



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

Notice to Prospective Proposers

June 24, 2011

You are invited to review and respond to this Request for Proposal (RFP) Secondary, entitled ISO Critical Review for Used Oil Life Cycle Assessment Contract, DRR11023. In submitting your proposal, you must comply with the instructions herein.

Note that all Contracts entered into with the State of California will incorporate by reference General Terms and Conditions, Special Terms and Conditions and Contractor Certification Clauses which are referenced in Section II of this package. If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of the Department of Resources Recycling and Recovery (CalRecycle) this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Shelly Lewis
contracts@calrecycle.ca.gov
Phone: 916.341.6649
Fax: 916.319.7345

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Shelly Lewis
Contract Administrator

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Section 1 Overview

General Information

The Department of Resources Recycling and Recovery (CalRecycle) 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.

CalRecycle Contact Information

Physical Address: Department of Resources Recycling and Recovery
CalRecycle Contracts Unit, MS-19A
1001 I Street,
Sacramento, CA 95814

Mailing Address: Department of Resources Recycling and Recovery
Attn: Contracts Unit, MS-19A
PO Box 4025,
Sacramento, CA 95812-4025

Phone: (916) 341-6649

FAX: (916) 319-7345

EMAIL: contracts@calrecycle.ca.gov

Service Needed

As part of Senate Bill (SB) 546 of 2009, CalRecycle was directed to 1) contract with a third-party consultant with recognized expertise in life cycle assessments (LCA) to coordinate a comprehensive life cycle analysis of the used lubricating and industrial oil management process, from generation through collection, transportation, and re-use alternatives; 2) solicit input from representatives of all used oil stakeholders in defining the scope and design 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 for statutory changes that may be necessary to promote increased collection and responsible management of used oil."

CalRecycle staff has chosen the contractor to conduct the LCA (LCA Contractor). The LCA Contractor will perform all the duties necessary to perform the analysis. This contract represent the duties of the Critical Review Contractor (Review Contractor) and supports the successful completion of the LCA project by assuring that it complies with International Organization for Standardization (ISO) standards and protocols.

Contract Budget

Subject to passage of the Fiscal Year 2011/2012 Budget Act and availability of funds there is a current maximum budget of \$100,000.00 (One Hundred Thousand Dollars and Zero Cents).

CalRecycle reserves the right to amend the budget for this Contract as needs arise.

Payment Withhold

The provisions for payment under this Contract will be subject to a ten percent (10%) withholding per invoice. 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 CalRecycle.

Liquidated Damages

The selected Contractor shall be subject to liquidated damages if required deliverables (e.g., 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.

Contract Term

The term of this Contract will be approximately 21 months and is expected to begin in September 2011. CalRecycle reserves the right to amend the term of this Contract as needs arise.

Process Type

Request for Proposal (RFP) (Secondary Method).

Process Schedule

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

Advertisement Date	June 24, 2011
Written Questions Due by 5:00 pm	July 8, 2011
Submittal's Due by 2:00 pm	July 26, 2011
Post Notice of Intent to Award	August 9, 2011

Section II Rules and Conditions

Introduction

The Proposers, Proposals, and the resulting Contract are subject to the rules and conditions set forth in this RFP and its attachments (RFP).

Commitment

Upon submittal of a Proposal, the Contractor (also referred to as the "Proposer" and "Bidder") has committed to comply with the following requirements:

- All items in this RFP
- Special Terms and Conditions, available for viewing at www.calrecycle.ca.gov/Contracts/Forms/SpeTermsCond.pdf
- General Terms and Conditions (GTCs), available for viewing at www.ols.dgs.ca.gov/Standard+Language.
- Contractor Certification Clauses (CCCs), available for viewing at www.ols.dgs.ca.gov/Standard+Language.

If the Proposer fails to meet any of the requirements of this RFP or to comply with CalRecycle requests, CalRecycle can reject, disqualify, or remove the firm from the process. CalRecycle reserves the right not to award a Contract pursuant to this RFP.

