



Request for Proposal  
(Secondary Method)  
Education and the Environment  
Initiative Principal Consultant  
IWM08003



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**SECTION I****OVERVIEW**

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**General Information**

The California Integrated Waste Management Board (CIWMB) promotes a zero waste California in partnership with local government, industry, and the public. This means managing the estimated 76 million tons of waste generated each year by reducing waste whenever possible, promoting the management of all materials to their highest and best use, and protecting public health and safety and the environment.

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**CIWMB Contact**

California Integrated Waste Management Board  
Physical Address: 1001 I Street,  
Sacramento, CA 95814  
ATTN: Shelly Lewis  
CIWMB Contracts Unit, MS-19A  
Mailing Address: PO Box 4025,  
Sacramento, CA 95812-4025  
Attn: Contracts Unit, MS-19A  
Phone: (916) 341-6649  
FAX: (916) 319-7503  
EMAIL: [contracts@ciwmb.ca.gov](mailto:contracts@ciwmb.ca.gov)

Any documents delivered in person must be received in the Visitor's & Environmental Service Center located in the lobby of the CalEPA Headquarter's Building at 1001 I Street, Sacramento, CA 95814.

**Service Need**

California is currently poised to lead the nation in environmental literacy as a result of the Education and the Environment Initiative (EEI) <http://www.calepa.ca.gov/Education/EEI/default.htm>. A landmark environmental education law, the EEI requires the development of a kindergarten through 12th grade environment-based education program for all students in the State's public schools. The mission of the EEI is to provide teachers with instructional materials that will produce environmentally literate students using a standards-driven curriculum. Like other State-adopted instructional materials, the EEI curriculum must be approved by the State Board of Education as non-supplemental instructional materials that will teach standards to mastery. The California Integrated Waste Management Board (CIWMB), jointly with the California Environmental Protection Agency (Cal/EPA), is currently developing 85 EEI curriculum units.

This RFP seeks to identify a qualified consultant to oversee the completion of 85 EEI curriculum units that are ready for presentation to the State Board of Education for its approval. Because the production of the EEI curriculum began in 2006, many of the curriculum units are currently in various stages of development.

**Contract Budget**

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Subject to the availability of funds and approval by the Board, there is a current maximum budget of \$ 1,280,000.00 (One Million Two Hundred Eighty Thousand Dollars and Zero Cents).

The CIWMB reserves the right to amend the budget for this Agreement as needs arise.

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**OVERVIEW CONT.**

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**Payment Withhold**      The provisions for payment under this contract will be subject to a ten percent (10%) withholding per task.

   The withheld payment amount will be included in the final payment to the contractor and will only be released when all required work has been completed to the satisfaction of the CIWMB.

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**Liquidated Damages**      The selected Contractor, to receive award of this agreement, will be subject to liquidated damages if required deliverables (i.e., reports) are not submitted by the due date(s) outlined in the Scope of Work.

   See Section II, Commitment, *Special Terms and Conditions* for additional information..

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**Contract Term**              The term of this Agreement will span approximately 26 months and is expected to begin in September 2008.

   The CIWMB reserves the right to amend the term of this Agreement as needs arise.

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**Process Type**                Request for Proposal (RFP) (Secondary Method).

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**Process Schedule**        This process will be conducted according to the following tentative schedule where all times are Pacific Time :

Advertisement Date:	07/10/08
Written Questions Due by 5:00 pm	07/22/08
Submittal's Due by 2:00 pm	08/07/08
Post Notice of Intent to Award	08/14/08

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**SECTION II****RULES AND CONDITIONS**

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**Introduction**

There are conditions that this RFP, submitting Proposers, proposals and resulting Agreements are subject to and/or required to comply with.

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**Commitment**

Upon submittal of a Proposal, the Contractor has committed to comply with the following requirements:

- All items noted in RFP documents
- Special Terms and Conditions available for viewing at [www.ciwmb.ca.gov/Contracts/Forms/SpeTermsCond.pdf](http://www.ciwmb.ca.gov/Contracts/Forms/SpeTermsCond.pdf)
- General Terms and Conditions (GTCs) available for viewing at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language).
- Contractor Certification Clauses (CCCs) available for viewing at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language).

If the proposer fails to meet any of the requirements or comply with the CIWMB requests, the CIWMB can reject, disqualify, or remove the firm from the process.

The CIWMB is not committed to award an Agreement resulting from this RFP.

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**Antitrust Claims**

In submitting a Proposal Package to a public purchasing body, the Proposer offers and agrees that if the Proposal Package is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Proposer for sale to the purchasing body pursuant to the Proposal Package. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Proposer. (See Government Code Section 4552.)

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the Proposal Package price, less the expenses incurred in obtaining that portion of the recovery. (See Government Code Section 4553.)

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (See Government Code Section 4554.)

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**Contractor's Cost**

All costs resulting from the contractor's participation in the RFP process are at the firm's expense.

No costs incurred by the contractor participating in the RFP process will be reimbursed by the CIWMB.

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## RULES AND CONDITIONS CONT.

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<b>Information</b>	<p>All information obtained or produced during the course of the Agreement will be made available to the CIWMB.</p> <p>Any personal information that the proposer deems confidential, must so be marked prior to submission to the CIWMB. . Any claims of confidentiality except as to personal information may result in disqualification.</p> <p>The CIWMB will hold information deemed confidential by the proposer to the extent allowable by the California Public Records Act and the Public Contract Code.</p>
<b>Written Questions</b>	<p>The RFP includes a formal question and answer period in which proposers have the opportunity to submit questions regarding the RFP. All questions must be submitted in writing either by mail, fax, or e-mail to the CIWMB Contact as listed in Section I. The questions and answers will be published in an Addendum to the RFP (see below, Addenda).</p>
<b>Addenda</b>	<p>The CIWMB reserves the right to amend, alter, or change the rules and conditions of this RFP.</p> <p>Any ambiguity, conflict, discrepancy, omission, or other error discovered in the RFP should immediately be reported to the CIWMB prior to the deadline for submission of written questions. The CIWMB will issue addenda to address such issues.</p>
<b>Modification of Submittals</b>	<p>A Proposal submitted prior to the submittal deadline, can be withdrawn or modified by the submitting proposer. The proposer must:</p> <ul style="list-style-type: none"><li>• Provide a written request</li><li>• Identify the requesting individual and their association to the proposer</li></ul> <p>A Proposal cannot be withdrawn for modification after the submittal deadline has passed.</p>
<b>Errors in Submittals</b>	<p>An error in a Proposal package may be cause for rejection of that proposal.</p> <p>The CIWMB may make certain corrections, if the Proposer's intent is clearly established based on review of the complete proposal.</p>
<b>Unreliable List</b>	<p>Any contractor or subcontractor currently of the CIWMB Unreliable list, is ineligible to apply for or participate in this contract.</p>
<b>Negotiating State Contracts</b>	<p>This solicitation and any resulting contract or amendments are subject to the conditions set forth in PCC 6611.</p> <p>If any of the conditions identified in PCC 6611 exist, the Department of General Services may perform contract negotiations, if it is determined to be in the best interest of the State.</p>
<b>Electronic Waste Recycling</b>	<p>If the Contractor or any subcontractors participate in activities that result in the disposition of electronic components, they will comply with the provisions of PRC Chapter 8.5.</p>
<b>Use Tax</b>	<p>If, during the course of the agreement, the Contractor will be involved in the re-sale of goods to the State, they must comply with the requirements of Section 6452.1, 6487, 6487.3, 7101, and 18510 of the Revenue and Taxation Code, in addition to Section 10295.1 of the Public Contract Code.</p>

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## RULES AND CONDITIONS CONT.

