

Department of Resources Recycling & Recovery

SCOPE OF WORK

Contract to Facilitate Stakeholder Process and Legislative Report for Used Oil Life-Cycle Assessment Project

I. INTRODUCTION/OBJECTIVES

As part of Senate Bill 546 of 2009, CalRecycle was directed to 1) contract with a third-party consultant to conduct a life-cycle assessment (LCA) of the used lubricating and industrial oil management process; 2) solicit broad stakeholder input on all aspects of the LCA; 3) evaluate the impacts of certain components of SB 546; and 4) submit a report to the Legislature on the results and any recommendations to promote increased collection and responsible management of used oil.

CalRecycle staff will implement a phased approach to this project. The series of stakeholder and workgroup meetings that will culminate in the development of the scope and design of the LCA are collectively referred to as Phase I. Phase I participants include the CalRecycle/Department of Toxic Substances Control (DTSC) project team, LCA Practitioner, LCA Peer Review contractor, and a broad and diverse stakeholder group. During Phase II, an LCA Practitioner (under a separate contract) will develop and conduct the LCA study and subsequent LCA study report, a draft of which will be reviewed by and commented on by the stakeholder group and by the Peer Review Contractor. Phases I and II will provide CalRecycle with the materials necessary to develop the aforementioned Legislative report.

There will be three contractors assigned to this project:

1. Expert Facilitator
2. LCA Practitioner
3. LCA Peer Review Contractor

This contract represents the duties of the Expert Facilitator Contractor, above, and supports the successful completion of all aspects of the LCA project by providing overall stakeholder management support of Phases I and II and providing CalRecycle with technical assistance, if necessary, in preparing the final Legislative report on the results of the project.

II. WORK TO BE PERFORMED

The Contractor will provide overall stakeholder management support of Phases I and II, which entails meeting planning, facilitation, drafting meeting notes, and compiling a report at the conclusion of Phase I that summarizes the stakeholder recommendations for the scope and design of the LCA.

Once the draft LCA study report is complete, the Contractor will assist CalRecycle in obtaining stakeholder input on the draft and final LCA study reports. The Contractor will also assist in the preparation of certain portions of CalRecycle's final report to the Legislature.

The discussions at these meetings may be contentious at times; therefore objectivity and transparency of the process is important and requires ensuring a balanced representation of all member points of view. The Expert Facilitator Contractor is expected to play a key role in ensuring a fair and objective process.

III. TASKS IDENTIFIED

The tasks will be lead by Dr. Lindle Hatton. Dr. Hatton has been interviewed and selected by CalRecycle staff to perform the project work. If he is not available to perform the listed tasks, alternate individuals may be substituted with CalRecycle's approval. CalRecycle reserves the right to cancel the contract in the event that a suitable substitute, **as determined by the Contract Manager**, is not available.

All written deliverables are subject to the Contract Manager's written approval.

Task 1. Project coordination.

Task 1a. Prepare work plan. The Contractor will convene with the Contract Manager, the CalRecycle/DTSC project team, the LCA Practitioner, and the LCA Peer Review contractor to discuss the project objectives, budget, timelines, and implementation of tasks, activities, and deliverables. The Contractor will develop a detailed work plan, subject to approval by the CalRecycle Contract Manager, following this meeting.

Deliverables: Work plan.

Timeline: This deliverable is expected to be completed by October 2010.

Task 1b. Convene with Project Team. The Contractor will participate as needed in discussions between the Contract Manager, CalRecycle/DTSC project team, the LCA Practitioner, and the LCA Peer Review contractor to ensure that the stakeholder meetings are conducted in the most efficient and effective manner. At a minimum, the Contractor will convene with the Contract Manager and the CalRecycle/DTSC project team after each stakeholder meeting.

Deliverables: A minimum of six 2-hour touch-base meetings with CalRecycle/DTSC project team and other project contractors.

