



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

Release Date: July 22, 2021

Due Date: August 19, 2021

Contact: Miya Kitahara, Program Manager
(510) 891-6558 | miya@stopwaste.org

StopWaste/Alameda County Waste Management Authority
1537 Webster Street
Oakland, CA 94612

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:

A. 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.

Tasks to include, but not be limited to:

1. Conduct outreach to, recruit, and assist member agencies in improving their procurement policies and practices to include environmentally preferable purchasing, maximizing recycled content purchases, and developing and implementing waste prevention practices related to purchasing.
2. 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.
3. Provide structure and motivation, technical and strategic assistance to member agencies in promoting, updating, revising or implementing any or all provisions of their adopted Environmentally Preferable Purchasing Policy and any other related policies.

4. Provide technical and strategic assistance to jurisdictions who have not adopted an environmentally preferable purchasing policy or are updating one. This includes promoting, customizing, adopting, or implementing any or all provisions of the Model Environmentally Preferable Purchasing Policy and/or Implementation Guidelines.
5. Update content for the Environmentally Preferable and Recycled Content Product Purchasing Fact Sheets, Model Environmentally Preferable Purchasing Policy and Implementation Guidelines, and any other related resources for the Agency. (See www.StopWaste.org/EPP for existing materials.)
6. Assist in determining whether any additional Fact Sheets or other resources are needed, and if so, develop those resources.
7. Provide updated content, as requested by Agency, for Agency's Green Purchasing webpages.
8. Strategic planning on maximizing purchase of environmentally preferable products by public agencies in Alameda County, including providing insights to StopWaste staff on existing public procurement structures and practices that create barriers or opportunities for increasing recycled/environmentally preferable product selection.
9. Assist member agencies who wish to incorporate sustainable purchasing strategy, protocol and resources (e.g. *Green Spend* developed by StopWaste consultants) into their purchasing policy and program practices and requirements.
10. Provide presentations, trainings, workshops and/or webinars for member agencies on recycled content purchases and environmentally preferable purchasing topics, if requested.
11. Promote the climate change benefits of purchasing recycled content and other environmentally preferable products and assist with integration of purchasing strategies into climate action plans for municipal operations.
12. Coordinate services and assistance to member agencies with Alameda County General Services Agency. Support the Alameda County Green Purchasing Roundtable meetings.
13. Participate in periodic team meetings.
14. Prepare and submit brief progress reports as requested.

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

V. *Minimum Requirements*

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

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

1. Recycled Product Procurement for government agencies.
2. Environmentally preferable purchasing technical assistance.
3. Outreach and engagement of agencies or individuals in environmentally preferable purchasing or other process or behavior change.
4. Demonstrated project management skills.

5. Demonstrated success in assisting public agencies in the adoption and/or implementation of environmentally preferable purchasing, climate or sustainability policies.
 6. Demonstrated experience working with government agencies, particularly multi-jurisdictional agencies, such as StopWaste.
 7. Demonstrated experience providing technical assistance, trainings and presentations.
 8. Demonstrated experience in policy implementation and assessing feasibility of implementation strategies.
 9. Demonstrated experience researching, writing and developing resources and tools for recycled product procurement and environmentally preferable purchasing, or other sustainability initiatives.
 10. Demonstrated experience assisting organizational purchasers in tracking and monitoring such activities.
- B. Ability to comply with the terms of the Agency's professional services agreement which includes obtaining the insurance policies listed in Attachment A.

VI. Preferred Contractor Attributes

- A. Consultant has at least 5 years of experience providing recycled product and environmentally preferable purchasing assistance to government agencies.
- B. Consultant has direct experience in procurement as staff for one or more organization or government entity.
- C. Location in the Greater Bay Area.

VII. 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, a list of key personnel who would be working on Agency projects and maximum hours available for the contract period. Please include brief resumes for the primary contact and key personnel.
- B. Professional 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.
- C. A brief description of the area(s) of services, as listed above in Section IV: "Description of Services Required" that would be completed by the proposed firm or individual and any work that would be subcontracted to other professionals.
- D. 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 two pages

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).

VIII. Application Deadline and Instructions

The deadline for application submittal is **5:00 p.m., Thursday, August 19, 2021.**

Proposals can 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 August 19, 2021 will **not** be accepted.

IV. RFQ Schedule

Release of RFQ	July 22, 2021
Qualifications Due	by 5pm, August 19, 2021
Interviews	August 30 – September 1, 2021
Selection of Firms/Individuals	on or after September 10, 2021
Estimated Start Date of Contract	on or after October 1, 2021

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

At this time, StopWaste anticipates that it will have an Environmentally Preferable Purchasing consulting budget not to exceed \$45,000 for the FY 21/22 contract period beginning on July 1, 2021.

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 3 business days 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 October 1, 2021 to June 30, 2022. 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 September 15, 2021 through June 30, 2025.* 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: July 2021

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.

.....
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: _____