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### Small Business (SB) Preference

Any Bidder competing in this process as a California Certified Small Business, or as a non-SB certifying to subcontract a minimum of 25% of the total contract services to a California Certified SB, will receive a five percent (5%) preference. Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS). The CIWMB will apply the preference per State law and as described on the DGS website at <http://www.pd.dgs.ca.gov/smbus/sbpref.htm> .

For award based on high score, the incentive is applied by calculating the "earned" score for all bidders: If the highest scored proposal is from a non-certified small business or microbusiness, then:

1. Calculate five percent (5%) of the highest responsible bidder's total score.
2. Add the amount calculated above to the score of each of the bidders eligible for the SB incentive . This new amount is the total score.

Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's SB certification should be included with the Bid Package.

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### Disabled Veterans Business Enterprise (DVBE) Preference

Any Bidder competing in this process as a California Certified Disabled Veterans Business Enterprise, or as a non-DVBE certifying to subcontract a minimum of 3% of the total contract services to a California Certified DVBE, will receive a preference as shown below:

1. Five (5%) and above participation level = bid will receive five percent (5%) preference.
2. Four (4%) participation level = bid will receive two percent (2%) preference.
3. Three (3%) participation level = bid will receive one percent (1%) preference.

Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS). The CIWMB will apply the preference as follows:

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage(s) of DVBE participation for the incentive(s) specified above.

For award based on high score, the incentive is applied by calculating the "earned" score for all bidders: If the highest scored proposal is from a non-certified small business or microbusiness, then:

1. Calculate five percent (5%) of the highest responsible bidder's total score.
2. Add the amount calculated above to the score of each of the bidders eligible for the DVBE incentive according to the participation levels . This new amount is the total score.

Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's DVBE certification should be included with the Bid Package.

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### Subcontractors

All subcontractors identified in the proposal, must be experts in their respective disciplines and capable of performing the tasks for which they are hired.

If awarded the agreement, the contractor **must** use all of the SB and DVBE firms identified on the Small Business/DVBE Participation Summary.

The CIWMB reserves the right to approve substitutions of subcontractors, as long as, certified business participation levels remain unchanged.

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**SECTION III****PROPOSAL SUBMITTAL REQUIREMENTS**

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**Introduction**

Failure to follow the instructions contained in this document may be grounds for rejection of a Proposal.

The CIWMB may reject any Proposal if it is conditional, incomplete or contains irregularities.

The CIWMB may waive an immaterial deviation in a Proposal, if deemed in the best interest of the CIWMB.

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**Deadline**

The proposal package must be received by the CIWMB, at the address listed in Section I, Overview by 2:00 p.m. on August 7, 2008.

Proposals received after the deadline, will be considered late and returned to the Proposer unopened.

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**Addressing**

The proposal package must clearly state that it is in response to this RFP and note the RFP number listed with the direction of "Mailroom – do not open."

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**Number of Copies**

The Proposer is required to submit all required documents in the following format:

- One original, non-bound hard copy marked "Original"
- 5 bound, hard copies marked "Copy"
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader. Entire proposal, including any attachments, must be saved as a single document.

It is the submitting Proposer's responsibility to ensure that the electronic copy is formatted in Adobe Acrobat Reader and viewable by the CIWMB.

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**Document Printing**

All documents must be submitted double-sided on paper with a minimum of 100% post-consumer recycled content fiber.

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**Cover Letter**

The cover letter shall be signed by an individual who is authorized to bind the Proposer and shall indicate that person's title or position. The cover letter must be on the Proposer's company letterhead and contain the following information:

- a. Name and address of the Proposer submitting qualifications;
- b. Proposer's Headquarters for purposes of this agreement, if awarded;
- c. Name, telephone number, and e-mail address of a person who can be contacted if further information is required;
- d. Name, title, address, telephone number, and e-mail address of individual(s) with authority to negotiate and execute a binding Agreement on behalf of the Proposer;
- e. Statement that personnel who will provide services under the agreement will have the required certifications and that bidder will have qualified personnel available to meet the service needs; and
- f. Statement attesting to the fact of the percentage of post consumer recycled content fiber paper used in the compilation of the CBS package.
- g. Statement stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.
- h. OSDS Reference number issued to the certified SB/MB by the Department of General Services.

## PROPOSAL SUBMITTAL REQUIREMENTS CONT.

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<b>Table of Contents</b>	The information must be organized as presented with corresponding page references.
<b>Summary</b>	The Proposer must include a brief overview of the project and summarize the Proposer's approach to the work.
<b>Methodology</b>	<p>The proposal should include a Work Plan describing the methods to be employed to accomplish the project objectives. The methodology should be described in sufficient detail to allow Board staff to evaluate the methods and should address all tasks and items in the Scope of Work.</p> <p>Proposals should describe how the objectives will be met and the methods the contractor will use. The description should include not only what work will be performed, but how it will be performed.</p> <p>The tasks described in the Scope of Work outline a general approach for meeting the requirements; however, alternative approaches for some or all of the tasks may be proposed if they meet or exceed the requirements in meeting the project objectives.</p>
<b>Organization</b>	<p>Provide a brief description of the organization's services and activities, including:</p> <ul style="list-style-type: none"><li>• Date of establishment</li><li>• History</li><li>• Location</li><li>• Any known conflicts of interest</li></ul>
<b>Qualifications and Resources</b>	<p>The prospective contractor must have the experience, qualifications, and resources to perform the required tasks of the project.</p> <p>The following experience, knowledge, and capabilities are desirable. The proposal must address the following items:</p> <ol style="list-style-type: none"><li>A. Environmental/Environment-based Education – Cite experience and knowledge in the area of environmental/environment-based education, and discuss breadth of experience in California and nationwide, if applicable.</li><li>B. Comprehensive understanding of California's Education and the Environment Initiative – Describe comprehensive understanding of the California Education and the Environment Initiative, its curriculum development plan, and the initiative's goals and objectives. Include any past involvement with the EEI (e.g., work as a curriculum reviewer or writer, Advisory Committee member, etc.)</li><li>C. Curriculum development – Cite experience and provide samples of lessons, units, or other educational materials for which the Proposer developed or oversaw development and explain how each of these samples was used in an educational setting. Cite any academic, private, State of California, or national recognition, particularly regarding environmental issues and/or environmental education. Also describe experience overseeing the development of kindergarten - 8th grade instructional materials that will go, or have gone, before the California State Board of Education (or a comparable out-of-state entity) for approval writers, editors, graphic designers, and others with specific deliverables</li></ol>

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## PROPOSAL SUBMITTAL REQUIREMENTS CONT.

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### Qualifications and Resources Cont.

expected by a time-certain date.

