food waste occurs in food manufacturing and consumer-facing businesses (retail, grocery stores, restaurants, healthcare, etc.). In Alameda County, food remains the number one item still being disposed of in landfills contributing to and accelerating climate change. Given the resources used to grow, harvest, transport, cool, cook or otherwise prepare food that is never consumed, the impacts of surplus food and food waste on our climate and environment are enormous and go far beyond the landfill.

Effective January 1, 2022, California State law SB 1383 aims to reduce the amount of food scraps and other compostable materials sent to landfills. The law requires that by 2025 California recover 20 percent of edible food that would otherwise be sent to landfills, to instead feed people in need. In Alameda County, the law is implemented and enforced under StopWaste's Organics Reduction Recycling Ordinance (ORRO) in partnership with the cities of Alameda County, their solid waste service providers, and the Alameda County Department of Environmental Health (ACDEH). More information can be found at www.StopWaste.org/Rules.

StopWaste's primary role is to provide outreach and education, technical assistance, and conduct selected enforcement activities on behalf of its member agencies. The ACDEH provides education and compliance monitoring at permitted commercial edible food generator sites in the county by integrating the SB 1383/ORRO food recovery requirements into their existing food safety inspections. As a result, ACDEH and StopWaste interface regularly with food generating businesses in the County and seek to identify opportunities for these businesses to not only donate the maximum amount of surplus edible food, but to prevent the generation of surplus to begin with. Prevention of unnecessary food waste will save businesses money and enable a more efficient local food economy.

While the law requires certain food generating businesses to reroute surplus edible food to feed people, donation of surplus food is only one solution in a complex and multi-faceted food system. Through the engagement of the [Alameda County Food Recovery Network \(ACFRN\)](#), StopWaste has learned that Food Recovery Organizations and Services (FROS) have limited capacity to accept,

transport, store, and redistribute surplus food. Given the various constraints and their motivations to alleviate hunger in an equitable way, these organizations must prioritize the recovery of food that is desirable, healthful, and nutritious for the communities they serve. For example, FROS may be willing to accept a few boxes of misprinted chocolate-covered pretzels, but not a pallet's worth. Additionally, not all surplus edible foods are suitable for donation or appropriate for FROS to accept. Food waste prevention solutions that target upstream opportunities for curbing surplus have the potential to help food recovery activities become more efficient and valuable by reducing the generation of less-desirable items that must be donated.

The Vision

StopWaste aims to support a mindset shift in Alameda County's food business communities to embrace new technologies, food waste prevention practices and upstream management of surplus food as a part of doing business. Through this request for qualifications (RFQ), StopWaste seeks to identify services and solution providers with interventions, technical assistance, equipment and/or technology that may include inventory management software, secondary resale markets, technologies that extend the shelf-life of food, the upcycling of by-products into new foods, food waste tracking technology, apps that connect retailers to customers willing to purchase past-prime products, and more.

StopWaste also supports circular economic solutions to reducing food waste and recognizes there are untapped resources and opportunities for strengthening the local economy for value-added and upcycled products. Alameda County is home to a few companies who create products from food by-products previously underutilized or wasted (such as Renewal Mill and ReGrained). StopWaste is seeking solution providers that can help identify infrastructure needs and scalable projects or pilots that create high-quality food products utilizing by-products or ingredients that would otherwise go to waste.

Finally, while food recovery (donation) gains visibility as an alternative stream for managing surplus and overproduction, StopWaste seeks to identify and map out the food recovery landscape in Alameda County including donor relationships, infrastructure, communications, and capacity needs of FROS, to more efficiently support FROS who support hunger relief efforts in the county. The ACFRN has identified the need to improve real-time communications between FROS regarding surplus food donations and other opportunities for resource sharing between organizations. Other activities of interest include an assessment of the local food system, infrastructure planning and development of recommendations for working towards increased food access, community food security, and reduced waste in Alameda County and its surrounding communities. Consultants and/or Solution Providers who have expertise in these areas are encouraged to apply.

