Department of Resources Recycling and Recovery

SCOPE OF WORK

Used Oil Certified Collection Center Services

I. INTRODUCTION/OBJECTIVES

The Department of Resources Recycling and Recovery (CalRecycle) Used Oil Recycling Program seeks a qualified contractor to educate and provide training to local jurisdictions on how to effectively manage their used oil Certified Collection Centers (CCC). With the current economy and local governments' limited budgets, many jurisdictions need assistance and training in a variety of areas to ensure California residents are provided with convenient access to recycle their used oil and oil filters.

The Used Oil Recycling Program was developed in response to the 1991 California Oil Recycling Enhancement Act (CORE Act, AB 2076 [Sher] Stats. of 1991, Ch. 817), and is designed to discourage the illegal disposal of used motor oil. Oil manufacturers pay a fee on every gallon of motor oil sold in California, which in part supports local jurisdictions' efforts to promote the proper collection and disposal of used oil through a per capita based payment program. Senate Bill (SB) 546 (Lowenthal, Stats. of 2009, Ch. 353) amended the CORE Act by increasing the incentive payment made to CCCs and curbside collection operators from $0.16 to $0.40 cents a gallon for Do-It-Yourself (DIY) oil collection. It also encouraged the collection of used oil filters at the CCCs by making funding available for used oil filter collection and recycling activities. California residents are provided with convenient access to recycle their used motor oil and oil filters at CCCs located throughout the state. Presently, there are over 3,400 CCCs statewide.

II. WORK TO BE PERFORMED

A. Develop a work plan and budget
B. Develop CCC program training and support materials
C. Conduct presentations and training for CCC staff
D. Train and assist jurisdictional staff
E. Conduct project evaluation and prepare report
F. Prepare progress and final reports

III. TASKS and DELIVERABLES

Task 1: Develop a Work Plan

Contractor shall develop a work plan for each task contained in this Scope of Work. The work plan shall be approved by the Contract Manager before any work begins.

Deliverables: Work Plan

Task 2: Develop training and support materials for the CCC and the jurisdiction the CCC is located in. The training and support material shall include the subject areas below:

- How to conduct required annual CCC site visits
- How to recruit new CCCs for DIY oil and filter collection
- How to recruit existing CCCs to collect and recycle oil filters
- How to work with CCCs advertising requirements
- How to host oil and oil filter collection events
- How and when to file an incentive claim
- How to identify/handle contaminated oil and provide resources to address this problem
- How to prevent illegal dumping of used oil
- Oil spill cleanup procedures
- How to access and use applicable CCC forms and reports on CalRecycle's website, such as:

    - Application Form (CalRecyle Form 29)
    - Site Visit Checklist (CalRecycle Form 664)
    - Incentive Claim Form (CalRecycle Form 31)
    - Lubricating Oil Purchase Receipt (CalRecycle Form 326)
    - Sign Order Form (online)
    - CCC Locator website
    - CCC Status Report

Contractor shall create two online versions of the CCC Operator training and support material for both entity types listed below. All CalRecycle used oil publications are available as reference and can be utilized or updated as part of the training materials developed.

- Managing Local CCC Programs (for local jurisdictions)
- CCC Operators Guide (for store site management and employees)

Deliverables: Two versions of CCC training and support materials (one for jurisdictions and one for CCC operators.

Task 3: Conduct Presentations and Training for CalRecycle Staff and Jurisdictions

All presentations and training sessions shall be made in person by Contractor staff, using the list of jurisdictions identified by CalRecycle as being in need of assistance.

Task 3a - CalRecycle Staff Training
Contractor shall present information about the new training materials to CalRecycle's Used Oil/ Household Hazardous Waste Program staff at CalEPA's headquarters in Sacramento, before the on-site training begins for jurisdictions and CCCs.

Task 3b - Used Oil/Household Hazardous Waste Annual Conference (UO/HHW Conference)
Contractor shall attend and present information about the materials that were created and revised (Task 2), at the UO/HHW Conference(s).

Task 3c - Household Hazardous Waste Information Exchanges (HHWIEs)
Contractor shall present information about the new materials at up to eight HHWIE Meetings (four meetings in Northern California; four meetings in Southern California). Specific meetings shall be determined by CalRecycle staff.

Topics for each meeting are described below in chronological order:

Meeting 1: Recruit jurisdictions to receive training on how to conduct CCC inspections (Task 4)

Meeting 2: Present draft training materials and request feedback on revised documents (Task 2)

Meeting 3: Present revised training materials and documents (Task 2)

Meeting 4: Present results of contract

Deliverables: Completion of presentations as described above.