- D. Familiarity with California's Environmental Principles and Concepts – Describe familiarity with California's Environmental Principles and Concepts
- E. Familiarity with California's education system and academic content standards - Discuss familiarity with California's state academic content standards and educational system. If not familiar with standards in California, describe work in other state(s) that involved knowledge of its academic standards and how the Proposer would become proficient in his/her knowledge of California's academic content standards.
- F. Collaboration and team building experience – Describe recent experience collaborating with state agencies, schools, Departments of Education, or other relevant entities. Demonstrate connections to scientific and/or educational communities in the State of California and/or nationwide. Demonstrate aptitude and interpersonal skills to work as a member of a multi-organizational group.
- G. Credentialing – Provide information on appropriate credentialing. Advanced degrees in the areas of science, history/social science, the environment, and education are desirable.
- H. Additional research and publications – Describe and cite relevance to the Scope of Work.
- I. Demonstrated working relationship with the California Department of Education, and the State Board of Education, and resources-related entities. If Proposer has not worked with the California Department of Education and/or the State Board of Education, describe working relationships with comparable educational entities in other state(s).
- J. Available to begin work as soon as contract is awarded – Confirm availability to begin work on contract immediately once awarded. Describe ability to quickly and seamlessly transition into a productive leader of the EEI curriculum development team

Each proposal must include a description of the resources to be used on the project while demonstrating an individual or team members' abilities to perform the work. The proposals must include resumes for the Project Manager, Personnel and Subcontractors, that include:

- Experience
- Knowledge
- Educational Background
- Appropriate licensing

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### References

The Proposer's team must provide a minimum of three (3) verifiable references and/or experience that support the above qualifications.

The CIWMB reserves the right to seek references in addition to the client references provided by the Proposer, as it deems necessary.

If a reference or project experience is unable to be verified, it will be disregarded.

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## PROPOSAL SUBMITTAL REQUIREMENTS CONT.

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### Samples of Written Work

The Proposer's team must include a copy of a verifiable written work that is similar in nature to the proposed project and deliverables.

Submit sample of lessons, units, or other educational materials for which the Proposer developed or oversaw development.

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### Contract Eligibility

The Proposer must include a written declaration, stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.1. Statement may be included in the cover letter.

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### Licenses

The Contractor shall be an individual or firm licensed to do business in California. Required documentation includes the following as applicable:

- A copy of the Proposer's registration with the Secretary of State.
  - Additionally, pursuant to the California Business and Professions Code, for services of a "professional" nature requiring a professional license issued by the CA Department of Consumer Affairs, Proposers must submit a copy of the appropriate license(s) for each team member who will provide "professional" services under the contract.
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### Small Business (SB) Participation

The CIWMB expects a minimum of twenty-five percent (25%) of the project services to be contracted to a California OSDS Certified SB that performs a commercially useful function.

This goal can be achieved by a combined effort of the prime and/or any subcontractors, that includes:

- If the Proposer is a Certified OSDS SB, as defined in Section V Definitions and Terms, the Participation Summary (see Attachments) must be completed and submitted with the proposal.
  - If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary (see Attachments) must be completed and submitted with the proposal.
  - If the Proposer has made a good faith effort (see Attachments) to meet the 25% goal and has been **unable to secure a certified OSDS SB, a Demonstration of Good Faith Effort (see Attachments) must be completed and the Participation Summary (See Attachments) must indicate the percentage (even if zero) of services that will be provided by the SB.** Both forms must be submitted with the proposal.
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**IMPORTANT-  
REVIEW GOOD  
FAITH EFFORT  
REQUIREMENTS  
IMMEDIATELY**

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## PROPOSAL SUBMITTAL REQUIREMENTS CONT.

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### Disabled Veteran Business Enterprise Participation (DVBE)

The CIWMB expects a minimum of three percent (3%) of the project services to be contracted to a California OSDS Certified DVBE that performs a commercially useful function.

### IMPORTANT- REVIEW GOOD FAITH EFFORT REQUIREMENTS IMMEDIATELY

This goal can be achieved by a combined effort of the prime and/or any subcontractors, that includes:

- If the Proposer is a Certified OSDS DVBE, as defined in Section V, Definitions and Terms, the Participation Summary (see Attachments) must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary (see Attachments) must be completed and submitted with the proposal.
- If the Proposer has made a good faith effort to meet the 3% goal and has been **unable to secure a certified OSDS DVBE, a Demonstration of Good Faith Effort (see Attachments) must be completed and the Participation Summary (See Attachments) must indicate the percentage (even if zero) of the services that will be provided by the DVBE.** Both forms must be submitted with the proposal.

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### Enterprise Zone Act (EZA)

If the budget for services outlined in this announcement, exceeds \$100,000, the CIWMB will grant a preference for EZA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the EZA.

If the Proposer is qualified for this preference, the EZA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at [www.ciwmb.ca.gov/contracts/forms](http://www.ciwmb.ca.gov/contracts/forms).

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### Target Area Contract Preference Act (TACPA)

If the budget for services outlined in this announcement, exceeds \$100,000, the CIWMB will grant a preference for TACPA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the TACPA.

If the Proposer is qualified for this preference, the TACPA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at [www.ciwmb.ca.gov/contracts/forms](http://www.ciwmb.ca.gov/contracts/forms).

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## PROPOSAL SUBMITTAL REQUIREMENTS CONT.

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**Local Agency Military  
Base Recovery Act  
(LAMBRA)**

If the budget for services outlined in this announcement, exceeds \$100,000, the CIWMB will grant a preference for LAMBRA qualified proposers.

The Proposer must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the LAMBRA.

If the Proposer is qualified for this preference, the LAMBRA Preference Request Form must be included in the proposal submittal.

The form may be downloaded at [www.ciwmb.ca.gov/contracts/forms](http://www.ciwmb.ca.gov/contracts/forms).

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**Maximum combined  
preferences and rules  
for award**

In combination with any other preferences (TACPA, EZA, LAMBRA, SB, , DVBE, participation, etc), the maximum limit of the combined preferences is 15% of the bid amount and, in no case, more than \$100,000.00 per solicitation.

Preference programs for TACPA, EZA, LAMBRA, or the non-SB subcontracting preference cannot displace a direct award to a certified SB. In the event of a tie between a SB/MB and a firm that is SB/MB and DVBE, the award shall be made to the firm that is SB/MB and DVBE.

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**SECTION IV****COST PROPOSAL SUBMITTAL**

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**Evaluation**

The Contractors cost proposal submittal will be evaluated based on whether the cost breakdown is sufficiently detailed to determine if the proposed expenses are reasonable.

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**Cost Breakdown**

The cost proposal must specify the total cost and include detailed project costs, as required in the Cost Proposal Sheet and Budget by Expenditure Category sheet. The winner proposer's invoices must be itemized as shown in the submitted cost sheet.

The subcontractor 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.

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**Travel and Per Diem**

The Consultant may charge for travel from the Consultant's headquarters pursuant to the following section. Travel not specified in Section VI must be pre-approved by the Contract Manager.

Lodging, food, and incidental expenses on trips in support of services will be reimbursed at the following State per diem rates per 24 hour day for the length of the contract. All travel will be reimbursed at the excluded employee travel rates in accordance with the California Code of Regulations Title 2, Division 1, Chapter 3, Subchapter 1, Article 2, Section 599.615.1 et seq.. Per diem (lodging, meals and incidentals) will not be reimbursed for travel within 50 miles of Contractor's headquarters.

- Lodging (receipts required) per day–
    - Most locations up to a maximum of \$84 plus tax
    - Counties of Los Angeles and San Diego up to a maximum of \$110 plus tax
    - Counties of Alameda, San Francisco, San Mateo and Santa Clara up to a maximum of \$140 plus tax
  - Meals (breakfast, lunch and dinner) – up to a maximum of \$34 per day
  - Incidentals – up to a maximum of \$6 per day.
  - Coach airfare, mid-size/economy rental cars, and fuel – actual costs verified by bills or receipts. First Class or Business Class air travel is not allowed.
-

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**SECTION V****EVALUATION AND SELECTION**

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**Introduction**

The CIWMB will perform a Pre-Qualification Evaluation process to ensure that the Proposer has included all required documentation in the Proposal submittal.