RFQ Purpose and Goals

The purpose of this request for qualifications is to identify providers of food waste prevention and food recovery solutions, who can readily provide their services to businesses and organizations located in Alameda County and/or can help StopWaste support the following activities:

- Create a vetted list of technical assistance service providers available to a range food generators/businesses.
- Identify, catalyze and launch projects that prevent the generation of surplus food.
- Identify opportunities, map and prioritize needs for improving food recovery (donation) activities.

Through the above activities, StopWaste intends to:

- Identify successful applications of solutions that prevent surplus food from going to waste.
- Facilitate the connection between B2B service providers with intent to address the reduction of surplus food.
- Attract a wide variety of providers to administer solutions for establishments that purchase, prepare and sell food in Alameda County and facilitate strategic food waste prevention or reuse (upcycle) solutions to shift towards a regenerative economy.
- Promote and uplift successful projects, encouraging innovation, economic development and growth.
- Build relationships with qualified vendors and become familiar with their product offerings, to refer to food businesses through outreach and technical assistance.
- Identify gaps and opportunities in Alameda County's food recovery (donation) sector while identifying potential platforms that can improve real-time communication between food donors, food recovery organizations and services.

Description of Services

StopWaste is seeking responses from businesses, nonprofits and individuals that can deliver solutions that reduce or reroute surplus food from food generators in Alameda County such as grocery stores, restaurants, wholesale food vendors and manufacturers, institutions, health care facilities, hotels, etc. Entities offering services appropriate for the activities and scenarios listed below are encouraged to submit qualifications documenting their expertise and experience in one or more focus areas outlined in the table below.

In order to accelerate the transformation of our food system to one that prioritizes the effective management of surplus food and minimizes waste, collaboration is imperative. Solution providers (if contracted) should be willing to gather (virtually, at a minimum) at least twice during the contract term to share updates in a pre-competitive environment with other qualified vendors, facilitated by StopWaste staff. The [Pacific Coast Food Waste Commitment](#) and its various working groups with industry leaders, retailers, government and resource partners is an example of the public-private collaboration that StopWaste seeks to establish in Alameda County.

Focus Area		Examples of Solution/Service
A.	Food Waste Prevention Solution Providers	<ul style="list-style-type: none"> • Software or services that enable enhanced management of food inventory, to minimize shrink • Secondary resale markets or post-retail channels that enable the sale of surplus food inventory • Technologies that extend the shelf-life of food • Food waste tracking technology • Applications that connect retailers to customers willing to purchase past-prime products at a discount • Projects that enable upstream management of surplus food • Staff training services that help businesses or institutions review and refine food waste prevention strategies
B.	Upcycled Food Solution Providers	<ul style="list-style-type: none"> • Vendors who can identify infrastructure needs and scalable projects for businesses that prevent food waste by creating new, high-quality products which utilize the by-products that would otherwise go to waste • Assistance for businesses to execute projects involving upcycled food, achieve certifications or standards for upcycled products
C.	Mapping Alameda County Food Recovery Activities and Partnerships	<ul style="list-style-type: none"> • Vendors who can assist with not solely spatial mapping of food recovery in Alameda County, but mapping of connections and relationships between organizations and food donors (or a lack thereof) • Evaluation of current infrastructure, donor and FROS partnerships, identifying opportunities for increased collaboration, resource sharing or development of recommendations for working towards increased food access, community food security, reduced waste and decreased miles traveled recovering food
D.	Food Recovery Communication Platform	<ul style="list-style-type: none"> • Applications or software to connect food recovery organizations to other FROS and to donors in real time to distribute surplus donations and decrease food loss

Preferred Vendor Attributes

- Demonstrated track record of providing superior customer service while offering food waste prevention and/or recovery services to businesses and/or community-based organizations. Preferred experience in Alameda County or similar region.
- Demonstrated understanding of the complexities, challenges and opportunities in the food waste prevention, reuse and recovery space in Alameda County.
- Experience in establishing and using metrics and/or other methods of evaluation that can be utilized to measure progress of program components in a practical and meaningful way.