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 (GC) 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 GC 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 GC section 4554.)

Contractor's Cost

All costs resulting from the Contractor's participation in the RFP process are at the contractor's expense. No costs incurred by the Contractor participating in the RFP process will be reimbursed by CalRecycle.

Information

Any information provided to CalRecycle by the Proposer that qualifies as confidential or a trade secret(s) under the Public Records Act (PRA) or the Public Contract Code (PCC) and is thus exempt from disclosure must, prior to submission to CalRecycle, be clearly marked "CONFIDENTIAL" by the Proposer on each page claimed to be confidential or a trade secret. Any information claimed to be confidential or a trade secret that does not qualify as such under the PRA or PCC may result in disclosure.

CalRecycle will withhold information deemed confidential or trade secret(s) by the Proposer to the extent allowable by the PRA and the PCC .

Written Questions

This RFP includes a formal question and answer period in which Proposers will have the opportunity to submit questions regarding the RFP. All questions must be submitted in writing either by mail, fax, or e-mail to CalRecycle

Contact as listed in Section I. The questions and answers will be published in an Addendum to the RFP (see below, *Addenda*).

Addenda

CalRecycle reserves the right to amend, alter, or change the rules and conditions of this RFP.

Any ambiguity, conflict, discrepancy, omission, or other error discovered in this RFP should immediately be reported to CalRecycle prior to the deadline for submission of written questions. CalRecycle will issue an Addendum to address such issues.

Unreliable List

Any Contractor or subcontractor currently on the CalRecycle Unreliable List, is ineligible to apply for or participate in this Contract.

Negotiating State Contracts

This solicitation and any resulting contract or amendments are subject to the conditions set forth in PCC section 6611.

If any of the conditions identified in PCC section 6611 exist, the Department of General Services (DGS) may perform contract negotiations, if it is determined to be in the best interest of the State.

Electronic Waste Recycling

If the Contractor or any subcontractors participate in activities that result in the disposition of electronic components, they will comply with the Public Resources Code (PRC) sections 42460 et al.

Use Tax

If, during the course of the Contract, the Contractor will be involved in the re-sale of goods to the State, it must comply with Revenue and Taxation Code Sections 6452.1, 6487, 6487.3, 7101, and 18510 and PCC Section 10295.1.

Small Business (SB) Preference

Small Business and non-small business may receive a preference as set forth below.

For purposes of this RFP, references to "Small Business" include "Microbusiness" unless contrary to law. 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 one or more California Certified SB(s), will receive a five percent (5%) preference. Certification must be provided by the DGS, Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

CalRecycle 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 preference is applied by calculating the "earned" score for all bidders: If the highest scored Proposal is from a non-certified small business 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 bidder eligible for the SB preference. This new amount is the total score.

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

A copy of the Bidder's and/or small business subcontractors' small business certification must be included with the Proposal.

Disabled Veterans Business Enterprise (DVBE) Incentive

The DVBE requirement has been waived for this RFP solicitation.

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 Contract, the Contractor **must** use all of the small business firms identified on the Small Business Participation Summary.

CalRecycle reserves the right to pre-approve substitutions of subcontractors; certified business participation levels must remain unchanged.

Section III Proposal Submittal Requirements

Introduction

Failure to follow the instructions contained in this RFP or an error in the Proposal package may be grounds for rejection of a Proposal.

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

CalRecycle may waive an immaterial deviation in or make certain corrections to a Proposal, if the Proposer's intent is clearly established based on review of the complete Proposal and if deemed in the best interest of CalRecycle.

Modification of Submittals

A Proposal may be modified if a written request is made to CalRecycle prior to the submittal deadline and the modified Proposal is resubmitted prior to the submittal deadline. The individual making the request must identify his/her authority to act on behalf of the Proposer

Deadline

The Proposal package must be **received** by CalRecycle, at the address listed in Section I, *Overview* by 2:00 p.m. on July 26, 2011. Any documents delivered in person must be received in the Visitor's & Environmental Service Center located in the lobby of the CalEPA Headquarters Building at 1001 I Street, Sacramento, CA 95814.

