

Addendum # 1

Questions related to RecycleSmart RFP for  
Franchise Development and Procurement Consulting Services  
& On-Call Miscellaneous Consulting Services  
RFP issued May 26, 2023

1. Can proposers include exceptions to the standard agreement within their Statement of Qualifications? If so, is there a particular location we should include them?
  - a. Yes, proposers can include exemptions to the standard agreement in their proposal response. Proposers may either list the exceptions, and/or use track changes to suggest alternative language. Please email [david@recyclesmart.org](mailto:david@recyclesmart.org) to request a MSWord version of the standard agreement if needed.
  
2. Under section III of the RecycleSmart Consultant RFP Franchise Procurement & Misc. 2023 document, action #5, will these interviews be for both Scope #1 and #2? Will they be in person?
  - a. The interviews will be for Scope #1 only. They will be via videoconference (Zoom) the morning of July 10.
  
3. Section XI: Required Information does not appear to include any request for proposers to submit a proposed Scope of Work (SOW) for either/both Scopes of Services (Scope #1 and Scope #2). Is the Authority desiring for proposers to provide SOWs for Scope #1 and/or Scope #2? If so, where?
  - a. Proposers do not need to provide a Scope of Work (SOW) for Scope #2. “Proposers for On-Call Miscellaneous Consulting Services should state which of the services listed (in the RFP under Scope #2) they are interested in providing and then demonstrate their qualifications to provide those services. Proposers may also suggest other services they are qualified to provide which might be of use to RecycleSmart.” “Proposers for both Scopes of Services do not need to provide duplicate information regarding experience and qualifications, but should indicate which key personnel would be assigned to each Scope of Services. Proposers for On-call Miscellaneous Consulting Services should indicate which key personnel would be assigned to each type of service (e.g., annual rate setting, operational reviews, strategic planning, waste characterization, Zero Waste planning, etc.).”  
  
For Scope #1, RecycleSmart staff intends to draft a Scope of Work for the agreement with the selected consultant based upon the successful proposer’s response to RFP section IX.F.1 and the tasks listed in the proposer’s cost proposal. If a respondent wishes to provide a more detailed suggested Scope of Work in their proposal, that would be accepted but not required.
  
4. Can proposers for both Scopes of Services submit a separate proposal for each Scope?
  - a. Yes, that would be accepted but is not required. “Proposers for both Scopes of Services do not need to provide duplicate information regarding experience and qualifications” but are welcome to.

5. Section II: Scope of Services #2 provides a list of the types of services that may be needed by the Authority and there appears to be a lot of overlap, similarities, and/or synergies between types of services listed (albeit, not all inclusive). Is it acceptable to demonstrate our experience and qualifications based on larger service areas provided by our firm, provided we also address the types of services listed in the Scope #2 list?
  - a. Yes. That would be acceptable.
  
6. Attachment B to the RFP states that RecycleSmart staff will “Add desired programs to consultant-provided (franchise agreement) templates” and the consultant will “Review and edit Staff’s drafts for cohesiveness, consistency, clarity, and best practices.” Based on our experience we recommend that the consultant draft the agreement for staff review instead of staff drafting the agreement for consultant review. Would it be acceptable to propose this approach?
  - a. Yes, proposers are encouraged to “Provide comments on (and any suggested changes to) the anticipated roles set forth in Attachment B.” Please note any difference in cost between the tasks and roles suggested by the Authority and your recommended changes.
  
7. Attachment B to the RFP states that the consultant will “Provide 1 or 2 members of evaluation panel. Review and score proposals.” Based on our experience we do not recommend that the consultant be a member of the evaluation panel or score proposals. We recommend that the consultant review the proposals and provide analysis to the evaluation panel. Would it be acceptable to propose not to participate in the evaluation panel?
  - a. Yes, proposers are encouraged to “Provide comments on (and any suggested changes to) the anticipated roles set forth in Attachment B.” Please note any difference in cost between the tasks and roles suggested by the Authority and your recommended changes.
  
8. Do proposers need to agree to the process integrity policy being considered by the Board at its June meeting as part of their proposal?
  - a. No, because the process integrity policy has not been adopted yet and was not adopted when the RFP was issued. However, assuming that the Board adopts a process integrity policy at its June 22 meeting, the selected consultant(s) will be required to agree to the adopted policy as a condition of their consulting agreement. A copy of the draft (not adopted) policy can be found here: <https://www.recyclesmart.org/filebrowser/download/7268781> (Agenda Item 4a, Attachment A).