



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

Notice to Prospective Proposers

September 12, 2011

You are invited to review and respond to this Request for Proposal (RFP) Secondary, entitled Used Oil Economic Study, DRR11030. 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

Table of Contents

Section 1	Overview.....	1
	General Information.....	1
	CalRecycle Contact Information.....	1
	Service Needed	1
	Contract Budget	3
	Payment Withhold	3
	Liquidated Damages	3
	Contract Term	3
	Process Type	3
	Process Schedule.....	3
Section II	Rules and Conditions	4
	Introduction.....	4
	Commitment	4
	Antitrust Claims	4
	Contractor’s Cost	4
	Information	4
	Written Questions	5
	Addenda	5
	Modification of Submittals	5
	Errors in Submittals	5
	Unreliable List	5
	Negotiating State Contracts	5
	Electronic Waste Recycling.....	5
	Use Tax	5
	Small Business (SB) Preference	5
	Disabled Veterans Business Enterprise (DVBE) Incentive	6
	Enterprise Zone Act (EZA).....	6
	Target Area Contract Preference Act (TACPA).....	6
	Local Agency Military Base Recovery Act (LAMBRA)	7
	Maximum Combined Preferences and Rules for Award	7
	Subcontractors.....	7
Section III	Proposal Submittal Requirements.....	8
	Introduction.....	8
	Deadline	8
	Addressing	8
	Number of Copies	8
	Document Printing	8
	Cover Letter	8
	Table of Contents.....	8
	Summary.....	9
	Methodology.....	9
	Organization.....	9
	Qualifications and Resources.....	9

References	9
Samples of Written Work	9
Contractor Eligibility	10
Qualification/Licenses	10
Section IV Cost Proposal Submittal.....	11
Evaluation	11
Cost Breakdown.....	11
Travel and Per Diem	11
Section V Evaluation and Selection	12
Introduction.....	12
Selection Process	12
Cost Points	12
Oral Interview	12
Grounds for Rejection.....	12
Award of Contract.....	13
Notice of Intent to Award	13
Rejection of Award.....	13
Protest of Award	13
Section VI Description of Work.....	14
Work to be Performed.....	14
Tasks Identified.....	14
Contract/Task Time Frame	20
Control of Work.....	21
Section VII Definition and Terms.....	22
Attachments	24
Cost Proposal Sheet	25
Proposal Scoring Sheet	27
Small Business/Micro Business/Disabled Veteran Business Enterprises Participation Summary	28
Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor	29
Payment Certification	29
Darfur Contracting Act	30
Recycled-Content Certification	31
Contractor Status Form	33
Client References	34
Proposal Completion Checklist.....	35

Section 1 Overview

General Information

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

Department of Resources Recycling and Recovery
Physical Address: 1001 I Street,
Sacramento, CA 95814
CalRecycle Contracts Unit, MS-19A
Mailing Address: PO Box 4025,
Sacramento, CA 95812-4025
Attn: Contracts Unit, MS-19A
Phone: (916) 341-6649
FAX: (916) 319-7345
EMAIL: contracts@calrecycle.ca.gov

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.

Service Needed

As part of Senate Bill (SB) 546 of 2009, CalRecycle was directed to, among other things; submit a report to the Legislature on the results of a comprehensive Lifecycle Analysis (also referred to as Lifecycle Assessment in this document) of the used lubricating and industrial oil management process from generation through collection, transportation and re-use alternatives and "any recommendations for statutory changes that may be necessary to promote increased collection and responsible management of used oil." Public Resources Code (PRC) §48651.5

As part of the overall project that CalRecycle is conducting pursuant to SB 546, this economic study is necessary in order to fully analyze the impacts of the current fee/incentive system on the used oil market (which includes but is not limited to used oil generation, collection, transportation, infrastructure for various processing mechanisms, technology availability, etc.) in California, to determine the effects of various policy scenarios (to be both provided by CalRecycle, after consulting with stakeholders, as well as to be recommended by the Economic Contractor and/or the LCA Contractor) on the used oil market, and to determine the most efficient ways to realize positive changes in the used oil market. In addition (but not exclusively), this analysis also must "Evaluate the positive and negative impacts of the testing requirements established in Section 25250.29 of the Health and Safety Code, the tiered fee on lubricating oil established in Section 48650, and the tiered incentive payments established in Section 48652, on used oil collection rates." (PRC § 48651.5(C))

The overall project consists of the following four separate contracts:

- 1) the Economic Study Contract arising from this SOW (hereafter "this Contract" or "this SOW") (the contractor referred to hereafter as the "Economic Contractor");
- 2) a Lifecycle Assessment (LCA) Contract, (contractor hereafter referred to as the "LCA Contractor"); the LCA Contract includes an Economic Expert Subcontractor (referred to hereafter as the "LCA Economic Subcontractor") to help coordinate work between the LCA Contractor and the Economic Contractor.
- 3) an International Organization for Standardization (ISO) Peer Review Contract, (contractor hereafter referred to as the "Review Contractor"), that will ensure adherence of the LCA to appropriate international standards; and
- 4) an Expert Facilitator Contract to assist CalRecycle in coordinating input from industry stakeholders.

All of these contracts will be managed by a single CalRecycle Contract Manager, with assistance from the CalRecycle Project Team, which consists of other CalRecycle staff and management and designated DTSC staff. It is essential that the Economic Contractor work closely with every member of the Project Team and coordinate efforts where appropriate.