If a proposal package does not meet all of the requirements set forth in this RFP, it will be considered non-responsive and rejected from further competition.

Those Proposer's submittals that pass this review will be forwarded to the Selection Committee for Evaluation.

---

**Selection Process**

The Selection Committee will evaluate and score all proposals, passing the Pre-Qualification Evaluation, utilizing the Scoring Criteria identified in this RFP.

Only those proposals that receive a score of at least the minimum requirement identified on the Scoring Sheet will be ranked.

---

**Cost Points**

Cost points account for 30% of the total points available (see Proposal Scoring Sheet). Proposers will be awarded Cost Points as follows:

- 1) Lowest cost proposal is awarded the maximum cost points.
- 2) Other proposals are awarded cost points based on the following calculation:

Other Proposer's Cost Points = (factor\*) X maximum cost points

\* factor is the Lowest Proposer's cost divided by Other Proposer's cost

EXAMPLE

*Lowest Proposer's cost = \$10*

*Other Proposer's cost = \$12*

*Maximum cost points = 30 cost points*

*factor = \$10 ÷ \$12 = .83*

*Cost Points Calculation for Other Proposer's Cost*

*.83 X 30 cost points = 25 cost points*

*Final Cost Points Awarded*

*Lowest cost proposal receives 30 cost points*

*Other cost proposal receives 25 cost points*

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**Oral Interviews**

If oral interviews will be conducted as part of this process, the date of said interviews will be within the timeframe identified in Section I, Schedule.

All Proposers invited for an interview, will be notified by the CIWMB of the specific date and time of the interview.

Failure to attend the interview by the Proposer will be grounds for removing the Proposer from the remainder of the process.

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## EVALUATION AND SELECTION CONT.

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**Grounds for Rejection** All proposals may be rejected whenever the determination is made that the proposals received are not really competitive, when the cost is not reasonable, or when the cost exceeds the amount expected.

Additionally, a proposal may be rejected if:

- It is received after the due date and time for submittal
- The cost submittal is unsigned
- The proposal cost is not prepared as required by the RFP
- The Proposer has been prohibited from contracting with the State by the Department of Fair Employment and Housing
- The Proposer has received a substantive negative contract performance from the State
- The Proposer has not met the participation goals for SB and DVBE and has not completed the steps and related form for the Good Faith Effort.
- Any items required by the RFP are not included with the submittal

No proposal may be rejected arbitrarily or without reasonable cause.

---

**Award of Agreement** Award of this Agreement will be to the highest ranking responsible Proposer meeting all of the RFP requirements.

In the event of a tie, the CIWMB may utilize a tie breaker to determine the winning Proposer. The tie breaker will be determined based on which proposer has the most SB and DVBE participation identified in the bid package.

The CIWMB reserves the right to not award an Agreement.

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**Notice of Intent to Award** The CIWMB will post a notice of intent to award this Agreement five (5) working days prior to the award being made.

Notice of the intent to award will be posted on the CIWMB's website at [www.ciwmb.ca.gov/contracts](http://www.ciwmb.ca.gov/contracts) and at the headquarters building noted in Section I.

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**Rejection of Award** If the Proposer fails to enter into a satisfactory Agreement within a reasonable timeframe after the award is made, the CIWMB may deem that the Proposer has rejected the award.

The CIWMB reserves the right to disqualify the awardee and award the Agreement to the next highest ranked Proposer.

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**Proposer Notifications** The CIWMB will notify all Proposers of the outcome of their proposal submittals, prior to posting the notice of intent to award.

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## EVALUATION AND SELECTION CONT.

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### **Protest of Award**

A Proposer may protest the proposed award by filing an official protest with the Department of General Services. The protest must be filed after the notice of intent to award the contract, but before the actual award.

Within five (5) days of the initial protest filing, the Proposer must submit a detailed written statement with information that supports that the Proposer would have been awarded the contract and the grounds for that position.

The Agreement will not be awarded until a decision has been made on the filed protest.

The protest documents should be sent via registered mail to the following parties:

Department of General Services  
Office of Legal Services  
Attn; Protest Coordinator  
707 Third Street, 7<sup>th</sup> floor  
Sacramento, CA 95605  
Fax (916) 376-5088

California Integrated Waste Management Board  
Attn; Contracts Unit  
1001 I Street, MS-19A  
Sacramento, CA 95814  
Fax (916) 319-7582  
Email [contracts@ciwmb.ca.gov](mailto:contracts@ciwmb.ca.gov)

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**SECTION VI****DESCRIPTION OF WORK****Work to be Performed**

This contract is for the Principal Consultant (Contractor) for the EEI Curriculum. The Contractor will oversee the production of 85 EEI curriculum units, many of which are already in some stage of production. A sample draft curriculum unit (work product of Task II) may be viewed at <http://www.calepa.ca.gov/Education/EEI/Curriculum/Default.htm#CurriculumUnits>. Features of each curriculum unit include, but are not limited to, the following:

- Focused on one grade
- Teaches one or two select academic standards to mastery
- Explores human interaction with the environment as it relates to a specific academic standard.
- Addresses one or more of the State of California's Environmental Principles and Concepts (<http://www.calepa.ca.gov/Education/Principles/>)
- Approximately 120 pages in length
- Teaches the learning objectives identified in the Model Curriculum Plan associated with specific academic standard(s) (<http://www.calepa.ca.gov/Education/EEI/Curriculum/Default.htm#ModelCurriculumPlan>)
- Covers one or more of the 14 topics required pursuant to California Public Resources Code Section 71301(b)

Production of EEI curriculum units began in 2006 and a fast-paced production system is currently in place. Consequently, the Contractor must be able to seamlessly transition into the system. The majority of the 85 EEI curriculum units will already be at some stage of production at the beginning of this contract. The Contractor will be expected to continue working on EEI units that are in-progress without starting over.

The following is a summary of the EEI curriculum development process:

- Development of draft EEI curriculum units for field testing
- Revisions to draft EEI curriculum units in response to comments from content reviewers
- Field testing of draft EEI curriculum units
- Revisions to draft EEI curriculum units in response to comments from field testing teachers and other reviewers
- Pilot testing of 20 select EEI curriculum units
- Revisions to draft EEI curriculum units in response to comments from pilot testing teachers and other reviewers
- Presentation of all 85 EEI curriculum units to the California Department of Education for review by independent review panels
- Presentation of all 85 EEI curriculum units to the California Curriculum and Supplemental Materials Commission
- Presentation of all 85 EEI curriculum units to the California State Board of Education for approval
- Revisions to EEI curriculum units in response to comments from the California State Board of Education to produce a final curriculum

## DESCRIPTION OF WORK CONT.

### Work to be Performed Cont.

After the EEI curriculum has been presented to the California State Board of Education, the Contractor will assist the CIWMB in developing strategies for disseminating the curriculum to California school districts and professional development efforts.

In addition to the Contractor, numerous State of California staff and other contractors contribute to the development of the EEI curriculum units. The Contractor is not responsible for providing these employees. Rather, the Contractor for this SOW will provide direction to these employees.

The following types of separate contractors and State of California employees are referenced in this Scope of Work:

Writers  
Graphic Designers  
Photo researchers  
Technical Content Reviewers  
Copy and Mechanical Editors  
Education Reviewers

***Important Note:*** Copy and Mechanical editors do ***not*** make substantive, content, or pedagogical edits to the EEI curriculum units. The Contractor is responsible for providing editors that make substantive, content, and pedagogical revisions to the EEI curriculum units.

