



# Recycling Steering Committee

Modernizing Oregon's recycling system with support from Oregon Consensus

## Draft Request for Proposals for Legal and Relational Framework Research, 5/2/19

### SECTION 1: GENERAL INFORMATION

#### 1.1 INTRODUCTION

The State of Oregon, acting by and through the Department of Environmental Quality, is issuing this Request for Proposals for Environmental Research Services to help a DEQ-convened Recycling Steering Committee evaluate and recommend changes in the legal and relational Framework for Oregon's residential and commercial Recycling System.

DEQ is requesting proposals from firms to conduct research and report findings and recommendations on the legal and relational Framework needed to ensure a high-functioning Recycling System for the State of Oregon, and changes to achieve that Framework. DEQ and its Partners will use information from this research to inform a decision(s) in its long-term planning process to update Oregon's Recycling Systems.

Additional details on the Scope of the services are included in Section [TK] Scope of Work.

Agency anticipates the award of one Contract from this RFP. The initial term of the Contract is anticipated to be two (2) years with options to renew up to a maximum of five (5) years.

#### 1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change. N/A denotes that event is not applicable to this RFP.

Event	Date	Time
Pre-Proposal Conference	Xxxx ##, 20##	#:## XM
Questions / Requests for Clarification Due	Xxxx ##, 20##	#:## XM
Closing (Proposals Due)	Xxxx ##, 20##	#:## XM
Issuance of Notice of Award (approx.)	Xxxx ##, 20##	

### 1.3 SINGLE POINT OF CONTACT

The SPC for this RFP is identified on the Cover Page, along with the SPC's contact information. Proposer shall direct all communications related to any provision of the RFP only to the SPC, whether about the technical requirements of the RFP, contractual requirements, the RFP process, or any other provision.

## SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE

### 2.1 AUTHORITY AND METHOD

Agency is issuing this RFP pursuant to its authority under OAR 125-246-0170(2).

Agency is using the Competitive Sealed Proposal method, pursuant to ORS 279B.060 and OAR 125-247-0260. Agency may use a combination of the methods for Competitive Sealed Proposals, including optional procedures: a) Competitive Range; b) Discussions and Revised Proposals; c) Revised Rounds of Negotiations; d) Negotiations; e) Best and Final Offers; and f) Multistep Sealed Proposals.

### 2.2 DEFINITION OF TERMS

"ADDENDUM" means an addition to or deletion of, a material change in, or clarification of, the RFP. Addenda shall be labeled as such, issued by DEQ, and shall be made available to all interested Proposers as set forth in this RFP.

"CLOSING DATE AND TIME" means the date and time on or before all Proposals must be submitted.

"COMMERCIAL" means businesses and institutions.

"DEQ" means the Department of Environmental Quality and is used interchangeably with Agency.

“EXTENDED PRODUCER RESPONSIBILITY” (EPR) means a mandatory type of product stewardship that requires the manufacturer of a product to take responsibility for that product and its packaging post-consumer, with government oversight. That responsibility may include financial, management or marketing responsibility, or any combination of these.

“FRAMEWORK” means the legal and relational structure for the Recycling System, including state and local laws, ordinances, policies and practices, contracts, and roles and responsibilities of public and private entities that collectively provide the organizational (governance) structure for the Recycling System.

“FUNCTIONS” means the desired performance for Oregon’s future Recycling System.

“OREGON CONSENSUS (OC)” means the facilitator for the Steering Committee.

“PARTNERS” means members of the Steering Committee and the Subcommittee.

“PRODUCT STEWARDSHIP” means an environmental management strategy where whoever designs, produces, sells, or uses a product takes responsibility for minimizing the product's environmental impact throughout all stages of the products' life cycle. Stewardship may include policies, incentives or requirements for manufacturers to incorporate environmental considerations into the design of their products and packaging. Stewardship can be either voluntary or required by law.

“RECYCLING SYSTEM” means Oregon’s Recycling System for materials collected from residential and commercial generators. This includes both the physical infrastructure for collecting, sorting, processing and marketing materials to brokers or end markets and the legal and relational Framework for the Recycling System.

“RFP” means Request for Proposal.

“STEERING COMMITTEE” means members of the Recycling Steering Committee convened to evaluate and recommend changes to update Oregon’s Recycling System.