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

Addressing

The envelope containing the Proposal package must clearly state that it is in response to this RFP and include the RFP number. Also it must state "Mailroom – do not open."

Number of Copies

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

- One original, non-bound hard copy marked "Original"
- Three 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 Proposer's responsibility to ensure that the electronic copy is formatted in Adobe Acrobat Reader and viewable by CalRecycle.

Document Printing

All documents must be submitted double-sided on paper containing 100% post-consumer recycled content fiber.

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;
- b. Proposer's Headquarters for purposes of this Contract;
- 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 Contract on behalf of the Proposer;
- e. Statement that personnel who will provide services under the Contract are qualified to meet the service needs and are certified, if applicable ;
- f. Statement that all paper used in Proposal package contains 100% post consumer recycled content fiber;

- g. Statement 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 section 10286;
- h. List of Contractor's and any subcontractor(s') business names, identification of certified SB status, if applicable, and corresponding OSDS Reference number(s) issued to the certified SB by the DGS; and
- i. Statement that the Contractor and all subcontractors to be used in the performance of the Contract are eligible to contract with the State of California, pursuant to PCC section 10286.1.

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The information must be organized as presented with corresponding page references.

Summary

The Proposer must include a brief overview of the project and summarize the Proposer's approach to the work.

Methodology

The Proposal must include a Work Plan describing the methods to be employed to accomplish the project objectives. The methodology must be described in sufficient detail to allow CalRecycle staff to evaluate the methods and must address all tasks and items in the Scope of Work.

Proposals must describe how the objectives will be met and the methods the Contractor will use. The description must include not only what work will be performed, but how it will be performed.

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.

Organization

Provide a brief description of the organization's services and activities, including:

- Date of establishment
- History
- Location
- Certification that neither the Proposer nor its subcontractors have any conflict of interest with any of the parties involved with the LCA Project and that neither the Proposer nor its subcontractors have any vested interest in the outcome of the LCA Project.

Qualifications and Resources

The Proposer must have the experience, qualifications, and resources to perform the required tasks of the project as stated in the following:

1. LCA-related experience
 - a. No fewer than 5 years experience in LCA-related issues
 - i. Performing LCA, performing/participating in ISO reviews, teaching LCA principles, etc...
2. ISO Peer Review Experience
 - a. Participated in no fewer than 5 LCA peer reviews according to ISO standards
 - i. At least 1 peer review according to ISO standards
3. Independence
 - a. No conflicts of interest with any of the parties involved with the LCA Project.
 - b. No personal vested interest in the outcome of the LCA Project.

The 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 Proposal must include resumes for the Project Manager, Personnel and subcontractors that include:

- Experience
- Knowledge
- Educational Background
- Appropriate licensing, if required.

References

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

CalRecycle reserves the right to seek additional references, as it deems necessary.

If a reference or project experience cannot be verified, it will be disregarded.

Samples of Written Work

The Proposer must submit two (2) samples of LCA-related work (either LCA or Peer Review of LCA) completed within the last 10 years.

Qualification/Licenses

Prior to signing the Contract, Contractor, as an individual or firm, must be qualified to do business in California and provide the Contract Manager with a copy of the Contractor's registration with the State of California. See the following site for expediting a registration request: <http://www.sos.ca.gov/business/be/preclearance-expedited-services.htm>.

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. This documentation must be provided prior to each team member's commencement of work under this contract.

Small Business (SB) Participation

Preference points are available for qualifying SB and for non-small businesses.

To qualify:

- 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 is not a certified OSDS SB, it must identify SB subcontractors to be utilized under the contract, as more fully set forth in the Rules and Conditions SB Preference section, and the Participation Summary (see Attachments) must be completed and submitted with the Proposal.

Enterprise Zone Act (EZA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle 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 package.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Target Area Contract Preference Act (TACPA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle 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 package.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Local Agency Military Base Recovery Act (LAMBRA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle 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 package.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Maximum Combined Preferences and Rules for Award

In combination with any other preferences (TACPA, EZA, LAMBRA, SB, 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.