- Experience with and ability to customize waste prevention support to diverse communities, such as BIPOC-owned or managed businesses or non-profit organizations.
- Ability to provide or sub-contract for language services for training or other communications in Spanish, Chinese and other languages if needed.
- A range of expertise and experience specific to the scope of tasks for each focus area applied for in the proposal submitted.
- Ability to contract with ACWMA and meet the basic insurance and contracting requirements outlined in [Appendix A](#) & Appendix B (linked here: [ACWMA Standard Services Contract](#)).
 - Once signed, the [Appendix A](#) document should be uploaded into your application form.

Submittal and Selection Process

Contractors or service providers that offer one or more of the services listed above in Focus Area’s A-D should submit a range of qualifications documenting their expertise and experience including specific details on how they would implement proposed activities. Based on qualifications gathered through this RFQ process, Agency staff will identify and evaluate project opportunities using the evaluation criteria outlined on pages 8-9. As a result of this process, StopWaste will compile a list of qualified contractors and service providers for each of the Focus Areas. Providers submitting qualifications for multiple focus areas will be evaluated for each focus area independently and may qualify for one or more but not all proposed focus areas.

Upon submittal, you will receive an automatic confirmation of receipt. If you do not receive this confirmation, please immediately contact **Cassie Bartholomew at cbartholomew@stopwaste.org** and include a copy of the proposal.

Funding and Timeline

StopWaste has allocated \$130,000 for the fiscal year 2022-2023 to support projects in one or more of the Focus Areas. Funds may be divided between several professional service contracts. Specific projects and services will be informed by the responses to this RFQ and funded through a separate process to further define the scope of work. Providers that are approved and qualified through this solicitation may be *eligible* for funding and may be asked to participate in virtual interviews starting in January 2023. Pre-approval through this RFQ does not guarantee an opportunity for funding.

As a result of this RFQ process, the Agency will select firms and/or individuals to be placed on the prequalified vendors list. The Agency reserves the right to continue to accept and review applications on a rolling basis.

Application Deadline and Instructions

Release of RFQ:	November 7, 2022
Qualifications Due for First Review:	December 12, 2022, 5 PM PST
Notification of Selection for Qualified List:	January 6, 2023
Short List of Virtual Interviews:	January 2023 (dates TBD)

The deadline for application submittal is **5:00 p.m. (Pacific Standard Time) on Monday December 12, 2022**, for inclusion in the initial review process for funding decisions. After this date, applications will continue to be accepted and reviewed on a rolling basis. Firms added to the list of service providers after the initial list will be eligible for consideration for food waste prevention, reuse or recovery (rescue) projects initiated after they have been added to the list.

RFQ Submittal Requirements

The Agency encourages local small businesses with ties to the community and women-and BIPOC owned and run entities to apply. Organizations or individuals responding to this RFQ must provide:

1. Clear indication of what the respondent is submitting qualifications for, reference specific focus areas (Focus Areas A-D), including identifying the type of projects or services for which they believe they are qualified.
2. At least (2) examples of projects or services that best demonstrate the respondent's expertise in each selected focus area. Explain the role the respondent has had in similar projects. Examples may include work previously performed for StopWaste.
 - a. Describe elements of the project, tools or resources developed, target audience(s) or recipients of services, consulting services provided, technology or solutions provided and project cost. Include metrics used to assess the impact of the project, (e.g., lbs of food waste prevented, engagement with stakeholders, adoption of best practices or behavior change, development of new products and/or partnerships, etc.)
 - b. Provide a client reference for each example. Please provide the client reference's name, title, employer, email, and phone number. Include a description of partnerships, if applicable.
 - c. Provide websites and/or samples of outreach materials, if available, for projects discussed.
 - d. Provide final work product, case studies, or deliverables achieved.
3. A summary of the respondent organization proposing to provide services. Please include brief resumes for the primary contact and key personnel including any work that would be subcontracted to other professionals, if needed.

4. A professional fee schedule for the primary contact and the key personnel identified above who would be working on any future projects that result from the RFQ process.
5. Appendix A: Required Contract Elements Certification ([linked here](#)). The Agency requires that any qualified respondents to this RFQ are willing and able to comply with the Agency's insurance requirements and standard service contract as specified in Appendices A of this RFQ. The Agency will also require that any work product developed as a result of contracting with the Agency become the property of the Agency.
 - a. Signature and submittal of this document through your application is required.