Task 4: Train and Assist Jurisdictional Staff

The Contract Manager will provide a list of jurisdictions (30) identified by CalRecycle that are in need of assistance and training. Contract Manager will determine which jurisdictions require additional CCCs to meet the minimum requirements of OPP by utilizing CalRecycle's Geographic Information System (GIS) and grants database systems. Jurisdictions will also be recruited at the UO/HHW Conference and HHWIE quarterly meetings.

Contractor shall assist and train identified jurisdictional staff on how to manage their CCC program. The training shall be performed at the jurisidiction's office and at CCCs located within the jurisdiction, using the training material developed in Task 2. All training shall be coordinated with appropriate CalRecycle Program Advisor staff.

Deliverables: Identify and train jurisdictions on how to manage their CCC Program. Contractor shall work with the Contract Manager to maintain communication with jurisdictions in need of support.

Task 5: Conduct Project Evaluation and Prepare Report

Contractor shall work with the Contract Manager to develop evaluation questionnaires. The questionnaires shall be provided to:

- Jurisdictions that received CCC training (Tasks 2 and 4)
- Jurisdictions that received a new or revised training material (Tasks 2 and 4)
- Stores that were recruited as a new CCC (Tasks 2 and 4)
- New and existing CCC stores/locations that now accept used oil filters (Task 4)

Evaluation Report: Contractor shall provide an evaluation report, as a component of the Progress and Final Reports. The evaluation section must include an assessment of Contractor's effectiveness in performing the duties of the contract, including all task revisions (based on the evaluation results). The evaluation report must include a summary of the following:

- *Evaluation questionnaires*
- *Original set of completed qustionaires*
- *Contract successes, failures, and recommendations for program improvments*

Deliverables: The Evaluation Report shall be submitted as part of the Progress and Final Reports (Task 6). The evaluation results shall be presented at HHWIEs.

Task 6: Prepare Progress and Final Reports

Task 6a – Monthly Budget Reports and Payment Requests:

- Contactor shall provide monthly budget reports with invoices for reimbursement. The budget report shall describe the expenditure activities since the last budget report.
- *Note*: Ten percent (10%) of all payment requests are withheld until the Final Report is submitted and approved.

Deliverables: Monthly Budget Reports and Payment Requests

Task 6b - Progress Reports
Contractor shall provide Progress Reports that summarize all the activities performed since the beginning of the contract or since the last submitted Progress Report. Each Progress Report shall include six months of the contract. An Evaluation Report (Task 5) shall be included as part of the Progress Report. If significant and/or unforeseen complications or issues arise, Contractor shall not wait for a scheduled report and shall report the issues to the Contract Manager immediately. All issues should be included in the report with recommended action(s).

Deliverables: Progress Reports

Task 6c – Draft Final Report
Contractor shall submit a draft final report that summarizes all activities and training materials created and/or revised for the entire contract period. The Evaluation Report (Task 5) shall be included. The final report must include an overall assessment of the contract scope with successes, failures, and recommendations on specific areas (if any) where additional attention is needed beyond the term of the contract. The draft final report is due to the Contract Manager six weeks prior to the final report due date. The Contract Manager will coordinate review by CalRecycle staff to consolidate and provide comments to Contractor to address. Any requested changes to the draft final report must be completed by Contractor and resubmitted to the Contract Manager for final approval. The final report will be deemed complete after all revisions are made and approved by the Contract Manager.

Deliverable: Draft Final Report

Task 6d – Final Report
Contractor shall provide a Final Report that summarizes all activities, training materials created and/or revised, and a review of Contractor's effectiveness. An Evaluation Report (Task 5) shall be included as part of the Final Report.

Deliverable: Final Report

IV. TASKS and DELIVERABLES TIME FRAME

Refer to each task for a full description of what shall be included in each deliverable. The term of the contract will be from approximately April 15, 2014 with all project deliverables completed by April 14, 2016.

Task	Deliverable	Due Date
1	Development of Work Plan	June 1, 2014
2	Develop CCC training and support materials	July 1, 2014
3a	Present information on training materials to CalRecycle Used Oil/Household Hazardous Waste Staff	August 2014
3b	Presentation at Used Oil/ Household Hazardous Waste Conference	TBD
3b	Presentation at up to eight (8) HHWIEs	TBD
4	Train and Assist Jurisdictional Staff	February 2016
5	Develop Evaluation Questionnaires	June 2, 2014
6a	Monthly Budget Reports and Payment Requests	ongoing
6b	Progress Report 1	August 2014
6b	Progress Report 2	January 2015
6b	Progress Report 3	August 2015
6b	Draft Final Report	January 18, 2016
6d	Final Report	April 14, 2016