Section IV Cost Proposal

Evaluation

The Contractor's Cost Proposal must be set forth in the Cost Proposal Sheet. The Cost Proposal Sheet is a self-contained document designed to provide a detailed cost breakdown: to evaluate whether the proposed expenses are reasonable, to determine whether all cost information required by the RFP has been submitted and to calculate cost points. Therefore, all required information (such as explanations of \$0 instead of itemized costs, see below) must be included on the Cost Proposal Sheet. Reference by incorporation to the Proposal is not acceptable.

Cost Breakdown

The Cost Proposal must specify the total cost and include detailed project costs, as required in the Cost Proposal Sheet. The winner Proposer's invoices must be itemized as shown in the Cost Proposal Sheet.

The subcontractor commitments must be identified, by task and dollar amount, and included in the task by task Cost Proposal.

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

If fringe benefits and/or overhead are not specifically itemized in the Cost Proposal and if the Proposer inserts a \$0, Proposer must explain on the Cost Proposal why these line items are not itemized. A blank space for either fringe benefits or overhead will be grounds for disqualification.

Failure to include on the Cost Proposal budgeted costs for all tasks included in the Scope of Work will be grounds for disqualification.

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

Travel and Per Diem

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 (actual expense) (up to \$6 for breakfast, \$10 for lunch and \$18 for 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.

Section V Evaluation and Selection

Introduction

CalRecycle will perform a Pre-Qualification Evaluation process to ensure that the Proposal package meets all of the requirements of this RFP and includes all required documentation. Proposals that do not meet all requirements or include all required documentation will be considered non-responsive and will be rejected from further consideration.

Proposals that pass the Pre-Qualification Evaluation review will be forwarded to the Selection Committee for Evaluation.

Selection Process

The Selection Committee for Evaluation will evaluate and score all eligible Proposals utilizing the Scoring Criteria identified in this RFP.

Only those Proposals that receive the minimum score as identified on the Proposal 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

Oral Interview

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 CalRecycle 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.

Grounds for Rejection

Grounds for rejection of a Proposal include, but are not limited to, the following reasons: if

- A determination is made that the Proposal is not competitive
- The cost proposed is not reasonable
- The Proposal is received after the due date or the time for submittal
- The Cost Proposal is unsigned
- The Proposal is not prepared as required by this 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
- Any item(s) required by the RFP is not included with the Proposal package.

No proposal may be rejected arbitrarily or without reasonable cause.

Award of Contract

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

In the event of a tie, CalRecycle may utilize a tie breaker to determine the winning Proposer. The tie breaker will be determined based on one roll of the dice, high number wins.

CalRecycle reserves the right not to award a Contract.

Notice of Intent to Award

CalRecycle will post a Notice of Intent to Award this Contract five (5) working days prior to the award being made.

Notice of Intent to Award will be posted on CalRecycle's website at www.CalRecycle.ca.gov/contracts and at the headquarters building noted in Section I. It is the Proposer's responsibility to check one of these locations for a copy of the Notice of Intent to Award.

Rejection of Award

If the Awardee fails to enter into a satisfactory Contract within a reasonable timeframe after the award is made, CalRecycle may deem that the Awardee has rejected the award. CalRecycle reserves the right to disqualify such an Awardee and award the Contract to the next highest ranked Proposer.

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) **working** 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 Contract 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, 7th floor
Sacramento, CA 95605
Fax (916) 376-5088

CalRecycle
Attn; Contracts Unit
1001 I Street, MS-19A
Sacramento, CA 95814
Fax (916) 319-7582
Email contracts@CalRecycle.ca.gov

Section VI Description of Work

Work to be Performed

The Review Contractor will oversee and coordinate critical review services for the used oil LCA study from the beginning of the project through the completion of the LCA study report. The Review Contractor will participate in all phases of the study effort to help to ensure that the study meets International Organization for Standardization (ISO) standards (14040 and 14044) and that the study is conducted in the most efficient and effective manner. The Review Contractor will provide technical assistance to CalRecycle staff when responding to stakeholder questions and/or comments concerning the process being used to ensure that the LCA study is being carried out in a way that is scientifically and technically defensible. In this capacity the Review Contractor will provide assistance in selecting the appropriate framework and details for conducting the used oil LCA study including goal definition and scoping, life-cycle inventory, and life-cycle impact assessment.