Proposals must be submitted via <https://stopwaste.grantplatform.com/>

The primary contact for this RFP is Cassie Bartholomew, Program Manager, who can be reached at cbartholomew@stopwaste.org or 510-891-6516. Annalisa Belliss, is an alternative contact and can be reached at abelliss@stopwaste.org or 510-891-6540.

Evaluation Criteria

Proposals responding to this solicitation may be submitted by a team, a partnership of consulting firms, and/or individual(s) seeking to complete the tasks for one or more focus areas A-D. The successful consultant(s) or team(s) will be evaluated based upon their qualifications and proposal to complete the scope of work needed and described in Focus Areas A-D using the Evaluation Criteria.

Evaluation Criteria

<p>Organizational Capacity & Commitment</p> <p>Does the respondent seem to have adequate capacity, have they demonstrated experience and readiness to implement proposed Focus Area activities?</p>
<p>Responsiveness and Qualifications</p> <p>Is the response clear and comprehensible? Are the qualifications appropriate and responsive to the needs of the proposed Focus Area activities?</p>
<p>Alignment with goals/partners</p> <p>Does the proposal improve/create upstream infrastructure, training and/or behavior change models to prevent or upcycled food waste? Does the applicant seek to engage key stakeholders and/or partners jurisdictions, businesses, food recovery organizations, etc.)? Is there an opportunity to collaborate? Does it complement or duplicate existing Agency or external programs and innovations?</p>
<p>Scalability/Model for Others</p> <p>Is the applicant in a unique position to influence policy, markets, food business food waste reduction practices or behaviors with this project or service? Does the applicant have the potential to scale up beyond the initial pilot? Does the consultant or solution provider experiment with a new concept/idea? Does it provide a model for others?</p>

Potential Project Impact

Will the activity or service have a measurable impact on any of the following:

- Upstream food waste reduction through prevention, upcycling or food recovery/donation
- Reduction of greenhouse gas emissions
- Measuring previously unknown or unquantifiable metrics
- Any additional co-benefits of implementation? (e.g. cost savings, increased food access, etc.)

General Conditions

All materials submitted become the property of StopWaste and will not be returned. Any funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements. Respondents bear all costs associated with responding to this RFP, and StopWaste will provide no compensation for these costs.

Attachments

1. Appendix A: Required Contract Elements: Professional Services Agreement and Insurance Requirements
2. Appendix B: ACWMA Standard Services Contract ([linked](#))

Appendix A - Required Contract Elements

Professional Services Agreement including Insurance Requirements and Statement of Economic Interest

It is a requirement of StopWaste that any individual or firm selected to provide professional consulting services must be able to comply with the terms of our professional services agreement, which includes the following insurance requirements:

- A. **Comprehensive general liability insurance:** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis including products and completed operations, personal & advertising 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. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- B. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), bodily injury and property damage liability insurance covering owned, non-owned (Code 9), rented, and hired (Code 8) cars. The combined single limit for bodily injury and property damage shall at least \$1,000,000.
- C. **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. Neither Contractor nor its carrier shall be entitled to recover any costs, settlements, or expenses of workers' compensation claims arising out of this agreement. The Employer's Liability policy shall be endorsed to waive any right of subrogation against the Agency, its employees or agents.
- D. **Professional Errors and Omissions Liability Insurance.** The limit of liability shall be at least \$1,000,000. If the policy is written on a "claims made" basis, Contractor must maintain required coverage for a period of three years after the expiration of this agreement. Contractor may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said three-year period.

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 <http://www.fppc.ca.gov>.

Please sign the statement below to indicate that you and your firm understands and will comply with the terms of the Authority's professional services agreement including the required insurance policies and will submit a Statement of Economic Interest Form if requested by Authority staff.

I have reviewed and will comply with the terms of the Authority's professional services agreement and certify that my firm has the ability to obtain the required insurance policies and submit the Statement of Economic Interest Form.

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

Name: _____

Title: _____

Firm/Organization: _____

Signature: _____

Date: _____