Under SB 546, CalRecycle must conduct this project with input from a broad stakeholder group. This group has been involved to date in providing input on a variety of topics including project scope, boundaries, and data needs, among others. Working groups have been created to provide an opportunity for these stakeholders to collaborate and discuss issues in order to present recommendations to CalRecycle. These working groups will continue throughout this project and the Economic Contractor will be expected to respond to suggestions by this stakeholder group, explain process issues, and explain its recommendations.

Overview of the Economic Model

The following features as set out below are integral to the Economic Model described more fully under Work to be Performed:

The boundaries

The functional unit and systems approach to be adopted

The need to base the analysis on a firm baseline of the current system

The use of scenarios to evaluate environmental and economic effects of changes that may occur over a timescale of approximately 1-20 years (or short and long term effects, for example using existing capital resources or investing in new capacity).

- Boundaries – the geographic scope encompasses all used oil generated or treated in California (i.e., the model must account for all sources and uses of used oil whether currently collected or not and whether treated in California or elsewhere), all processes currently in use to treat used oil from California and over a time frame of approximately the next 20 years to allow for potential changes in policy as well as in technology, volumes, markets and investment in new capacity.
- Systems based approach and baseline – the environmental and economic models will be based on consideration of the whole system (i.e., all the used oil generated in California or treated in California, as well as avoided burdens in virgin petroleum product manufacturing or elsewhere) and based on a detailed assessment of a current baseline condition, both environmental and economic. Taking the systems approach and constructing a model of the whole system will ensure that changes in volumes and composition of used oil over time can be handled and that outputs can be put into a wider context (e.g., the environmental profile and the sum of economic costs/activity in the system as a whole). The system examined must be consistent with the LCA Contract to the extent possible with respect to these issues.
- Scenarios will be developed to assess and evaluate the effects of changes in the used oil system – for example, making deliberate changes to the regulatory regime, modeling changes in technology, and/or optimizing for various environmental impacts or economic parameters. The development of scenarios will be an interactive process involving CalRecycle (with input from stakeholders), the LCA Contractor, and the LCA Economic Contractor.

Primary objectives are:

- To develop, test and calibrate, and then apply, a model of the used oil management system in California¹ that is suitable to model the economics of the current system and, using scenarios (policy options), model impacts of changes that may occur over the next 20 years (or so).
- To coordinate closely with the LCA Contractor, CalRecycle and stakeholders.
- The model must be transparent, consistent and suitably documented so that it can be used by CalRecycle in the future. Assumptions used and data relied upon shall be assessed for quality and completeness, and the model shall be tested for sensitivity and uncertainty.

¹ All lubricating and industrial used oil generated or treated in California

- The model must be compatible (to the extent possible) with the environmental model of the used oil management system being developed by the LCA Contractor such that the two models can be run in parallel and information and scenarios from one can be used as inputs to the other.
- Consider scenarios (including regulatory and other changes) that would increase collection of and ensure responsible management of all used oil.

Contract Budget

Subject to the availability of funds, there is a current maximum budget of \$1,200,000.00 (one million two hundred thousand dollars). 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 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 CalRecycle.

Liquidated Damages

The selected Contractor, to receive award of this Contract, will 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 span approximately 15 months and is expected to begin in December 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	September 14, 2011
Written Questions Due by 5:00 pm	September 28, 2011
Submittal's Due by 2:00 pm	October 20, 2011
Post Notice of Intent to Award	November 8, 2011

Section II Rules and Conditions

Introduction

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

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.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 or comply with CalRecycle requests, CalRecycle can reject, disqualify, or remove the firm from the process. CalRecycle is not committed to awarding a Contract resulting from 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 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.)

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 CalRecycle.

Information

With the exception of information obtained by the Contractor pursuant to a confidentiality agreement with third parties, as more fully discussed in Task 2A all information obtained or produced during the course of the Contract will be made available to CalRecycle.

Any information submitted in the proposal 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 under those statutes must so be marked by the proposer prior to submission to CalRecycle. Any claims of confidentiality or trade secret(s) except as to information that qualifies as such under the PRA or PCC may result in disqualification.

CalRecycle will hold information provided in the proposal and deemed confidential or trade secret(s) by the proposer to the extent allowable by the California Public Records Act and the Public Contract Code.

Written Questions

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 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 the RFP should immediately be reported to CalRecycle prior to the deadline for submission of written questions. CalRecycle will issue addenda to address such issues.

Modification of Submittals

A Proposal submitted prior to the submittal deadline, can be withdrawn or modified by the submitting proposer. The proposer must:

- Provide a written request
- Identify the requesting individual and their association to the proposer

A Proposal cannot be withdrawn for modification after the submittal deadline has passed.

Errors in Submittals

An error in a Proposal package may be cause for rejection of that proposal.

CalRecycle may make certain corrections, if the Proposer's intent is clearly established based on review of the complete proposal.

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 6611.

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.

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 provisions of PRC Chapter 8.5.

Use Tax

If, during the course of the Contract, 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.

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 Proposer 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).

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 incentive is applied by calculating the "earned" score for all proposers: If the highest scored proposal is from a non-certified small business then:

1. Calculate five percent (5%) of the highest responsible proposer's total score.

2. Add the amount calculated above to the score of each of the proposers 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 Proposer's and/or small business subcontractors' small business certification should be included with the Proposal.

