

Technical Assistance Services RFP – Addendum 1



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

Issued Date: March 21, 2024

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

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

Questions and Answers:

1. Can you provide Attachments 1 to 4 in an editable Word format?

Yes, these will be available upon request.

2. Can a two-sided cover page be included in our proposal that doesn't count against the 20-page limit?

Yes.

3. Does R&E wish for expertise to be included regarding management of wastes generated via agricultural, horticultural, ecological restoration, arborists and tree maintenance, or landscaping and yard waste? Specifically waste issues including invasive species and generated as a result of Emerald Ash Borer infestation.

The scope of services only includes the waste types as specified in section 4.1 of this RFP, Subject Matter Areas of Expertise. Agricultural, horticultural, ecological restoration, arborists and tree maintenance, or landscaping and yard waste are not included.

4. Does R&E only wish to see individual responses to the RFP, or do you seek a single knowledgeable project management firm including a multidisciplinary team of subcontractors encompassing the individual topic areas?

A subcontracting structure is allowable.

5. How is the contract payment structured for outreach (door knocking) to new program participants? Are these paid hourly to the contractor, or is payment of services only on the basis of implementation to individual businesses?

All work performed within the scope of this RFP will be paid at an hourly rate, including outreach work.

6. How many case stories are expected per project worked on?

Case stories will be negotiated based upon a total estimated number of entities served. The minimum

number requested will not be less than 1 and will not exceed 12 in a given calendar year.

7. How do you recommend we estimate the number of businesses served given that each project/subject area will be unique and have different complexities and time commitments?

R&E understands that the hours of work per business varies depending on the complexity of waste streams, project scope, and the extent to which the participant engages in the program (i.e. basic site visit only verses applying for grants and project implementation.) From program historical data, the average hours spent per business vary from 6 hours to 40 + hours over the course of 18-24 months depending on the complexity and needs of the participant. This time estimate includes outreach, administrative, and direct service work.

Proposers should estimate the proposed number of businesses served based on the total number of potential participants available, their own availability, and their experience providing the work for which they are proposing.

8. Responses should be a maximum of 20 pages, not including attachments. What is considered an attachment?

Attachments are Attachments 1-4 as included in the RFP. The intent is that you can provide 20 pages of information on your proposal.

9. With a 20-page limit to proposals, a resume will take up one page per key personnel. Is it possible to eliminate the requirement to submit a resume for key personnel?

Information contained in resumes is needed to determine a contractor's qualifications/experience. If you wish to format these in a manner that takes up less space, you can.

10. For the contractor's detailed budget estimate for each proposed work plan, what time period should costs be estimated for (e.g., a 12-month period or a three-year contract term)?

Proposers should provide a budget estimate for a 12-month period if proposing a multi-year project. For projects less than 12 months, the proposer should include a budget matching the proposed project's timeframe.

Exact project durations and budgets may be subject to final negotiations with R&E.

11. Please expand on what R&E's expectations and goals are for a marketing and communications plan.

R&E provides outreach support in the form of mass advertising through print, digital and social media campaigns, and connections to cultural consultants and interpreters. Technical assistance providers are also expected to engage in direct outreach activities to recruit participants, especially if proposing to provide services to a targeted participant group.

The marketing and communications plan will outline the contractors schedule of who, when, and how to engage prospective participants. Strategies may include door knocking, cold calling, email, newsletters, virtual information sessions and in-person event tabling or presentation.

A finalized marking and communications plan does not have to be submitted as part of this RFP but will be developed with selected contractors.

12. If quantifiable results are not available in a timely manner for final reports, does the R&E want the grant term to be extended until this data can be collected?

The standard term for grants is 18 months. The general expectation is that implementation happens within the first 6 months of the project, which allows for 12 months to collect data. In our experience, most grants are finalized within this term. If a grantee needs longer to implement a project or extend data collection time, time extensions are granted on a case-by-case basis.

13. To estimate tons/pounds diverted, will the R&E provide volume-to-weight conversion factors for consistent calculations among technical assistance consultants?

Technical assistance providers will be able to propose/use their own volume-to-weight conversion factors with approval by R&E. R&E can provide resources and guidance to technical assistance providers if needed.

14. Is Attachment C meant to read Attachment 3 on Page 28 of the RFP?

Yes.

15. The RFP seeks subject matter experts for “Business pollution prevention of hazardous materials”. Since there is currently a vendor in the middle of a 2024 calendar year contract for R&E’s Business Pollution Prevention Program (BP3), does this RFP alter or replace future RFP announcements for that program? If that vendor was to include business pollution prevention in their response to this RFP and was awarded, would that replace the current BP3 technical assistance contract with a new contract? If so, would that new contract include a term length of up to 5 years (as indicated as the maximum term length)?

This RFP replaces all future announcements for technical assistance services for the Business Pollution Prevention Program.

R&E will honor the contract with the current vendor providing technical assistance services for the pollution prevention of hazardous materials through December 31, 2024. All parties, including the current vendor, that are interested in providing these services in the future, or in addition to the current vendor, must apply through this RFP. As this is a continuous RFP interested vendors may apply to provide services at any time.

R&E anticipates that initial contracts for all services covered by this RFP (not just pollution prevention) will be 2 to 3 years with the ability to renew annually for up to 5 years. Proposals for targeted projects that are shorter in duration are also welcome. Exact project durations and budgets may be subject to final negotiations with R&E.

16. What does “total number of solicitation pages” mean on Attachment 1, Page 27 of the RFP?

It means what is the page count for your solicitation response.

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.