

REQUEST FOR APPROVAL

To: **Howard Levenson**
Assistant Director, Materials Management and Local Assistance Program

From: **Shirley Willd-Wagner**
Division Chief, Financial Assistance Division

Request Date: **August 2, 2010**

Decision Subject: Approval of Scope of Work and California State University, Sacramento as Contractor for the "Contract to Facilitate Stakeholder Process and Legislative Report for Used Oil Life-Cycle Assessment Project" Contract (FY 10/11 Used Oil Recycling Fund).

Action By: **September 17, 2010**

Summary of Request:

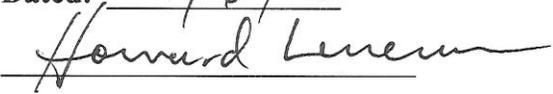
Staff requests approval of the Scope of Work (SOW) and California State University, Sacramento as the contractor for the "Contract to Facilitate Stakeholder Process and Legislative Report for Used Oil Life-Cycle Assessment Project" contract.

Recommendation:

Staff recommends that, for the purpose of implementing the Used Oil Life-Cycle Assessment Project as directed by Senate Bill 546 (Lowenthal), CalRecycle enter into the contract with California State University, Sacramento as the contractor for the "Contract to Facilitate Stakeholder Process and Legislative Report for Used Oil Life-Cycle Assessment Project" using Fiscal Year (FY) 2010/11 funds. This contract will be funded in an amount not to exceed \$200,000 for the tasks outlined in the attached Scope of Work.

Assistant Director Action:

On the basis of the information, analysis, and findings in this Request for Approval, I hereby approve the SOW and California State University, Sacramento as contractor for the "Contract to Facilitate Stakeholder Process and Legislative Report for Used Oil Life-Cycle Assessment Project" in an amount not to exceed \$200,000, subject to the availability of funds.

Dated: 9/16/10


Howard Levenson
Assistant Director

Background Information, Analysis, and Findings

As part of Senate Bill 546 of 2009, CalRecycle is 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 in California. Staff has determined that the proposed contractor is well qualified in the contract subject matter and tasks as set forth in the SOW.

CalRecycle staff will implement a phased-in 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 is collectively referred to as Phase I. Phase I participants include the CalRecycle/Department of Toxic Substances Control project team, LCA Practitioner, LCA International Organization for Standardization (ISO) Review contractor, and a broad and diverse stakeholder group. During Phase II, the LCA Practitioner will conduct the LCA study pursuant to the recommendations provided by the stakeholder group and prepare a LCA study report, a draft of which will be reviewed by and commented on by the stakeholder group and by the ISO Review Contractor. The ISO Review Contractor will ensure that the study meets International Organization for Standardization standards. 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 ISO Review Contractor

This Request for Approval is for the Expert Facilitator SOW and contractor. The LCA Practitioner and the LCA ISO Review scopes of work and proposed contractors are currently under development and will be considered at a future meeting.

1. Fund Source	2. Amount Available	3. Amount to Fund Item	4. Amount Remaining	5. Line Item
Used Oil Fund *(FY 2010/11)	\$2,000,000	\$200,000	\$1,800,000	C&P

*Pending enactment of the Fiscal Year 2010/11 Governor's Budget