Disabled Veterans Business Enterprise (DVBE) Incentive

Any Proposer 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 an incentive as shown below:

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

Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

CalRecycle will apply the incentive 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 proposers: If the highest scored proposal is from a non-certified small business, then:

1. Calculate five percent (5%) of the highest responsible proposer's total score.
2. Add the amount calculated above to the score of each of the proposer's 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 Proposer's and/or DVBE subcontractors DVBE certification should be included with the proposal.

If awarded, the Contractor who has made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then contractor must within 60 days of receiving final payment under this agreement (or within such other time period as may be specified elsewhere in this agreement) certify in a report to the awarding department: (1) the total amount the prime contractor received under the contract; (2) the name and address of the DVBE(s) that participated in the performance of the contract; (3) the amount each DVBE received from the prime contractor; (4) that all payments under the contract have been made to the DVBE(s); and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Military & Veterans Code (M&VC) § 999.5(d))

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 submittal.

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 submittal.

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 submittal.

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, 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 and a firm that is SB and DVBE, the award shall be made to the firm that is SB and DVBE.

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 SB and DVBE firms identified on the Small Business/DVBE Participation Summary.

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the Disabled Veteran Business Enterprise (DVBE) subcontractor(s) identified in their proposal, per Military and Veterans Code 999.5 (e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services (DGS). Changes to the scope of work that impact the DVBE subcontractor(s) identified in the proposal and approved DVBE substitutions will be documented by contract amendment.

Failure of Contractor to seek substitution and adhere to the DVBE participation level identified in the proposal may be cause for contract termination, recovery of damages under rights and remedies due to the State, and penalties as outlined in M&VC § 999.9; Public Contract Code (PCC) § 10115.10, or PCC § 4110 (applies to public works only).

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

Section III Proposal Submittal Requirements

Introduction

Failure to follow the instructions contained in this document 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 a Proposal, if deemed in the best interest of CalRecycle.

Deadline

The proposal package must be received by CalRecycle, at the address listed in Section I, Overview by 2:00 p.m. on October 20, 2011.

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

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."

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 (3) 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 CalRecycle.

Document Printing

All documents must be submitted double-sided on paper with a minimum of 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 submitting qualifications;
- b. Proposer's Headquarters for purposes of this Contract, 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 Contract on behalf of the Proposer;
- e. Statement that personnel who will provide services under the Contract will have the required certifications and that bidder will have qualified personnel available to meet the service needs;
- f. Statement attesting to the fact of the percentage of post consumer recycled content fiber paper used in the compilation of the proposal 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; and
- 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.

Table of Contents

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
- Any known conflicts of interest

Qualifications and Resources

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

Required Qualifications:

- a. At least 5 years of experience conducting economic analysis in support of regulatory decision making
- b. Demonstrated experience collecting primary data to support economic analysis
- c. Demonstrated experience working collaboratively with non-economic partners
- d. Demonstrated experience working with stakeholder groups
- e. Demonstrated ability in building multi-sector economic models capturing both upstream and downstream effects

Desired Qualifications:

- a. Familiarity with Life Cycle Assessment (ISO 14044)
- b. Experience with the natural resources sectors (e.g., lubricating oils, industrial oils, virgin oil products, minerals, etc.)

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 proposals must include resumes for the Project Manager, Personnel and Subcontractors, that include:

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

References

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

CalRecycle 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.

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.

Contractor 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.

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.

Section IV Cost Proposal Submittal

Evaluation

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

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 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.

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

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

The cost proposal sheet is a self-contained document for purposes of calculating cost points and evaluating whether all information required by the RFP has been submitted. Therefore, all information (such as explanations of \$0 instead of itemized costs) must be included on the cost proposal sheet. Reference by incorporation to the proposal is not acceptable.

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 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

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

Proposals may be rejected whenever the determination is made that it is 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
- Any item(s) required by the RFP is not included with the submittal

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 which proposer has the most SB and DVBE participation identified in the bid package.

CalRecycle reserves the right to not 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 the 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 Proposer fails to enter into a satisfactory Contract within a reasonable timeframe after the award is made, CalRecycle may deem that the Proposer has rejected the award.

CalRecycle reserves the right to disqualify the 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 the claim that CalRecycle failed to follow the procedures specified in either subdivision (b) or (c) of the Public Contract Code section 10344.

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

As stated above, it is critical that the Economic Contractor communicate regularly with the other members of the project (contractors listed above, the CalRecycle Contract Manager and the CalRecycle Project Team). Besides communication, a significant amount of coordination will be necessary with the LCA Contractor so that the results of both studies (the LCA environmental study and this economic study) are compatible and the models developed can be used in conjunction with each other. In some instances, outputs from the LCA Contract will be used as inputs for this economic study, and vice versa. In order to ensure that CalRecycle maintains control of the project as well as to ensure transparency, all such coordination and information exchanges between contractors or between contractors and stakeholders will be facilitated by the CalRecycle Contract Manager, except as prohibited by confidentiality agreements for data collection and approved by the Contract Manager.

The Economic Contractor will model volume/process flows and the economics of the used oil management system in California from generation, through collection, transportation and disposition (including recycling and re-use). The economic model must be sensitive enough to capture the effects of various potential policy changes and possible market changes including but not limited to changes in: technology, raw material prices, fees/incentives, penalties/fines, locations of material processing facilities, etc. Additional detail is found in **Task 2** below.