Timeline: These deliverables are expected to be completed by the CalRecycle public meeting (approximately April 2012).

Task 2. Provide support in planning and facilitating stakeholder meetings. The purpose of the stakeholder meetings during Phase I will be to determine the scope and design of the LCA study and to compile a summary of the background data decided upon and supplied by the stakeholders for use in the LCA study (Phase II). The Contractor will work with the CalRecycle/DTSC project team, LCA Practitioner, and the LCA Peer Review Contractor for meeting preparation and with on-site facilitation of the stakeholder meetings.

Task 2a. Facilitate stakeholder meetings. The Contractor will provide stakeholder meeting facilitation to keep the group focused on the issues, ensure all perspectives are heard, clarify points of discussion as needed, and help all members adhere to the process and ground rules.

A total of four (4) stakeholder meetings are expected to occur during Phase I, with the possibility of additional on-site stakeholder meetings, as discussed below:

Stakeholder meeting	Estimated date	Purpose
#1	Sept/Oct 2010	Explain process, introduce project team & contractors, background presentations, define subgroups, assign tasks, etc.
#2	Jan/Feb 2011	Stakeholders present draft recommendations; refine data/ recommendations.
#3	Mar/Apr 2011	Expert Facilitator Contractor presents draft Stakeholder Recommendations Report, receives feedback.
#4	May 2011	Expert Facilitator Contractor presents final Stakeholder Project Recommendations report (no input on report; report-out to interested parties).
#5 (Phase II)	October 2011	LCA Practitioner presents Draft LCA study report and findings (i.e. identifies what might be missing, needs for refinement, recommends further data needs).
CalRecycle Public Meeting	April 2012	CalRecycle gathers feedback on final LCA study report. Feedback will be included in CalRecycle's report to the Legislature.

Although the stakeholder meetings are expected to be held at CalRecycle and/or CSUS facilities, 1-2 may potentially be conducted at alternate locations in the San Francisco Bay Area and/or southern California. During Phase II, one (1) stakeholder meeting will be held upon completion of the draft LCA study report and one (1) CalRecycle-run public meeting will be held to gather input and comments on the final LCA study report (prepared by the LCA Practitioner). The Contractor will be expected to attend the CalRecycle-run public meeting and be prepared to respond to questions from

CalRecycle and/or the public as well as take notes on any input received on the final LCA study report. In addition to the on-site stakeholder meetings, the Contractor will facilitate at least six (6) two-hour conference calls amongst 3-5 topical subgroups.

The Contractor will prepare a meeting plan containing meeting format and member rules and draft meeting agendas in consultation with the CalRecycle/DTSC project team. The Contractor will coordinate with CalRecycle and provide on-site meeting logistics and materials such as note pads, easels, etc. as necessary.

Deliverables: Meeting plan, meeting agendas, on-site and remote meeting facilitation services.

Timeline: These deliverables are expected to be completed by April 2012.

Task 2b. Take notes during stakeholder meetings. Accurate documentation of stakeholder discussions and timely release of the information to the public will be critical for this project. The Contractor will provide a note-taker who will prepare written notes on the major discussion points and outcomes from each of the five (5) stakeholder meetings and one (1) CalRecycle-run public meeting. Meeting notes will be available within one week after each meeting, in a format approved by the Contract Manager.

Deliverables: Stakeholder meeting notes.

Timeline: These deliverables are expected to be completed by April 2012.

Task 3. Prepare reports.

Task 3a. Stakeholder Recommendations Report for the Life-Cycle Assessment Study. The Contractor's Stakeholder Recommendations Report for the LCA study will be used both by the LCA Practitioner in conducting the LCA study in Phase II of the project and by CalRecycle staff as a component of CalRecycle's report to the Legislature. The Contractor will work closely with the CalRecycle/DTSC project team to prepare the Contractor's final Stakeholder Recommendations Report.

