

County Environmental Charge Compliance Review Services RFP – Addendum One



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

Issue Date: February 27, 2023

Addition(s)/Change(s)/Clarification(s):

- Change in Solicitation Response Due Date
- Change in Terms and Conditions
- Other

Please Note the Following Addition(s)/Change(s)/Clarification(s):

Questions and Answers:

- 1) Multiple times you mention that the contract would be based on an hourly blended rate with an expected spend of \$110,000. Does this mean that each review would be billed to you at our actual time instead of at an average fee per engagement?

Answer: Yes. The audits are expected to each take a varying amount of time depending on the size and complexity of the hauler, so it would be billed at the actual hours spent per audit. Charges per audit would be the hourly blended rates of various staff hours spent per audit.

- 2) Have these services been performed in-house or contracted out in the past?

Answer: These services have historically been contracted out.

- 3) Can we see a sample of previous report?

Answer: Yes, sample reports are included in this addendum.

- 4) Why are you changing the vendor?

Answer: It is best practices to perform a solicitation for services whenever possible. In addition, the current vendor has elected not to continue to provide these services.

- 5) Please provide insight into level of compliance?

Answer: Overall, compliance is high with the major requirements of the CEC. Most reviews

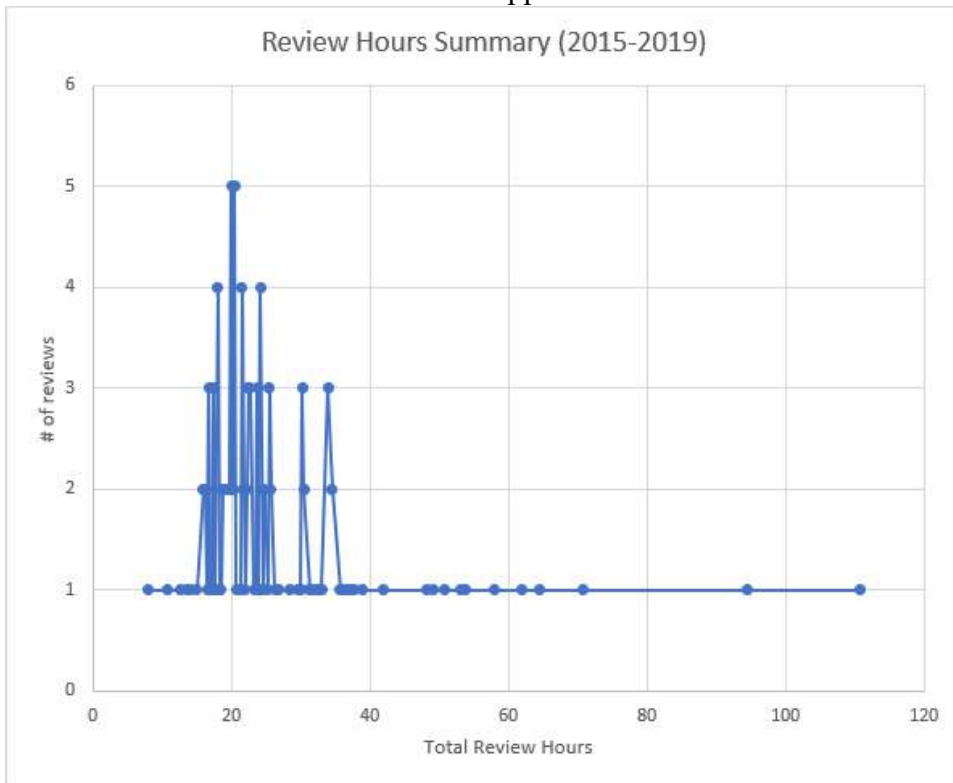
will find minor compliance issues such as: improper labeling of the CEC on customer invoices, incorrect CEC rate applied, CEC not assessed on all services subject to the CEC, inadequate records, or over- and under-remittance of the CEC as a result of poor record-keeping and/or accounting practices.

6) What is the time period covered by the audit review?

Answer: The typical time period covered in a review consists of 3 months selected from the 12-18 months prior to the beginning of the review. Some reviews may cover a larger time period because: 1) the size of the business and/or activity level in Ramsey County and/or Washington requires a larger time period to have an adequate sample size for the review, or; 2) compliance concerns with the company require a more comprehensive review.

7) When are audits typically performed and how long do they usually take?

Answer: Historically the 20-30 audits completed annually have been split into three rounds distributed across the year. The length of time to complete an individual audit varies. Most reviews are completed in 15 – 35 hours with an average review time of approximately 25 hours. As stated in the RFP, when audits are expected to exceed 20 hours, program staff will work with the vendor to establish and approve a reasonable timeframe for audit completion.



8) Are audits conducted virtually or in-person?

Answer: Historically audits were conducted in-person only but since COVID there's been opportunity to conduct virtual/hybrid. It is expected that the best approach may vary depending on the audit to be performed. Program staff is open to discussing with vendors the best approach to conducting specific audits.

All Addenda are to be acknowledged on the Cover Page to be included with your submission. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE SOLICITATION RESPONSE. Unless otherwise specified above, the Solicitation Response due date and time and all other Terms and Conditions remain the same.