At various stages in the project, the Review Contractor shall provide written review of the outputs to verify compliance with ISO standards and accepted procedures of LCA Contractor.

Tasks Identified

All written deliverables are subject to the Contract Manager's written approval. Approval will be based on completeness and fulfillment of task objectives.

Task 1. Provide Technical Assistance to CalRecycle.

Task 1a. Project coordination.

Task 1a.i. Prepare work plan. The Review Contractor will convene with the Contract Manager, the CalRecycle project team, the Expert Facilitator (separate contract provided by CalRecycle), and the LCA Contractor to discuss the project objectives, budget, timelines, and implementation of tasks, activities, and deliverables. The Review Contractor will develop a detailed work plan, subject to approval by the CalRecycle Contract Manager, following this meeting.

Deliverables/Tasks: Work plan.

Timeline: Expected to be completed by September 2011.

Task 1a.ii. Convene with project team. The Review Contractor will participate as needed in discussions between the Contract Manager, CalRecycle project team, the Expert Facilitator, and the LCA Contractor to ensure that the LCA study is conducted in the most efficient and effective manner. At a minimum, the Review Contractor will convene with the Contract Manager and the CalRecycle project team after each stakeholder meeting and LCA study milestone.

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

Timeline: Expected to be completed by March 2013.

Task 1b. Participate in stakeholder meetings. Due to the fact that a stakeholder group will be providing input on the scope and design of the LCA study (with final determination being made by CalRecycle), the Review Contractor will attend and participate in appropriate stakeholder meetings and conference calls as determined by the Review Contractor and CalRecycle project team. Review Contractor will attend (in person) 8 stakeholder and/or CalRecycle Public meetings as scheduled by the CalRecycle Contract Manager.

The Review Contractor will provide technical assistance to CalRecycle staff when responding to stakeholder questions and/or comments concerning the process being used to ensure that the LCA study is being conducted so that the results and conclusions are scientifically and technically defensible. In this capacity, the Review Contractor will provide assistance in guiding the selection of the appropriate framework and details for conducting the used oil LCA study including:

- Goal definition and scoping
 - Functional unit

- System boundary
- Systems modeling
- Criteria for selecting appropriate life-cycle impact assessment models
- Life-cycle inventory
 - Methodology for data gathering
 - Data quality assessment
- Life-cycle impact assessment
 - Sensitivity and uncertainty analysis
 - Interpretation

Deliverables/Tasks: Attend and participate in 8 stakeholder and/or public meetings.

Timeline: The stakeholder meetings are expected to be completed by December 2012. The CalRecycle public meetings are expected to be completed by March 2013.

Task 2. Coordinate LCA Study Critical Review Panel

Task 2a. Establish critical review services. The Review Contractor will act as the critical review panel chair for the used oil LCA study from the beginning of the project through the completion of the final LCA study report. The Review Contractor will coordinate with up to four additional independent critical reviewers (chosen and contracted with by CalRecycle). All efforts related to the ISO critical review shall be in accordance to ISO standards 14040 and 14044.

Deliverables/Tasks: Coordinate with up to four additional independent LCA study reviewers.

Timeline: The four additional critical reviewers are expected to be in place by September 2011 and coordination with expected to be completed by March 2013.

Task 2b. Oversee critical review services.

Task 2b.i. Review of LCA study scoping work. The Review Contractor will review the LCA goal definition and overall scope and boundaries in order to submit a written review and verify compliance with ISO standards 14040 and 14044 and accepted procedures of LCA Practitioner (see Task 3b.i.).