### Tasks

#### *Task I – Train EEI Curriculum Writers and Copy/Mechanical Editors*

While the EEI curriculum writers and editors are hired through separate contracts administered by the CIWMB's Office of Education and the Environment (OEE), it is the responsibility of the Contractor to direct the work of these writers and editors. While some writers and editors will have experience working on prior EEI curriculum units, new writers and editors may be hired that need training. This task involves the training of new writers and editors.

1. Design and Conduct Training Sessions for Writers  
Design and conduct up to four (4) training sessions, up to five days in length, to be held in Sacramento or a location approved by the Contracts Manager, to guide the professional writers/writing teams to incorporate California's Environmental Principles and Concepts into environmental based curriculum units that teach specific academic standards to master. Writers shall be directed to create units consistent with the existing EEI design template and style guide and the learning objectives identified in the EEI Model Curriculum Plan (<http://www.calepa.ca.gov/Education/EEI/Documents/ModelPlan.pdf>)

## DESCRIPTION OF WORK CONT.

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### Tasks Contd.

Deliverable: Up to four training sessions for writers

#### 2. Design and Conduct Training Sessions for Editors

Design and conduct up to four (4) training sessions, up to five days in length, to be held in Sacramento or a location approved by the Contract Managers. Editors shall be directed to edit units written by EEI writers in a manner that is consistent with the existing EEI design template and style guide and the learning objectives identified in the EEI Model Curriculum Plan

(<http://www.calepa.ca.gov/Education/EEI/Documents/ModelPlan.pdf>).

Deliverable: Up to four training sessions for editors

#### Task II – Oversee Production of Field Test EEI Curriculum Units

This task involves the oversight of the production of draft EEI curriculum units released for field testing.

At any given time, multiple EEI curriculum units are in various stages of development. The number following each Stage below is an estimate of the number of units at this stage of production at the **beginning** of this contract. 36 of the estimated 85 total units will be beyond this stage of development at the beginning of this contract. Each unit progresses through all steps in Stage 1 and Stage 2.

#### Stage 1 – Writing the Field Test Draft Units

(An estimated 42 units will be at some stage of Stage 1 production at the **beginning** of this contract)

Stage 1 tasks include, but are not limited to, the following:

- Assign units to unit writers
- Develop unit descriptions in conjunction with writers
- Review writers' outlines
- Review writers' first drafts
- Direct editor and/or writers regarding types of edits necessary and review revised curriculum unit
- Conduct instructional review and content revisions for each EEI curriculum unit. This is an historically labor-intensive task that involves substantive, content, and pedagogical revisions. The Contractor is responsible for providing three full-time instructional materials editors to complete these revisions while field test draft units are being actively produced.
- Submit units to OEE for release to technical content experts
- Analyze reviewer comments, including technical content and education reviewers, and incorporate changes, as necessary
- Conduct final review and preparation of EEI curriculum units for Stage 2

## Tasks Contd.

### DESCRIPTION OF WORK CONT.

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#### Stage 2 – Graphic Production of Field Test Draft Unit

(An estimated 7 units will be at some stage of Stage 2 production at the **beginning** of this contract)

- Consult with OEE regarding procurement of customized images, photos, maps, and illustrations, as necessary. Review and approve customized images, photos, maps, and illustrations.
- Review comments received by education and content experts and other reviewers and incorporate comments into EEI units as appropriate. The instructional materials editors may perform this task.
- Review all images, photos, maps, and illustrations, including those obtained by OEE and contract photo researchers. Direct OEE and/or other applicable contractors to obtain replacement graphic elements, as necessary.
- Submit suggested revisions, images, photos, maps, and illustrations to the designated EEI Graphic Designers for incorporation into EEI curriculum units
- Review final field testing draft EEI curriculum units. This may require review of multiple proofs of each unit.

Deliverable: 49 EEI units ready for field testing

Due Date: On-going; final units to field testing by January 1, 2009

#### Task III – Oversee Revisions of EEI Curriculum Units in Response to Field Testing Teachers' Comments

This task involves the oversight of the revision of draft EEI curriculum units in response to comments received from field testing teachers. The EEI principal Contractor shall analyze comments received from field testing teachers to modify units that are ready for either pilot testing or presentation to the California Department of Education's Independent Review Panels. (Only 20 select EEI units will undergo pilot testing).

At any given time, multiple units are at various stages of development. An estimated 32 units will be at some stage of Stage 3 production at the **beginning** of this contract. 4 of the estimated 85 total units will be beyond this stage of development at the beginning of this contract:

#### Stage 3 – Revise the Field Tested Draft Units

- Review comments received from field testing teachers
- Direct rewriters and instructional material editors to revise units in response to comments received from field testing teachers
- Review editors' revisions to units
- Submit revisions to EEI Graphic Designers
- Review final revised units

## **DESCRIPTION OF WORK CONT.**

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### **Tasks Contd.**

Deliverable: 81 EEI units revised in response to field testing teachers' comments

Due Date: On-going; final units to pilot testing by March 15, 2009

### Task IV – Prepare EEI Curriculum Units for Review by the California Department of Education's Independent Review Panels

After field and pilot testing, all 85 EEI curriculum units will be submitted for review by the California Department of Education's Independent Review Panels. This review will be similar to the process that the State Board of Education uses to evaluate instructional materials (i.e., textbooks) for adoption. This task involves preparing the curriculum for submittal to the Independent Review Panels.

#### Stage 4 – Preparation of EEI Curriculum Units for Review by Independent Review Panels

- Analyze comments received from pilot testing teachers
- Direct instructional editors and graphic designers to revise 20 units in response to comments received from pilot testing teachers
- Compile package of all EEI curriculum units for review by the California Department of Education's Independent Review Panels

Deliverable: 85 completed EEI curriculum units for submission to the California Department of Education's Independent Review Panels

Due Date: May 25, 2009

### Task V – Attend Independent Review Panel Training Session and Deliberations

#### Stage 5 – Independent Review Panel Training and Deliberations

Members of the Independent Review Panels referenced in Task IV will participate in a three-day training and subsequently in three days of deliberations. The Consultant will attend both the training and the deliberations.

Deliverable: Attendance and participation in Independent Review Panel training in Sacramento

Due Date: April 20-22, 2009

Deliverable: Attendance and participation in Independent Review Panel deliberations in Sacramento

Due Date: August 10-12, 2009

### Task VI – Prepare for and Attend the California Curriculum Development and Supplemental Materials Commission (Curriculum Commission) Meeting

Following deliberations of the Independent Review Panels, all 85 EEI curriculum units will be presented to the Curriculum Commission

## **DESCRIPTION OF WORK CONT.**

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### **Tasks Contd.**

(tentatively scheduled for its September 24-25, 2009 meeting). To prepare for the meeting, the Consultant will review the report on each unit created by the Independent Review Panels, discuss these reports with the EEI Management Team, and be prepared to respond to the findings of each report at the Curriculum Commission meeting.

### Stage 6 – Consideration of the EEI curriculum by the Curriculum Commission

- Review Independent Review Panel reports on each of the 85 EEI curriculum units
- Discuss Panel reports with the EEI Management Team
- Prepare to respond to findings of each report
- Attend the Curriculum Commission meeting and respond to comments, as necessary

Deliverable: Attend two-day Curriculum Commission meeting and respond to comments, as necessary

Due Date: September 24-25, 2009

### Task VII – Prepare for and Attend the State Board of Education Meeting

The Consultant will discuss recommendations of the Curriculum Commission with the EEI Management Team. The Consultant shall be prepared to describe to the State Board of Education how the EEI curriculum units will be revised in response to recommendations made by the Curriculum Commission.