“SUBCOMMITTEE” means the Legal/Relational Framework Subcommittee of the Steering Committee, which is supporting the research and evaluation of potential options for changing the Framework for Oregon’s Recycling System.

“SUCCESSFUL PROPOSER” means the person, organization or governmental entity to which the award is made.

“TASK ORDER” means the order mechanism by which Services conducted for DEQ will be authorized.

## **2.3 OVERVIEW AND PURPOSE**

### **2.3.1 Agency Overview and Background**

See Attachment H for more information.

### **2.3.3 Purpose**

The purpose of this procurement is contract with a firm to conduct research to support the Steering Committee. DEQ anticipates the specific types of support required would include:

1. Conducting research on Oregon’s Framework and Frameworks outside of Oregon that successfully perform the Functions desired for Oregon’s recycling system to evaluate how well these Frameworks achieve those Functions.

For example, Frameworks may include other local, state and/or national Frameworks; Frameworks (associated with Recycling Systems focused on packaging and printed paper) where producers are responsible for funding and/or operating the Recycling System, as well as providing or strengthening markets; or, hybrid Frameworks created for this evaluation. Frameworks may also include components that may not exist in any current Recycling System.

2. Reporting and presenting report findings to DEQ, the Subcommittee and the Steering Committee.

The DEQ and its Partners will use the information from this research to develop recommendations for changes in the Framework for Oregon’s Recycling System.

## **2.4 SCOPE OF WORK**

DEQ will act as liaison with its Partners and provide direction and background information for the selected Contractor to conduct research including:

**Task 1** – Contractor will review the Functions identified by the Steering Committee that an optimal Recycling System for Oregon should perform (see Attachment TK), and offer recommendations regarding any additions or amendments to those Functions that should also be

considered in the evaluation of Frameworks. DEQ will approve final Functions with subcommittee input.

**Task 2** – Contractor will use the Functions from Task 1 and work with DEQ and the Subcommittee to develop criteria for evaluating Oregon’s and other Frameworks. DEQ will approve final criteria with Subcommittee input.

**Task 3** – In addition to evaluating the Framework of Oregon’s current Recycling System, Contractor will identify and propose for evaluation Frameworks outside of Oregon that are expected to successfully perform the Functions from Task 1. These frameworks may include local, state and/or national Frameworks of Recycling Systems including frameworks located outside the U.S.; Frameworks (associated with Recycling Systems focused on packaging and printed paper) where producers are responsible for funding or operating the Recycling System, providing or strengthening markets, or a combination of these; or hybrid Frameworks created for this evaluation. Frameworks may also include components that may not exist in any current Recycling System. DEQ will select Frameworks for evaluation with Subcommittee input.

**Task 4** – Contractor will evaluate Oregon’s and selected Frameworks using criteria established in Task 2 and provide a draft report. Report will include results of the evaluation and four to six Framework scenarios created as starting points for Task 5. DEQ, the Subcommittee and Steering Committee will review draft report and provide feedback. Based on that feedback, Contractor will finalize the report.

**Task 5** – Contractor will participate in fall 2019 workshop, facilitated by Oregon Consensus (OC), where DEQ, the Subcommittee and the Steering Committee (and perhaps others) will review and discuss the Framework scenarios and their evaluation from Task 4. Workshop participants will identify and/or develop Framework options to pursue for Oregon and identify any additional work needed to support final Framework recommendations or development of an implementation plan(s). Contractor will provide input to OC, DEQ and Subcommittee on how this workshop should be conducted.

**Task 6** – Contractor will complete additional work identified in Task 5.

### **Other work**

DEQ reserves the right to negotiate with the successful proposer to modify, add to,

or delete from the contract statement of work.

### **Deliverables**

Deliverables for all research must include, at a minimum:

- Draft and final written reports.
  - a. Draft report includes results of evaluation and Frameworks scenarios, due from Contractor in mid-to-late August 2019.
  - b. Report to be finalized by end of October 2019, at the latest.
- Verbal presentation(s) on findings and Frameworks scenarios to DEQ and its Partners.
  - a. Contractor to present initial findings and Frameworks scenarios to Subcommittee in early September 2019.
  - b. Contractor to present on Frameworks scenarios as part of mid-to-late September or October 2019 workshop.

#### **2.4.1 Other Work**

DEQ reserves the right to negotiate with the successful proposer to modify, add to, or delete from the contract statement of work.