Deliverables/Tasks: Review of goal definition and overall project scoping.

Timeline: Expected to be completed by approximately October 2011.

Task 2b.ii. Review of draft and final LCA study reports. The Review Contractor, along with the Critical Review Panel, will review the draft and final LCA study reports prepared by the LCA Practitioner (see Tasks 3b.ii. and 3b.iii., respectively) to ensure that the results and conclusions are scientifically and technically defensible and that the LCA conforms to appropriate ISO standards. Review Contractor shall provide detailed comments to CalRecycle and the LCA Contractor regarding any concerns, missing pieces, inconsistencies, etc that are found during these reviews.

Deliverables/Tasks: Review of draft and final LCA study reports.

Timeline: Review of the draft and final LCA study reports are expected to be completed by September 2012 and December 2013, respectively.

Task 3. Reporting

Task 3a. Quarterly progress reports. The Review Contractor shall submit progress reports on work done under this contract and Technical Assistance provided to either the LCA Contractor or to CalRecycle on a quarterly basis.

Deliverables/Tasks: Quarterly progress reports.

Timeline: Expected to be completed by March 2013.

Task 3b. Critical Review reports. The Review Contractor shall provide written review of the outputs to verify compliance with ISO standards 14040 and 14044 and accepted procedures of LCA Contractor. This written review shall be provided at the end of the following work stages (and as further detailed in Tasks 3b.i. and 3b.ii.):

- Goal definition and scoping (see Task 2b.i.);
- Life-cycle inventory and life-cycle impact assessment; and
- LCA report completion.

Task 3b.i. Goal definition and project scoping. The Review Contractor will submit a written review of the outputs to verify compliance with ISO standards 14040 and 14044 and accepted procedures of LCA Practitioner based on review the LCA study goal definition and overall scoping of the project (see Task 2b.i.).

Deliverable/Tasks: Project scoping report.

Timeline: Expected to be completed by approximately October 2011.

Task 3b.ii. Interim Critical Review report. Following review of the draft LCA study report (see Task 2b.ii.), the Review Contractor shall submit an interim Critical Review Report summarizing critical review findings and recommendations for improvement of the study.

Deliverable/Tasks: Interim Critical Review report.

Timeline: Expected to be completed by September 2012.

Task 3b.iii. Final Critical Review report. Upon completion of the final LCA study report by the LCA Contractor, the Review Contractor shall submit a Critical Review Report summarizing final review findings that will be included as an appendix to the final Legislative report prepared by CalRecycle.

Deliverables/Tasks: Final Critical Review report.

Timeline: Expected to be completed by December 2012.

Contract/Task Time Frame

The timeframe for this project is estimated from September 1, 2011 through June 15, 2013. The timeline will follow the overall project timeline below and as amended during the course of the project.

Task	Timeframe (Tentative)	
	Begin	End
1. Provide Technical Assistance to CalRecycle.		
1a. Project Coordination.		
1a.i. Prepare work plan.	September 2011	September 2011
1a.ii. Convene with Project Team.	September 2011	March 2013
1b. Participate in stakeholder meetings.	September 2011	March 2013
2. Coordinate LCA Study Critical Review Panel.		
2a. Establish critical review services.	September 2011	March 2013
2b. Oversee critical review services.	September 2011	March 2013
2b.i. Review of LCA study Phase I scoping work.	September 2011	October 2011
2b.ii. Review of draft and final LCA study reports.	October 2011	September 2012 & December 2012, respectively
3. Reporting		
3a. Quarterly progress reports.	November 2011	March 2013
3b. Critical Review reports.		
3b.i. Goal definition and project scoping.	September 2011	October 2011
3b.ii. Interim Critical Review report.	October 2011	September 2012
3b.iii. Final Critical Review report.	October 2012	December 2012

Control of Work

- CalRecycle Contract Manager has the authority to determine the quality and the 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 determinations will be deemed final and enforceable by CalRecycle

- The Contractor will designate a Project Manager with authority to:
 - Act as the Contractor's Representative for work to be provided under this Contract
 - Act as the Contractor's Representative regarding contractual matters relating to this Contract

If during the course of the Contract, it is deemed necessary to replace the Project Manager, CalRecycle Contract Manager pre-approval is required.