### Stage 7 – Consideration of the EEI curriculum by the State Board of Education

- Discuss recommendations of the Curriculum Commission with the EEI Management Team
- Prepare for presentation to the State Board of Education.  
Preparation may include, but is not limited to:
  - Summary of how the EEI curriculum units will be revised in response to comments received from the Curriculum Commission
  - Preparation of mock-ups of changes to EEI curriculum units
- Attend State Board of Education meeting, make presentation(s), and respond to comments and questions, as necessary

Deliverables:

- a) Summary of how the EEI curriculum units will be revised in response to comments received from the Curriculum Commission
- b) Mock-ups of changes to the EEI curriculum units

Due Date: November 15, 2009

Deliverable: Attendance and participation at the two-day State Board of Education meeting

Due Date: January 2010

## **DESCRIPTION OF WORK CONT.**

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### **Tasks Contd.**

#### Task VIII – Finalize EEI Curriculum

After the EEI curriculum is presented to the State Board of Education, the Contractor shall oversee any required revisions in response to comments received by the State Board of Education.

#### Stage 8 –EEI Curriculum Finalized

- Direct editors and graphic designers to revise units in response to comments received from the Department of Education’s Independent Review Panels, the Curriculum Commission, and the State Board of Education
- Compile package of all finalized EEI curriculum units

Deliverable: 85 EEI curriculum units ready for dissemination, to California school districts, professional development partners, County Offices of Education, and others as deemed appropriate

Due Date: July 15, 2010

#### Task IX – Attend Meetings, Conferences, and Events

To effectively oversee production and eventual use of the EEI curriculum, the Contractor will need to attend various meetings with Cal/EPA, CIWMB, and others. In addition, the Contractor may be directed by the CIWMB and Cal/EPA to attend workshops, conferences, and events to present information related to the EEI curriculum.

1. Attend Cal/EPA and CIWMB management team meetings on a regular basis to discuss curriculum development issues. Attend up to three (3) meetings per month in Sacramento or other cities, as needed.
2. Attend up to 50 workshops, conferences, and events, as directed by the Contract Manager, to present information related to the EEI curriculum. Specific events to attend include, but are not limited to:
  - California Department of Education’s Independent Review Panel trainings and deliberations
  - Curriculum Commission meetings
  - State Board of Education meetings
  - EEI Curriculum Advisory Committee meetings
  - California Science Teacher’s Association events
  - California Council for the Social Studies events
  - Curriculum and Instruction Leadership Symposium
  - Heal the Bay planning meetings
  - National Geographic planning meetings

## **DESCRIPTION OF WORK CONT.**

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### **Tasks Contd.**

#### *Task X – Assist in Planning of Professional Development and Dissemination of the Curriculum to California School Districts*

1. Assist in the creation of a Professional Development Committee of professional development experts to evaluate existing professional development models.
2. Assist in the assessment of professional development models and in the selection of models that are applicable to the EEI curriculum.
3. Assist in the assessment of various approaches to disseminate the EEI curriculum to California school districts and County Offices of Education.

Deliverable: Professional Development Committee roster  
Due Date: November 1, 2008

Deliverable: Summary report of professional development and dissemination approaches and recommended models  
Due Date: June 30, 2009

#### *Task XI – Prepare Reports and Other Documentation*

1. Prepare quarterly progress reports
2. Final report

**DESCRIPTION OF WORK CONT.**

Tasks Contd.

**CONTRACT/TASK TIME FRAME**

<b>Deliverable</b>	<b>Due Date</b>
Quarterly Report	October 31, 2008
Training sessions for writers	As needed, by December 2008
Quarterly Report	January 31, 2009
Professional Development roster	November 1, 2008
All EEI curriculum units ready for field testing	January 1, 2009
All EEI curriculum units revised in response to field testing teachers' comments	March 15, 2009
Training sessions for editors	As needed, by March 2009
Independent Review Panel Training	April 20-22, 2009
Quarterly Report	April 30, 2009
85 EEI curriculum units ready for submittal to Independent Review Panels	May 25, 2009
Report of Professional Development and dissemination models	June 30, 2009
Quarterly Report	July 31, 2009
Independent Review Panel Deliberations	August 10-12, 2009
Quarterly Report	October 31, 2009
Attendance at Curriculum Commission Meeting	September 24-25, 2009
Summary of revisions to EEI curriculum units and mock-ups of changes	November 15, 2009
Attendance at State Board of Education Meeting	January 2010
Quarterly Report	January 31, 2010
Final 85 EEI Curriculum Units	July 15, 2010
Quarterly Report	October 31, 2010
Final Report	December 31, 2010

## **DESCRIPTION OF WORK CONT.**

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### **Control of Work**

1. The CIWMB Contract Manager has the authority to determine the quality and acceptability of the following:
  - Work to be performed
  - Rate and progress of the work
  - Fulfillment of the services provided by the Contractor
  - Compensation for services provided by the Contractor

These decisions will be deemed final and enforceable by CIWMB Contract Manager when the Contractor fails to complete orders required by this Agreement.

2. The Contractor will designate a Project Manager who holds the following authority:
  - Act as the Contractor's Representative for work to be provided under this Agreement
  - Act as the Contractor's Representative regarding contractual matters relating to this Agreement

If during the course of the Agreement, it is deemed necessary to replace the Project Manager, CIWMB Contract Manager approval is required.

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**SECTION VII DEFINITION AND TERMS**

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**General** Unless the context otherwise requires, wherever in this RFP or addenda, the following abbreviations and terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as provided in this Section.

Working titles having a masculine gender, such as “draftsman” and “journeyman” and the pronoun “he”, are utilized in these provisions for the sake of brevity, and are intended to refer to persons of either sex.

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<b>Abbreviations</b>	ADA	Americans with Disabilities Act
	CAL EPA	California Environmental Protection Agency
	CCR	California Code of Regulations
	DVBE	Disabled Veteran Business Enterprise
	EPA	Environmental Protection Agency (Federal Government)
	GC	Government Code
	CIWMB	California Integrated Waste Management Board
	PCC	Public Contract Code
	RFP	Request for Proposals
	SB	Small Business
	SOW	Scope of Work
	OSDS	The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS)

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**Agreement** The written agreement covering performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The Agreement shall include the RFP, Proposal, general and specific terms and conditions, Work Orders, and supplemental agreements which may be required to complete the work in a substantial and acceptable manner.

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**Board** Members of The California Integrated Waste Management Board.

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**Board Staff** Staff of the California Integrated Waste Management Board involved in the implementation of this contract or representatives of Consultant to the California Integrated Waste Management Board as designated in the Work Orders.

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**Cal EPA** The California Environmental Protection Agency

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**CIWMB** The California Integrated Waste Management Board.

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**Consultant** The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Agreement with the Board to provide work pursuant to this RFP or his or their legal representatives.

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**Contract** A legally binding agreement between the state & another entity, public or private, for the provision of goods or services.

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**Contract Manager** A person designated by the responsible state agency or department to manage performance under a contract.