Task 3a.i. Draft Stakeholder Recommendations Report. In preparation for stakeholder meeting #3, the Contractor will submit a draft Stakeholder Recommendations Report for the LCA study (Phase II) that contains:

- A description of the methodology used to gather stakeholder input and reach the associated stakeholder recommendations for the Phase I stakeholder process;
- The stakeholder recommendations for the scope and design of the LCA study; and
- All background data required for the LCA study agreed upon and submitted by the participating stakeholders (background data could include numbers, facts, figures, reports, etc.).

The Contractor will compile and summarize the information contained in meeting notes and other supporting documentation submitted during the stakeholder meetings

in a Stakeholder Recommendations Report to be reviewed by CalRecycle/DTSC project team. The Contractor will incorporate comments from the CalRecycle/DTSC project team and generally format the Stakeholder Recommendations Report per the terms of this contract (see Section VI.A). Complete formatting is not necessary for this stakeholder meeting (but is necessary for final report; see Section 3a.ii. below).

The Contractor will present the draft Stakeholder Recommendations Report to stakeholders at stakeholder meeting #3 for the purpose of obtaining feedback on the draft report to incorporate into the final Stakeholder Recommendations Report. CalRecycle also will post the draft report on its website for public comment. The Contractor shall develop a matrix of comments and the Contractor's rationale for addressing those comments in the final report.

Deliverables: Draft Stakeholder Recommendations Report for LCA study, including stakeholder-supplied LCA background data and presentation of draft report.

Timeline: These deliverables are expected to be completed by April 2011.

Task 3a.ii. Final Stakeholder Recommendations Report. The Contractor will prepare a final Stakeholder Recommendations report based on feedback received from stakeholder meeting #3. This report will be formatted per the terms of this contract (see Section VI.A).

The Contractor will present the final Stakeholder Recommendations Report at stakeholder meeting #4. This will be an informational meeting for the purpose of reporting the outcomes of the Phase I process to interested parties. Any input received will not be used to revise the Contractor's final report.

Deliverables: Final Stakeholder Recommendations Report for LCA study, including stakeholder-supplied LCA background data and presentation at the informational stakeholder meeting #4.

Timeline: This deliverable is expected to be completed by May 2011.

Task 3b. Compile a summary of stakeholder input on LCA study report for inclusion in CalRecycle's final report to the Legislature. As described in Task 2, above, the Contractor will facilitate one (1) stakeholder meeting with the purpose of gathering stakeholder input on the findings of the draft LCA study report, and attend one (1) CalRecycle-run public meeting during Phase II with the purpose of a) responding to questions related to stakeholder-related project process and methodology, and b) noting stakeholder input on the findings of the final LCA study report.

The Contractor will summarize stakeholder feedback and input on the draft and final LCA study reports as an addendum to the Contractor's Stakeholder Recommendations Report for the LCA study (submitted in Task 3a.) to be reviewed by CalRecycle/DTSC project team.

Deliverables: Addendum to Contractor’s Stakeholder Recommendations Report (submitted in Task 3a.) summarizing stakeholder input on LCA study report.

Timeline: This deliverable is expected to be completed by June 2012.

Task 4. Assist with preparation of CalRecycle’s report to the Legislature as needed.

CalRecycle does not anticipate a significant effort from the Contractor for this task but the Contractor may be asked to provide assistance compiling, interpreting, or clarifying the information contained in meeting notes, summary reports, and other supporting documentation submitted during Phases I or II in order for CalRecycle to prepare its report to the Legislature.

Deliverable: Potential assistance to CalRecycle in preparing CalRecycle’s Legislative report.

Timeline: This deliverable is expected to be completed by December 31, 2012.

IV. CONTRACT/TASK TIME FRAME

The timeframe for this project is September 1, 2010 through December 31, 2012.

Task	Timeframe	
	Begin	End
1. Project coordination		
1a. Prepare work plan	September 2010	October 2010
1b. Convene with project team	September 2010	April 2012
2. Provide support in planning and facilitating stakeholder meetings		
2a. Facilitate stakeholder meetings	September 2010	April 2012
2b. Take notes during stakeholder meetings	September 2010	April 2012
3. Prepare reports		
3a. Stakeholder Recommendations Report for the Life-Cycle Assessment Study		
3a.i. Draft Stakeholder Recommendations Report	September 2010	April 2011
3a.ii. Final Stakeholder Recommendations Report	September 2010	May 2011
3b. Compile a summary of stakeholder input on LCA study report for inclusion in CalRecycle's final report to the Legislature	March 2011	June 2012
4. Assist with preparation of CalRecycle’s report to the Legislature as needed.	May 2011	December 2012

The following provisions will be included in the Terms and Conditions or Special Terms and Conditions of the Contract:

V. COPYRIGHT PROVISION

The contractor shall establish for CalRecycle good title in all copyrightable and trademarkable materials developed as a result of this Scope of Work. Such title shall include exclusive copyrights and trademarks in the name of the State of California, Department of Resources Recycling & Recovery.

VI. WASTE REDUCTION AND RECYCLED-CONTENT PRODUCT PROCUREMENT

In the performance of this Agreement, Contractor shall use recycled content, used or reusable products, and practice other waste reduction measures where feasible and appropriate.

Recycled Content Products: All products purchased and charged/billed to CalRecycle to fulfill the requirements of this contract shall be Recycled Content Products (RCPs), or used (reused, remanufactured, refurbished) products. All RCPs purchased or charged/billed to CalRecycle to fulfill the requirements of the contract shall have both the total recycled-content (TRC) and the postconsumer content (PC) clearly identified on the products. Specific requirements for the aforementioned purchases and identification are discussed in the Terms and Conditions of the Contractual Agreement under Recycled-Content Product Purchasing and Certification.

The Contractor should, at a minimum, ensure that the following issues are addressed, as applicable to the services provided:

A. WRITTEN DOCUMENT PROVISION

All documents and/or reports drafted for publication by or for CalRecycle in accordance with this contract shall adhere to CalRecycle's *Guidelines For Preparing Reports (available upon request)* and shall be reviewed by CalRecycle's Contract Manager in consultation with one of CalRecycle editors.

In addition, these documents and/or reports shall be printed double-sided on one hundred percent (100%) recycled-content paper. Specific pages containing full-color photographs or other ink-intensive graphics may be printed on photographic paper. The paper should identify the postconsumer recycled content of the paper (i.e., "printed on 100% postconsumer paper"). When applicable, the Contractor shall provide the contract manager with an electronic copy of the document and/or report.

To the greatest extent possible, soy ink instead of petroleum-based inks should be used to print all documents.

B. CONFERENCING PROVISION

The Contractor shall take any and all steps necessary to make sure that the event is a model for future recycling, waste prevention, diversion, buy recycled, and waste management events.

Paper Products: All paper products used to fulfill the requirements of this contract (nametags, badges, letters, envelopes, brochures, etc) must contain at least 30% post-consumer recycled content fiber.

Re-usable Cups, Plates & Utensils: To the greatest extent possible, use re-usable/washable utensils, dishes, tableware, etc., rather than single-use disposable products.

Leftover Food/Beverages: All leftover food and/or beverages associated with the event will be donated to an established food donation outlet. Arrangements for the donation must be made prior to the date of the event. CalRecycle staff will assist the Contractor in identifying these donation outlets, if needed.

Recycling/Composting: Arrangements must be made with the venue, sponsor, or by contract, to provide adequate collection bins for recyclables, organics (food waste) or biodegradable materials, and trash (non-recyclables). The bins should contain at least 30% post-consumer plastic. In addition, the Contractor shall work with the venue and/or sponsors to maximize diversion of the discarded materials.

Soy-based Printing Ink: To the greatest extent possible, soy ink instead of petroleum-based inks should be used to print all documents needed for the event.