Section VII Definition and Terms

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.

Abbreviations

ADA	Americans with Disabilities Act
CAL EPA	California Environmental Protection Agency
CALRECYCLE	Department of Resources Recycling and Recovery
CCR	California Code of Regulations
EPA	Environmental Protection Agency (Federal Government)
GC	Government Code
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)
PRC	Public Resources Code

CalRecycle Staff

Staff of the Department of Resources Recycling and Recovery involved in the implementation of this contract or representatives of Consultant to the Department of Resources Recycling and Recovery as designated in the Work Orders.

Consultant

The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Contract with CalRecycle to provide work pursuant to this RFP or his or their legal representatives

Contract

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

Contract Manager

A person designated by CalRecycle to manage performance under a contract.

Contractor

A party contracting with CalRecycle. Vendor and Consultant are used synonymously with Contractor.

Director

The Director of CalRecycle, or his/her designees. Any references to Executive Officer shall mean the Director and/or designated officer.

Legal Holiday

Those days designated as State holidays in the Government Code.

Project Manager

Contractor’s representative for all work performed under this Contract. All official correspondence, reports, submittals, billings, and other work done under this Contract shall be reviewed and signed by the Project Manager prior to submittal to CalRecycle.

Scope of Work

The description of work required of the Contractor by the awarding agency.

Small Business (Certified)

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.

State

The State of California.

State Contract Law

The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Contract to the same extent as if set forth herein in full.

Subcontractor

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
Critical Review of Used Oil Life Cycle Assessment Study
DRR11023**

Complete this form and submit the original in accordance with the requirements of this RFP.
Any invoices submitted by contractor will identify line item costs and corresponding task number.

Contractor/Company Name: _____

Task #	Personnel Services: (Do not include travel or overhead) estimated # of hrs needed for contract services multiplied by the individual or position rates per hr.. (Include name/position title and hours)				Fringe Benefits (Identify fringe benefit costs citing actual benefits or as a percentage of personal services costs)	Operating Expenses (operating expenses related to the services provided in this Contract, including rent and supplies, as applicable)	Travel Expenses (Include travel expenses and per diem. Rates are set at the rate specified by DPA for excluded employees)	Overhead (This information must be provided)	Other (any other specific breakdown required to sufficiently explain the budget costs)	Total by Task
	Name/ Position	\$/Hr	Hrs	Total \$						
Total by Line Item	(Sum of Total \$)									GRAND TOTAL

Acknowledgement/Authorization

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

The undersigned acknowledges that the Proposer has read all of the requirements set forth in CalRecycle 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 CalRecycle in verification of the recitals comprising this Proposal and also hereby authorizes CalRecycle 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:

If fringe benefits and/or overhead are not specifically itemized in the Cost Proposal Sheet and if the proposer inserts a \$0, the proposer must explain why these line items are not itemized. A blank space for either fringe benefits or overhead will be grounds for immediate disqualification.

Proposal Scoring Sheet
Critical Review of Used Oil Life Cycle Assessment Study

DRR11023

To qualify, the Proposer **MUST** achieve an overall subtotal score of 56 points in order for the cost proposal points to be applied towards the total score.

Contractor/Company Name: _____

	Proposer's Score
1. Overall Approach and Organization – Maximum Score 10 Points	
a. Format of proposal (1)	_____
b. Overall approach and understanding of problems, issues and required tasks. (4)	_____
c. Addresses all items in RFP. (3)	_____
d. Clarity of proposal (2)	_____
2. Methodology – Maximum Score 20 Points	
a. Methodology adheres to ISO standards. (15)	_____
b. Feasibility of work plan and schedule. (5)	_____
3. Qualifications/Resources – Maximum Score 30 Points	
a. Assigned staff's knowledge and educational background related to ISO Critical Review. (15)	_____
b. Abilities of assigned staff to conduct the necessary research with proficiency and accuracy without omission. (15)	_____
4. Past Work – Maximum Score 10 Points (References will be contacted.)	
a. Similarity between previous projects and the project contained in this RFP. (5)	_____
b. The success (including level of completion) of past projects and any related work record. (5)	_____
SUBTOTAL	_____
5. Cost Proposal – Maximum Score 30 Points (To be calculated by Contract Analyst)	_____
TOTAL SCORE	_____