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## **DEFINITION AND TERMS CONT.**

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<b>Contractor</b>	A party contracting with the awarding agency. Vendor is often used synonymously with contractor.
<b>Director</b>	The Executive Director of the California Integrated Waste Management Board, or his/her designees. Any references to Executive Officer shall mean the Executive Director and/or designated officer.
<b>Disabled Veteran Business Enterprise (DVBE Certified)</b>	A business that meets all of the following criteria: (1) at least 51% of the business is owned by one or more disabled veterans or, in a business whose stock is publicly held, at least 51% or more of the stockholders are disabled veterans (2) the management and control of the business are exercised by one or more disabled veterans; (3) the business is domestically owned and its home office is in the United States; and (4) the business has been certified as a DVBE by the State of California, Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).
<b>Legal Holidays</b>	Those days designated as State holidays in the Government Code.
<b>Project Manager</b>	Contractor's representative for all work performed under this Agreement. All official correspondence, reports, submittals, billings, and other work done under this Agreement shall be reviewed and signed by the Project Manager prior to submittal to the Board.
<b>Scope of Work</b>	The description of work required of a contractor by the awarding agency.
<b>Small Business (Certified)</b>	A business that has been certified by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS), as a small business as defined in GC 14837 and 2 CCR 1896.
<b>State</b>	The State of California.
<b>State Contract Law</b>	The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Agreement to the same extent as if set forth herein in full.
<b>Subcontractor</b>	A person or entity which contracts with the Contractor to perform all or a portion of the work as specified in the Scope of Work.

# **ATTACHMENTS**

**Cost Proposal Sheet**  
**Education & the Environment Initiative Consultant**  
**IWM08003**

Complete this form and submit the original in accordance with the requirements of this RFP. This form should be prepared to accurately reflect the cost of all items mentioned in the "Scope of Work" of this RFP or reasonably inferred there from as necessary to complete the work within the intent of the Agreement.

	<b>Amount</b>
Task I: Train EEI Curriculum Writers and Copy/Mechanical Editors	\$ _____
Task II: Oversee Production of Field Test EEI Curriculum Units	\$ _____
Task III: Oversee Revisions of EEI Curriculum Units in response to Field Testing Teachers' Comments	\$ _____
Task IV: Prepare EEI Curriculum Units for Review by the California Department of Education's Independent Review Panels	\$ _____
Task V: Attend Independent Review Panel Training Session and Deliberations	\$ _____
Task VI: Prepare for and Attend the Curriculum Commission Meeting	\$ _____
Task VII: Prepare for and Attend the State Board of Education Meeting	\$ _____
Task VIII: Finalize EEI Curriculum	\$ _____
Task IX: Attend Meetings, Conferences, and Events	\$ _____
Task X: Assist in Planning of Professional Development and Dissemination of the Curriculum to California School Districts	\$ _____
Task XI: Prepare Reports and other Documentation	\$ _____

**GRAND TOTAL**

\$ \_\_\_\_\_

**Acknowledgement/Authorization**

The undersigned acknowledges the submittal of this proposal constitutes an irrevocable offer for a ninety (90) day period for the CIWMB to award an Agreement. Additional acknowledgement is made of receipt of all competitive documents, including Addenda, relating to this Agreement.

The undersigned acknowledges that the Proposer has read all of the requirements set forth in CIWMB documents and will comply with said provisions.

The undersigned hereby authorizes and requests any person, firm, agency, or corporation to furnish any information requested by the CIWMB in verification of the recitals comprising this Proposal and also hereby authorizes the CIWMB to contact such persons, firms, etc., in order to obtain information regarding the undersigned.

The undersigned acknowledges that there are no potential conflicts of interest, as defined in Public Contract Code (PCC) 10410, 10411, and Government Code (GC) 87100, by the submitting firm and/or any subcontractors listed in the Proposal.

I declare under penalty of perjury that the foregoing is true and correct.

Name & Title of Authorized Representative:

Contractor Name:

Address:

Telephone #:

City, State Zip:

Email:

Signature of Authorized Representative:

Date Signed:

**Budget by Expenditure Category**  
**Education & the Environment Initiative Consultant – IWM08003**

Complete this form and submit the original.

NOTE: Row heights can be increased as needed.

Part & Task #	Personnel Services (estimated number of hours multiplied by the hourly rate, including benefits)		Materials and Supplies	Travel Expenses (Include travel expenses and per diem. Rates are set at the rate specified by the DPA as shown on Section IV)	Indirect Costs (Not to exceed 10%)	Other (Include description of cost and amount)		Total by Task
	Name/Position Hours	Cost				Description	Cost	
Task I								
Task II								
Task III								
Task IV								
Task V								
Task VI								
Task VII								
Task VIII								

Attachment A (Cont.)

Task IX								
Task X								
Task XI								
Total by Line Item								<b>GRAND TOTAL</b>

Submitted By:

\_\_\_\_\_

Company Name

\_\_\_\_\_

Company Address

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Authorized Official and Title

\_\_\_\_\_

By (Authorized Signature)

\_\_\_\_\_

Date

**Proposal Scoring Sheet  
Education and the Environment Initiative Principal Consultant  
IWM08003**

**To qualify, the Proposer MUST achieve an overall subtotal score of 70 points (70%) in order for the cost proposal points to be applied (30%) towards the total score.**

Contractor/Company Name: \_\_\_\_\_

	<u>Proposer's Score</u>
<b>1. Overall approach and organization - Maximum Score 10 points</b>	
a. Format and clarity of proposal.	_____
b. Overall approach and understanding of problems, issues and required tasks.	
<b>2. Methodology - Maximum Score 15 points</b>	
a. Soundness of proposed methodology.	_____
b. Appropriateness of proposed methodology.	_____
c. Feasibility of work plan and schedule.	_____
<b>3. Qualifications/Resources - Maximum Score 30 points</b>	
a. Quality, relevance, and extent of work experience and educational background related to the following areas:	_____
i. Environmental/Environment-based Education	

- ii. Education and the Environment Initiative
- iii. Curriculum Development
- iv. California's Education System and Academic Content Standards
- v. Collaboration and Team Building
- vi. Credentialing

b. Ability to conduct the necessary research with proficiency and accuracy and without omission. \_\_\_\_\_

c. Availability to begin work as soon as contract is awarded. \_\_\_\_\_

**4. Past Work - Maximum 15 points**

References may be consulted. The success (including level of completion) of past projects and any work related to the following areas:

- i. Environmental/Environment-based Education
- ii. Education and the Environment Initiative
- iii. Curriculum Development
- iv. California's Education System and Academic Content Standards
- v. Collaboration and Team Building

SUBTOTAL: \_\_\_\_\_

**5. Cost Proposal - Maximum Score 30 points**  
(Attachment A)

\_\_\_\_\_

**TOTAL SCORE:** \_\_\_\_\_

**Small Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary**

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL AMOUNT OF WORK (Mark one for each firm used)		IS CERTIFICATION FORM ATTACHED?
PRIME BIDDER	SUBCON-TRACTOR	SUPPLIER			SMALL	DVBE	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	

The appropriate certification letter issued by the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) can be attached for each Small and DVBE business identified.