The economic model developed by the Economic Contractor must reflect the current California used oil management system and must be calibrated using a baseline set of volume/process flows and economics developed in conjunction with the CalRecycle Contract Manager and the LCA Contractor to ensure the modeling is realistic, accurate and effective. Where available, initial real world data will be provided by the CalRecycle Contract Manager, using information obtained by the State and from the stakeholder working groups. This is likely to include virgin oil sales data, processing volume data, and used oil hauling data among other things. Additional data will likely be required in order to effectively construct, calibrate and apply the model; such additional data shall be collected by the Economic Contractor to the extent feasible.

The Economic Contractor will then model various potential market and policy changes, as mentioned above, to determine their most likely effects on the market as well as distributional effects on various affected parties. The Economic Contractor will work with the CalRecycle Contract Manager and the LCA Contractor to develop a range of scenarios to evaluate; the CalRecycle Contract Manager shall obtain input from the stakeholder group on what scenarios (policy options) should be evaluated. These policy changes will be provided by the CalRecycle Contract Manager and may include input from industry stakeholders, the Project Team and suggestions from the Economic Contractor. The Economic Contractor will also work with the LCA Contractor and the CalRecycle Contract Manager to determine a set of "optimal scenarios" to balance economic impacts and environmental impacts, and then determine possible policy changes that would be necessary to encourage the market into those configurations while being sure to address the effects on the entire used oil management system (industrial as well as lubricating oils), resilience to future changes (e.g., in performance requirements, volumes, external market influences) and other relevant factors.

The draft final report will be submitted to CalRecycle for review, and the Economic Contractor will present its draft findings and the draft final report to the Stakeholder working group for review and comment. The Economic Contractor shall work with the CalRecycle Contract Manager in determining responses to the stakeholder comments. The Final report will be submitted to CalRecycle and presented during a CalRecycle public meeting or workshop.

Other resources related to this project are available at:

- CSUS Web Portal
 - <http://www.cce.csus.edu/portal/index.cfm?forumID=369>
 - Site Password: usedoilca

Tasks Identified

All written deliverables are subject to the CalRecycle Contract Manager's written approval. Economic Contractor's and subcontractor's (if any) attendance at meetings and participation in conference calls will be as determined by CalRecycle Contract Manager.

Task 1. Project Planning and Coordination.

Task 1a. Prepare work plan. The Economic Contractor (with assistance from the Economic Subcontractor) will work with the CalRecycle Contract Manager, the CalRecycle Project Team, the LCA Contractor, the Expert Facilitator, and the Review Contractor (as necessary) to develop a detailed Work Plan, which describes with specificity the project objectives, budget allocation, timelines, tasks, activities, general model/structure, assumptions, and deliverables. This workplan must also specify key milestone dates and opportunities for involvement by the Internal Review Team (see **Task 1e**).

Deliverables: Work plan.

Timeline: This deliverable is expected to be completed by January 2012

Task 1b. Convene with Project Team. The Economic Contractor will participate in discussions among the CalRecycle Contract Manager, CalRecycle Project Team, the Expert Facilitator, the LCA Contractor and the Review Contractor to ensure that the economic study is conducted in the most efficient and effective manner. At a minimum, the Economic Contractor will meet in person or by phone (depending on the nature of the meeting) with the CalRecycle Contract Manager and the CalRecycle Project Team after each stakeholder meeting and economic study milestone.

Deliverables: None

Timeline: Beginning December 2011 and ending March 2013

Task 1c. Participate in meetings and calls. Due to the fact that a stakeholder group will be providing input to CalRecycle on the scope and design of the economic study, the Economic Contractor will attend and participate in stakeholder and/or CalRecycle public meetings in person and conference calls as specified by the CalRecycle Contract Manager. CalRecycle expects that this will entail at least 8 public meetings/workshops in Sacramento.

Deliverables: Participation, in person, at meetings in Sacramento as well as participation in conference calls/webinars.

Timeline: Beginning December 2011 and ending March 2013

Task 1d. Identify data needs and data gaps. Particular attention will be taken by the Economic Contractor to identify data needs and data gaps as early as possible to minimize the need for primary data-gathering by the Economic Contractor during later stages of the project. Prior to the time the Economic Contractor begins work, the CalRecycle Contract Manager with input from the LCA Contractor and LCA Economic Subcontractor will gather preliminary data in consultation with the stakeholder group. The LCA's Economic Subcontractor will assist in these efforts to ensure (when possible) that data collected in these early stages will conform to data format requirements likely to be necessary for the Economic Contractor. Once the Economic Contractor begins work under this SOW he/she will then identify additional primary and secondary data sources to fill any gaps. The Economic Contractor will present these proposed data sources for consideration to the CalRecycle Contract Manager. Should additional primary or secondary data collection become necessary, the Economic Contractor shall supply the CalRecycle Contract Manager with the required format for such data as well as any additional required parameters for the required data. In the event that proprietary data must be collected, the Economic Contractor must justify the need of the proprietary data to the CalRecycle Contract Manager. It is also the responsibility of the Economic Contractor to verify and document the quality and source of the data.

Deliverables: List of missing or inadequate data, recommendations regarding the priority of data collection, recommendations regarding data collection methodology, and expected data collection costs.

Timeline: May 2012

Task 1e. Establish Internal Peer Review Team. The Economic Contractor shall identify (with approval by the CalRecycle Contract Manager) no fewer than three individuals to participate in an Internal Peer Review Team in order to provide periodic checks and balances relating to model development, model calibration, data gathering, and analysis. This team shall be comprised of individuals with experience and knowledge of economics and the sort of analysis being performed under this Economic Contract. The team shall be comprised of individuals not directly associated with the analysis but may involve individuals familiar with the project, however members of this team must be unbiased and have no personal or professional stake in the outcome of the analysis. At a minimum, the LCA Economic Subcontractor shall participate in this Internal Peer Review Team. This team shall meet no less frequently than once every four months to review key aspects of the project and provide feedback to the CalRecycle Contract Manager. It is possible that the team would need to meet more frequently at times in order to provide expeditious feedback.

Deliverables: Retain services of at least 3 individuals to serve as Internal Review Team

Timeline: January 2012

Task 1f. Retain Final External Peer Review Services. The Economic Contractor shall identify and retain the services of at least three individuals for an external peer review of the draft final report and of the final report. The individuals that perform this review must be independent from all aspects of this project and have no bias regarding the outcome of the analysis. These individuals must be respected in the field of economics and be familiar with performing reviews of complex analyses such as the one described in this Scope of Work. Members of academia should be considered, however, individuals from outside the academic world are acceptable assuming that they meet the above-referenced qualifications. Qualifications of the individuals proposed to perform this review shall be submitted for approval to the CalRecycle Contract Manager (at least three months prior to allow for review and approval).

Deliverables: Retain services for External Peer Review Services
Timeline: December 2012

Task 2. Economic Model Development

CalRecycle makes no presumptions regarding the specific model type to be developed and/or used by the Economic Contractor, but requires that the model reflect the entire used oil management system in California and be able to:

- Support complex interactions and reactions across the entire supply chain of used oil in California. This would include but not be limited to virgin oil production, transportation, primary use, subsequent use, collection, processing, re-use, improper disposal, etc.
- Determine likely responses by the used oil market to various potential statutory changes (see **Task 3** below) including but not limited to changes in incentive fees, changes to permitting requirements, addition of processing infrastructure, education campaigns, possible technology changes, increased drain intervals, etc.
- Accurately depict the conditions in California and take into account various factors from outside California to the extent that they are influenced by or influence California used oil markets (due to the national/global nature of the used oil environment).

The Economic Contractor may develop an economic model specific to the Used Oil business sector, or adapt an existing economic model in order to sufficiently analyze this business sector.

All data, assumptions, algorithms, inventory information, simplifications, averages, data conglomeration, etc. will be made available to CalRecycle (and by extension the public) to the extent allowed under the law and according to confidentiality agreements that may affect the dissemination of this information. This is to assure transparency of the process as well as to provide interested parties with the information that they might need should they wish to perform additional analyses on their own after the work performed under this contract is completed.

Simplifications and assumptions shall be justified. Explicit sensitivity and uncertainty analysis is required of the model, approach and data.

This project will be performed in conjunction with Lifecycle Assessment (LCA) study in a coordinated process. CalRecycle requires the Economic Contractor to coordinate its efforts (with the assistance of the LCA Economic Subcontractor) with the LCA Contractor in order to create compatible models (to the extent possible) and a final report that is meaningful for policy analyses and coordinated with the environmental work.

Task 2a. Perform data-gathering. The Economic Contractor has primary responsibility for gathering the necessary data by the most effective means possible. As discussed earlier, though, data gathering has commenced for this project and will continue with input from the stakeholder group, the LCA Contractor, and the LCA Economic Subcontractor. Every effort will be made to ensure that data gathered will meet the needs of both the LCA Contractor and the Economic Contractor.

the Economic Contractor will need to perform additional data-gathering in order to conduct the economic study. To ensure compatibility with the LCA Contract, the LCA Economic Subcontractor shall assist in coordinating data collection between the Economic Contractor's efforts to collect economic data and the LCA Contractor's efforts to collect LCA-related data. Should it be determined in **Task 1d** that additional primary or secondary data are needed, a detailed list of data needed will be provided to the CalRecycle Contract Manager, along with a proposal for the methodology necessary in order to gather the data. Upon approval of the methodology and data needs by the CalRecycle Contract Manager, the Economic Contractor will collect (to the extent possible) all necessary data to be

used in preparation of the economic study. The Economic Contractor shall describe any data needs that it cannot meet, and describe the importance of those data needs, and possible alternative means of collecting those data, to the CalRecycle Contract Manager as well as the reasons why those data cannot be collected. The Internal Review Team will review data collection procedures and ensure that data to be used are suitable and valid.

Any data of a sensitive or confidential nature will be collected under a confidentiality agreement that will be negotiated between the Economic Contractor and the entity providing the data. This confidentiality agreement shall be made to clearly exclude the data from any requests made to CalRecycle, the Department of Toxic Substances Control, or any other State Agency or Department pursuant to the California Public Records Request Act. In the case of data collected by the LCA Contractor prior to the Economic Contractor beginning work, every effort will be made to utilize the same agreement negotiated by the LCA Contractor to ensure expediency.

Deliverables: Full data collection required to complete analysis as well as any required precautions necessary to keep sensitive data secure.

Timeline: January 2012 through March 2013

Task 2b. Create/customize model. The model will portray the existing (near-term) Used Oil industry sector, and will be able to adequately respond to significant changes that are likely to occur within a longer-term time frame. As part of the model, the Economic Contractor will establish a baseline scenario against which all alternatives will be evaluated. Supply conditions to consider include but are not limited to existing and anticipated future technology; production methods; ability to increase production (including the shift of production facilities used for other products and the use, cost, or availability of major inputs into production); and factors related to the ability to shift supply among different markets, including barriers that may exist to market entry or exit. Demand conditions to consider include end uses and applications; the existence and availability of substitute products; and the responsiveness of consumers to the policy changes considered at a minimum. Overall, the model should effectively analyze the competitive impacts to the used oil market and management system of policy changes, as well as the impacts of changes to the existing oil extraction industry and other up-stream or down-stream impacts as relevant. Specific study boundaries, units, scope, etc. will be determined by the CalRecycle Contract Manager in consultation with the Stakeholder group as well as both the Economic Contractor and LCA Economic Subcontractor.

Deliverables: Economic model capable of accurately modeling the used oil management system in California

Timeline: June 2012

Task 2c. Calibrate model. In order to ensure that the model is effective and appropriate, the Economic Contractor shall calibrate the model to a pre-determined base year/baseline common to the LCA. This will provide basic baseline information regarding the sensitivity of the model to changes in the input assumptions and establish a context so that impacts of policy changes can be discerned from general uncertainties within the model. The Economic Contractor shall present the results of this calibration along with a description of limitations to the CalRecycle Contract Manager for approval prior to proceeding with the analysis.

Deliverables: Report explaining the results of the economic model calibration analysis

Timeline: August 2012

Task 3. Scenario development and analysis

A series of scenarios to be modeled will be developed by the Economic Contractor, the LCA Contractor, and the CalRecycle Contract Manager. Some scenarios will require inputs that derive from the LCA environmental model and some scenarios modeled will take outputs from the economic model so that both models are run in parallel to assess and evaluate potential changes.

The Economic Contractor, CalRecycle Contract Manager, and the LCA Contractor shall collaborate to determine which combination or combinations of policy changes are most likely to maximize the collection of used oil, and ensure responsible and safe management of used oil. Any proposed change should be assessed for susceptibility to market changes (e.g., oil price, new entrants or exits from the business), volume and quality changes (e.g., relative amounts and types of used oil, spatial effects (relation of used oil arising to treatment facility), competition effects, displacement of virgin oil, etc. This integrated approach will be done in close consultation with the CalRecycle Contract Manager.

Task 3a. Develop scenarios.

Task 3a.i. Develop scenarios. The Economic Contractor is expected to provide recommended alternative scenarios based on past experience, expertise, initial model application results, and/or any other means that would suggest a

possible scenario that would be appropriate for analysis and contribute to achieving the objectives of the project. The Economic Contractor shall work closely with the LCA Contractor and CalRecycle Contract Manager to develop a series of scenarios to be evaluated. As noted above, the CalRecycle Contract Manager shall also consider input from the stakeholder working group regarding which scenarios should be evaluated.

In addition to the above described scenarios, the Economic Contractor must create scenarios intended to fully address the requirements in PRC §48651.5(C) which states, "Evaluate the positive and negative [economic] impacts of the testing requirements established in Section 25250.29 of the Health and Safety Code, the tiered fee on lubricating oil established in Section 48650, and the tiered incentive payments established in Section 48652, on used oil collection rates"

Deliverables: List of scenarios to be evaluated

Timeline: June 2012

Task 3a.ii. Develop "optimal" scenarios. Working closely with the LCA contractor and the CalRecycle Contract Manager, the Economic Contractor shall determine a series of "optimal" scenarios that consider environmental and economic impacts. These scenarios should attempt to reconcile any possible trade-offs between economic and environmental factors. This should be an effort in compromise and should result in multiple scenarios (on the order of 4 to 8) wherein each scenario, while attempting to balance between economic and environmental impacts, represents a slightly different set of assumptions or values.

Deliverables: List of scenarios most likely to balance economic and environmental impacts in order to realize the greatest benefit in both areas.

Timeline: August 2012

Task 3b. Conduct economic analysis of selected scenarios. Using the model developed in **Task 2b**, the Economic Contractor shall analyze the effects of the various potential scenarios described in **Task 3a**, on the volumes and economics related to the collection and responsible management of used oil. This analysis should include market impacts, both short-term and long-term, with explicit consideration of reasonable technology changes and capital malleability. Impacts should be based upon changes from the current-day baseline information determined during calibration in **Task 2c**. Descriptions of analyses to be completed during the model application phase are provided immediately below, whereas further background in this regard can be found on the CalRecycle Used Oil LCA Web Portal (See section V Resources, below).

Task 3b.i. Economic, Social, and Environmental Cost Analysis. The Economic Contractor shall analyze and report on the economic, social, and environmental costs of regulatory actions and/or incentive options, both for affected industries or entities and for the economy as a whole. The Economic Contractor shall achieve the following analytical and procedural objectives in conducting these analyses:

- a. Analyze economic costs associated with varying used oil collection efficiencies and the various used oil disposition scenarios.
- b. Analyze potential changes in market prices and quantities for goods and services directly or indirectly affected by the regulatory program and/or action.
- c. Analyze industry-level impacts that include, but are not limited to, changes in capacity utilization and/or growth projections, process and/or facility closures, process substitution, product quality considerations, energy usage, worker dislocation, international trade, and profitability.
- d. Quantify and compare the distributional impact on different entities or populations by economic, financial, or physical characteristics. This includes, but is not limited to, small entities, low-income and/or high-minority populations, and governmental (State, Tribal, county, city) and non-profit entities.
- e. Address the potential for regional and/or community impacts for those regulatory alternatives that may have significant economic impacts as a result of a regional or local concentration of affected entities/populations.
- f. Estimate the social costs of the regulatory program and/or action and their distribution across stakeholders and address the socioeconomic effects of the regulatory actions.

Deliverables: No deliverable, however a preliminary description of the results should be made available.

Timeline: November 2012

Task 3b.ii. Economic, Social, and Environmental Benefit Analysis. The Economic Contractor shall identify, quantify, value, and report on the economic, social, and environmental benefits expected to result from regulatory actions. Where applicable, the Economic Contractor shall compare the benefits of innovative regulatory strategies to traditional regulatory alternatives (where "innovative regulatory strategies" means something outside of traditional or

typical governmental incentive options involving taxes, fees, or refunds). All regulatory alternatives identified in **Task 3a** shall be analyzed. The Economic Contractor shall achieve the following analytical and procedural objectives:

- a. Analyze economic benefits associated with the various used oil collection and disposition scenarios.
- b. Identify the benefits to society that result from the regulatory action, including, but not limited to, human health benefits, ecosystem benefits, use or recreation benefits, aesthetic benefits, materials damage benefits, silvicultural benefits, agricultural benefits, climate benefits, and visibility benefits.
- c. Assign monetary value to the extent possible to the identified benefits using economic valuation techniques that have either been established in the academic or scientific literature, or that have been developed under this contract and approved by the CalRecycle Contract Manager. In order to value the identified benefits, the Economic Contractor may have to quantify the benefits. This may include changes in resource depletion, emissions, mortality and morbidity, the number of lost work days, soil or surface/groundwater contamination, frequency of maintenance and repair activities, etc.
- d. Characterize qualitatively and if possible quantitatively, benefits to affected low-income and/or minority populations, children, the elderly and other sensitive populations identified by the Project Team.

Environmental benefits shall be compatible with those identified in the LCA Contract to the extent possible. The Economic Contractor shall work closely with the LCA Contractor as well as with the LCA Economic Subcontractor in order to ensure this compatibility.

Deliverables: No deliverable, however a preliminary description of the results should be made available.

Timeline: November 2012

Task 4. Reporting, Recommendations and Presentation.

The Economic Contractor shall maintain regular contact with the CalRecycle Contract Manager throughout the term of the contract. This will be accomplished through, at a minimum, quarterly progress reports and update calls. The progress of the analysis, interim results, and draft reports will be shared with and discussed with the CalRecycle Contract Manager. The Final report shall adhere to CalRecycle format requirements and the Economic Contractor shall present the findings of the analysis at a public meeting to be held in Sacramento.

Task 4a. Progress reports. The Economic Contractor will prepare and submit written quarterly progress reports to the CalRecycle Contract Manager on the progress of each task.

The Economic Contractor shall also provide updates to the CalRecycle Contract Manager, who is responsible for communication with the entire Project Team and stakeholders. These updates shall be in the form of conference calls (conference call coordination to be provided by CalRecycle Contract Manager) and shall be scheduled as needed by the CalRecycle Contract Manager.

The Economic Contractor shall inform the CalRecycle Contract Manager of issues with data, particularly regarding the quality or reliability of data. The CalRecycle Contract Manager shall work with the Project Team and stakeholders to address the data issues as they arise.

Deliverables: Quarterly progress reports.

Timeline: Beginning December 2011 and ending March 2013

Task 4b. Economic Report

Task 4b.i. Policy Analysis and Recommendations. Prior to completing the draft report, the Economic Contractor will meet with the CalRecycle Project Team to discuss the results of the policy analysis and recommendations based on that analysis.

Deliverables: Recommendations based on policy analysis

Timeline: November 2012

Task 4b.ii. Draft Economic Report and Presentation. The Economic Contractor shall prepare and submit a Draft Final Report.

As part of this report, the Economic Contractor shall identify and/or review the key analysis parameters and assumptions that include, but are not limited to, definition of base year, period of analysis, and affected facilities

and/or entities; inputs used to develop current and future year emission inventories and air quality results; inputs to develop current and future year emission control and administrative costs; and inputs to develop benefit, risk, and economic analyses. The Economic Contractor also will discuss in detail the uncertainty and sensitivity analyses to ensure that the impacts on the model and the applicability of the results are clear, understandable, and adequately managed.

In the Draft Report to CalRecycle, the Economic Contractor shall discuss any difficulties in obtaining complete, accurate, and reliable data. The Economic Contractor shall also discuss what steps were taken and make explicit any assumptions made to address any problems with data accuracy, completeness or reliability.

Where appropriate, the Economic Contractor shall develop supporting documentation such as technical reports, user manuals, and procedures and guidelines documents for various aspects of data bases. In the case of models developed with a programming language, the Economic Contractor shall provide source backup with no proprietary coding, a source code manual, a user's manual, and complete programming instructions. In the case of models developed as companions to common application software, the Economic Contractor shall provide a comprehensive user's manual for the model and a complete model development report.

Deliverables: Draft Final Economic Report
Timeline: December 2012

Task 4b.iii. Final Economic Report. The Economic Contractor shall prepare and submit a Final Report. The Economic Contractor shall update and revise the Draft Report prepared under **Task 4b.ii** incorporating and responding, in consultation with the CalRecycle Contract Manager, to new analysis inputs, the considerations and findings of the Project Team reviews (which will include input from stakeholders), and the external peer review.

Deliverables: Final Economic Report
Timeline: February 2013

Task 4b.iv. Final Economic Report Presentation. The Economic Contractor shall make a presentation at a public meeting in Sacramento. The Contractor shall develop and prepare presentation materials, and make a presentation of the Final Report at a CalRecycle public meeting.

Deliverables: Presentation at CalRecycle Public Meeting, and availability for public questions and answers.
Timeline: March 2013

Contract/Task Time Frame

NOTE: Deliverables are briefly listed in the table below. See description of each task for full description of what shall be included in each deliverable.

The term of the contract will be approximately 15 months with all project deliverables completed by March 2013.

Task	Timeframe	
	Begin	End
Workplan Development	December 2011	January 2012
Attend meetings	December 2011	March 2013
Identify Data Gaps	December 2011	May 2012
Data Gathering	January 2012	March 2013
Model Creation	January 2012	June 2012
Model Calibration	May 2012	August 2012
Scenario Development	January 2012	June 2012
Economic cost/benefit Analysis	August 2012	November 2012
Policy Analysis	January 2012	November 2012
Draft Report	June 2012	December 2012
Final Report	December 2012	February 2013
Final Presentation		March 2013

Control of Work

1. CalRecycle 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 CalRecycle Contract Manager when the Contractor fails to complete orders required by this Contract.

2. The Contractor will designate a Project Manager who holds the following authority:
 - Acts as the Contractor's Representative for work to be provided under this Contract
 - Acts 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 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
DVBE	Disabled Veteran Business Enterprise
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)

Cal EPA

The California Environmental Protection Agency

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 the responsible state agency or department to manage performance under a contract.

Contractor

A party contracting with the awarding agency. Vendor is often 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.

Disabled Veteran Business Enterprise (DVBE Certified)

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).

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 a 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
Used Oil Economic Study
DRR11030**

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)	Equipment Costs (Include a description of equipment)	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
Used Oil Economic Study**

DRR11030

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 25 Points	
a. Soundness of proposed methodology. (10)	_____
b. Appropriateness of proposed methodology. (10)	_____
c. Feasibility of work plan and schedule. (5)	_____
3. Qualifications/Resources – Maximum Score 25 Points	
a. Assigned staff's knowledge and educational background of the particular project involved. (10)	_____
b. Assigned staff's experience and background in similar projects. (10)	_____
c. Assigned staff's ability to conduct the necessary research with proficiency and accuracy without omission. (5)	_____
4. Past Work – Maximum Score 10Points (References will be consulted.)	
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/Micro Business/Disabled Veteran Business Enterprises Participation Summary

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL DOLLAR AMOUNT OF WORK FOR EACH FIRM USED (Mark one for each firm used)			ATTACHED CERTIFICATION FORM
PRIME BIDDER	SUBCONTRACTOR	SUPPLIER			SMALL BUSINESS	MICRO BUSINESS	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 Business, Micro Business and DVBE Business identified above.

Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification

As Contractor of record for the Department of Resources Recycling and Recovery, Contract number _____, I certify, in accordance with Government Code 14841 and Military and Veteran Code § 999.5, that pursuant to the terms and conditions of the contract, all payments have been made to the SB or DVBE firm(s) listed below for commodities or services rendered as the SB or DVBE subcontractor(s) of record. I understand certification must be made to the Department of Resources Recycling and Recovery within 60 days of receiving final payment under this Agreement. I further understand and acknowledge that falsification of this Certification may result in the imposition of civil or criminal penalties for not less than \$2,500 or more than \$25,000 for each violation.

Please copy this form to include as many SB or DVBE firms as necessary. Authorized signatures and information are required on each separately submitted form. Return to: Department of Resources Recycling and Recovery, Contracts Unit- MS 19-A, Attn: Colleen Rubens, SB/DVBE Advocate, P.O. Box 4025, Sacramento, CA 95812-4025

SB/MB/DVBE SUBCONTRACTOR INFORMATION

Contract Firm Name			
Name of Firm Representative			
Title			
	Phone:	Fax:	
Firm Address	Street:		
	City:	State:	Zip:
Contract Number			
Total Amount Received Under this Contract	\$	Date Final Payment Received: / /	

SB/DVBE SUBCONTRACTOR INFORMATION

SB/DVBE Subcontractor	Street Address	City	State	Zip	Amount Paid	Participation Achieved
						%
						%
						%
						%

Printed Name		Signature:	
Title:		Report Date:	

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

Contractor Status Form

Contractor's Name: _____ County: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Federal Employer Identification Number: _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS

Individual Limited Partnership General Partnership Corporation Other

If Individual or sole proprietorship, state the true name of sole proprietor: _____

If a Limited or General Partnership, list each partner and state their true name and interest in the partnership:

If a Corporation, state place and date of incorporation: _____

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Other Officer: _____ Other Officer: _____

Provide explanation if claiming Other:

SMALL BUSINESS PREFERECE

Are you claiming preference for small 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 PROPOSAL WILL 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:

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

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 (Attachment A)
 - Samples of Written Work
 - Client References
 - Copy of Required License(s) (Secretary of State), if available at the time of submittal of proposal.
 - Contractor Status Form (Attachment G)
 - Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary *Form must be submitted even if participation levels are zero (write zero participation on form). (Attachment C)*
 - Darfur Contracting Act Certification (Attachment E)
-

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 F)
 - Payee Data Record (Standard Form 204 viewable at <http://www.calrecycle.ca.gov/Contracts/Forms/default.htm>)
 - Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Subcontractor Payment Certification (Attachment D)
 - Copy of Required License(s) (Secretary of State)
-

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.