Small Business Participation Summary

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL AMOUNT OF WORK	IS CERTIFICATION FORM ATTACHED?
PRIME BIDDER	SUBCONTRACTOR	SUPPLIER				
					SB	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	
					\$	

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

Darfur Contracting Act

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph # 3):

1. _____ We do not currently have, or we have not had within the previous
 Initials three years, business activities or other operations outside of the United States.

OR

2. _____ We are a scrutinized company as defined in Public Contract Code
 Initials section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

OR

3. _____ We currently have, or we have had within the previous three years,
 Initials business activities or other operations outside of the United States,
 + certification but we certify below that we are not a scrutinized company
 below as defined in Public Contract Code section 10476.

CERTIFICATION For # 3.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

<i>Proposer/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

YOUR BID OR PROPOSAL WILL BE DISQUALIFIED UNLESS YOUR BID OR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH # 1 OR # 2 INITIALED OR PARAGRAPH # 3 INITIALED AND CERTIFIED.

STATE OF CALIFORNIA
 Department of Resources Recycling and Recovery
 CALRECYCLE 74C (Revised 1/10 for Contracts)

To be completed by Contractor	
Name of Contractor:	
Contract #::	Work Order #:

Recycled-Content Certification

Check this box if no products, materials, goods, or supplies were purchased with contract dollars and submit to your CalRecycle contract manager.

This form may be completed by contractor, vendor, bidder, buyer, state-contracting officer, or state purchasing agent. The form must be completed and returned to CalRecycle with a row completed for each product purchased with contract dollars. Attach additional sheets if necessary. Information must be included, even if the product does not contain recycled-content material. Product labels, catalog/website descriptions, or bid specifications may be attached to this form as a method of providing that information.

Contractor's Name _____ Date _____
 Address _____ Phone _____
 Fax _____ E-mail _____ Web site _____

Product Manufacturer	Product Description / Brand	Purchase Amount (\$)	¹ Percent Postconsumer Material	² SABRC Product Category Code	Meets SABRC

Public Contract Code sections 12205 (a) (1) (2) (3) (b) (1) (2) (3)

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12205.

Print name _____ Signature _____ Company _____ Date _____

(See footnotes on the back of this page.)

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.CalRecycle.ca.gov/BuyRecycled/.

Code	Description	Minimum content requirement
Product Categories (11)		
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

Client References

List at least three (3) client references that can attest to the Proposer’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 Proposer’s response. Duplicate and attach additional pages as necessary.

PROPOSER’S/ SUBCONTRACTOR’S NAME:

REFERENCE 1

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

REFERENCE 2

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Cost of Service	
Brief Description of Service Provided			

REFERENCE 3

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:

Proposal Completion Checklist

This Checklist is provided as a convenience to the Proposer and is not intended to be all inclusive. The Proposer is responsible for completing and submitting all required documentation.

-
- Cover Letter with contact information and statements as required in the RFP
 - Organizational information and Resumes
 - Proposal (detailed Work Plan)
 - Cost Proposal Sheet
 - Samples of Written Work
 - Client References
 - Copy of Required License(s) (Secretary of State), if available at time of submittal of proposal.
 - Contractor Status Form
 - Small Business Participation Summary. *Form must be submitted even if participation levels are zero (write zero participation on form).*
 - Darfur Contracting Act Certification
-

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"
 - Three (3) 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 viewable at <http://www.calrecycle.ca.gov/Contracts/Forms/default.htm>)
 - Copy of Required License(s) (Secretary of State)
-

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