**Demonstration of Good Faith Efforts**

Check only one:  Small Business  Disabled Veteran Business Enterprise

Use same template, but submit separate forms for SB and DVBE efforts, checking the appropriate box above. See the DGS website at <https://www.apps.dgs.ca.gov/OSDCSearch/OSDCSearch.aspx> to search for certified SBs/DVBEs. **Note: This form must be submitted if the participation levels indicated on the SB/DVBE Participation Summary form are less than 25% for SB and 3% for DVBE.**

1	Contact made with California Integrated Waste Management Board to identify potential SB/DVBE firms.						
Name of Person Contacted: _____ Title: _____  Date of Contact: _____							
2	Contact made with other State agencies, including the Department of General Services, to identify potential SB/DVBE firms. See the DGS website at <a href="http://www.pd.dgs.ca.gov/smbus/sbainternet.htm">http://www.pd.dgs.ca.gov/smbus/sbainternet.htm</a> for a list of agency SB/DVBE advocates.						
Agencies Contacted: <table style="width:100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; width: 40%;"><u>Name of Agency</u></th> <th style="text-align: left; width: 30%;"><u>Person</u></th> <th style="text-align: left; width: 30%;"><u>Date of Contact</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>			
<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>					
3	Advertisements published in at least one trade or focus paper focusing on SB/DVBE firms. Bidders must publish advertisements in trade and focus publications at least <b>14 calendar days</b> before the date the bid or proposal is due. <b>Attach a copy of each advertisement.</b> Planholder lists are not acceptable. Go to <a href="http://www.documents.dgs.ca.gov/pd/smallbus/TradePaper.pdf">http://www.documents.dgs.ca.gov/pd/smallbus/TradePaper.pdf</a> and <a href="http://www.documents.dgs.ca.gov/pd/smallbus/FocusPaper.pdf">http://www.documents.dgs.ca.gov/pd/smallbus/FocusPaper.pdf</a> to see a list of DVBE Trade and Focus paper resources.						
<table style="width:100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; width: 60%;"><u>Name of Paper or Publication</u></th> <th style="text-align: left; width: 40%;"><u>Date Published</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		<u>Name of Paper or Publication</u>	<u>Date Published</u>				
<u>Name of Paper or Publication</u>	<u>Date Published</u>						
4	Invitations to bid sent to potential SB/DVBE firms.						
<table style="width:100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; width: 33%;"><u>FIRM</u></th> <th style="text-align: left; width: 33%;"><u>CONTACT</u></th> <th style="text-align: left; width: 34%;"><u>DATE SENT</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>			
<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>					

**Demonstration of Good Faith Efforts (Cont'd)**

5	SB/DVBE firms which were available and considered.
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p>	
<p>Reasons if Rejected: _____</p>	
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p>	
<p>Reasons if Rejected: _____</p>	
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p>	
<p>Reasons if Rejected: _____</p>	



1. Postconsumer material comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.

If the product does not fit into any of the product categories, enter “N/A.” Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone

2. Product category refers to one of the product categories listed below, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by weight, or volume.

Note: For reused or refurbished products, there is no minimum content requirement.

For additional information visit [www.ciwmb.ca.gov/BuyRecycled/](http://www.ciwmb.ca.gov/BuyRecycled/)

<b>Code</b>	<b>Description</b>	<b>Minimum content requirement</b>
<b>Product Categories (11)</b>		
1	Paper Products - Recycled	30 percent postconsumer fiber, by fiber weight
2	Printing and Writing - Recycled	30 percent postconsumer fiber, by fiber weight
3	Compost, Co-compost, and Mulch - Recycled	80 percent recovered materials. i.e., material that would otherwise be normally disposed of in a landfill
4	Glass - Recycled	10 percent postconsumer, by weight
5	Rerefined Lubricating Oil - Recycled	70 percent re-refined base oil
6a	Plastic - Recycled	10 percent postconsumer, by weight
6b	Printer or duplication cartridges	a. Have 10 percent postconsumer material, or b. Are purchased as remanufactured, or c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life and ensure that the cartridges are recycled and comply with the definition of recycled as set forth in Section 12156 of the Public Contract Code.
7	Paint - Recycled	50 percent postconsumer paint (exceptions when 50 % postconsumer content is not available or is restricted by a local air quality management district, then 10% postconsumer content may be substituted)
8	Antifreeze - Recycled	70 percent postconsumer material
9	Retreated Tires - Recycled	Use existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400).
10	Tire- Derived - Recycled	50 percent postconsumer tires
11	Metals - Recycled	10 percent postconsumer, by weight

## Proposal Completion Checklist

Please use this checklist to assist in the preparation of your Proposal package to ensure that all required items are included.

- 
- Cover Letter with contact information and statements as required in the RFP.
  - Organizational information and Personnel Information (Resumes)
  - Proposal (detailed Work Plan)
  - Cost Proposal Sheet & Budget by Expenditure Category
  - Samples of Written Work
  - Client References
  - Copy of Required License(s) (Secretary of State)
  - Contractor Status Form
  - Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary *Form must be submitted even if participation levels are zero (write zero participation on form). If participation levels are under the required levels, the Demonstration of Good Faith Efforts form must also be submitted (see below).*
  - Demonstration of Good Faith Efforts *Submit form(s) only if participation level is below 25% for SB and/or 3% for DVBE. Submit separate forms for SB and DVBE and mark appropriate box at top of form.*
- 

The following number of PROPOSAL packages must be submitted as the Contractor's response to this RFP:

- One (1) unbound reproducible original Proposal package marked "Original"
  - Five (5) bound copies of the Proposal package marked "Copy".
  - One (1) Electronic copy of Proposal Package in Adobe Acrobat format with all documents in a single file, including all attachments.
- 

The following form is only required upon submittal as applicable pursuant to the provisions outlined in Section III, Submittal Requirements:

- Certification of Enterprise Zone Act Preference
  - Certification of Target Area Contract Preference Act
  - Certification of Local Military Base Recovery Area Act Preference
- 

The following forms are not required at the time of the proposal submission but will be required by the successful contractor during the contract period:

- Recycled Content Certification (Attachment E)
  - Payee Data Record (Standard Form 204)
- 

**Please note that if any of the items are missing from the Proposal package, the package will be considered incomplete and will be disqualified from the process.**

**Contractor Status Form**

Contractor's Name \_\_\_\_\_ County \_\_\_\_\_  
 Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
 \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Federal Employer Identification No. \_\_\_\_\_

**STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS:**

Individual       Limited Partnership       General Partnership       Corporation       Other

**INDIVIDUAL:**

If a sole proprietorship, state the true name of sole proprietor: \_\_\_\_\_

**PARTNERSHIP:**

If a partnership, list each partner, including limited partners, stating their true name and their interest in the partnership:

\_\_\_\_\_  
 \_\_\_\_\_

**CORPORATION:**

If a corporation, place and date of Incorporation: \_\_\_\_\_

Date corporation was authorized by Secretary of State: \_\_\_\_\_

President: \_\_\_\_\_ Vice-President: \_\_\_\_\_

Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Other Officers: \_\_\_\_\_

**OTHER: (Explain)**

**SMALL BUSINESS PREFERENCE**

Are you claiming preference for small/micro business?

YES – Attach approval letter from Office of Small Business Certification and Resources  
 NO

Are you claiming preference for DVBE?

YES – Attach approval letter from Office of Small Business Certification and Resources  
 NO

NOTE: THIS FORM MUST BE COMPLETED OR YOUR BID MAY BE REJECTED

**Client References**

List at least three (3) client references that can attest to the Bidder’s qualifications to fulfill the requirements of the Scope of Work. List the most recent first. Client references must also be provided for any subcontractors identified in the Bidder’s response. Duplicate and attach additional pages as necessary.

**BIDDER / SUBCONTRACTOR’S NAME:** \_\_\_\_\_

<b>REFERENCE 1</b>			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			
<b>REFERENCE 2</b>			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			
<b>REFERENCE 3</b>			
Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

If three references cannot be provided, explain why: