



LINDA S. ADAMS
SECRETARY FOR
ENVIRONMENTAL PROTECTION

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD



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Date: March 9, 2007

To: All Prospective Contractors

RE: Survey and Analysis of Composting Industry Best Management Practices
and Market Conditions, IWM06088

Addendum No. 1 To the Request For Proposals (RFP)

A table was inadvertently left out of the RFP. The subsection titled "Cost Breakdown" under Section III Proposal Submittal Requirements, page 11 of the RFP is replaced in its entirety by the subsection shown on the following page.

All other terms, conditions, and requirements of this RFP will remain the same.

If you have any questions relating to this RFP process, please contact me at (916) 341-6120 or at contracts@ciwmb.ca.gov.

Sincerely,

{Original Signed By}

Wendy Roberson
Contract Analyst
Administrative Services Branch



INTEGRATED
WASTE
MANAGEMENT
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**Cost Breakdown
(Revised 3/9/07 per
Addendum 1)**

The cost proposal must be submitted using the Cost Proposal Sheet provided in this RFP (See Attachment A).

The Cost Proposal must specify your total proposal cost and detail total project costs, including a breakdown by tasks and by the person(s) to complete the tasks. The Cost Proposal Sheet should correlate with the Work Plan identified in Section III of this RFP. It is recommended that you allocate costs in the following proportions with the total equaling 100%:

Scope of Work	Cost Allocation	Date to be Completed
Task 1 Finalize detailed work plan for tasks 2 through 7 indicating steps to complete each task.	0.5% -1%	15 days after execution of the contract
Task 2 Assemble and coordinate a small working group of organic management industry and regulatory representatives with the purpose of the ensuring the successful development and completion of the BMP survey.	1%-2%	No later than August 1, 2007
Task 3 Develop survey methodology. The assessment methodology must provide a protocol for conducting the BMP and market survey, data collection, analysis, and report.	5%-10%	No later than September 1, 2007
Task 4 Design survey questions to be used in the BMP/market survey. The survey questions shall be designed to capture essential industry information on BMPs to reduce air and water emissions, economic impacts.	5%-10%	No later than November 1, 2007
Task 5 Compile list of participants that will be surveyed.	4% - 7%	No later than December 1, 2007
Task 6 Pre-test and if necessary modify the survey to achieve a high response rate. Conduct BMP and market conditions survey.	35%-50%	No later than April 1, 2008
Task 7 Compile and analyze survey data to provide BMPs characterization and market conditions.	15%-20%	No later than July 1, 2008
Task 8 Write and submit a final report to the Board, describe methodology, data, and analysis.	15%-20%	No later than November 1, 2008
Total	100%	

The cost proposal must specify the total cost and include detailed project costs, as required in the Cost Proposal Sheet.

The SB and DVBE commitments must be identified, by task and dollar amount, and included in the task by task cost proposal submittal.

The costs identified, should take into consideration the length of the contract, rise in salaries and administrative overhead costs.

The amount identified on the cost breakdown may not be changed and will remain in effect for the life of the agreement.