

REQUEST FOR PROPOSALS



Department of Executive Services
Finance and Business Operations Division
Procurement and Payables Section
206-263-9400 TTY Relay: 711

ADVERTISED DATE: JANUARY 21, 2016

Request for Proposal Title: Food Waste Incentives: Non-Residential Target (2016 – 2018)

Requesting Dept./Div. King County Department of Natural Resources and Parks
Solid Waste Division, Recycling and Environmental Services

RFP Number: 1023-16 VLN

Due Date: February 11, 2016 - 2:00 p.m.

Buyer: Victoria Nakamichi vicki.nakamichi@kingcounty.gov, 206- 263-9299

Alternate Buyer: Linda McKinly linda.mckinly@kingcounty.gov, 206- 263-9701

Pre-Proposal Conference:

A conference to discuss questions related to this RFP will be held at 1:00 p.m. on Thursday, January 28, 2016, in conference room 328 on the 3rd Floor of the Chinook Building, 401 Fifth Avenue, Seattle, WA 98104.

Sealed proposals are hereby solicited and will only be received by:
King County Procurement and Payables Section
Chinook Building, 3rd Floor
401 Fifth Avenue
Seattle, WA 98104
Office Hours: 8:00 a.m. – 5:00 p.m.
Monday - Friday

PROPOSERS MUST COMPLETE AND SIGN THE FORM BELOW (TYPE OR PRINT)

Company Name

Address

City/State /Postal Code

Signature

Authorized Representative/Title (Print name and title)

Email

Phone

Fax

Office Use Only: NUM 1 CD-ROM 1 FED N/A TERM/YT Y/1 - 2

Upon request, this Request for Proposals will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities.

Sealed proposals are hereby solicited and will be received only at the office of the King County Procurement and Payables Section at 401 Fifth Avenue, 3rd Floor, Seattle, Washington, 98104, no later than 2:00 p.m. on the date noted above regarding the Food Waste Incentives: Non-Residential Target (2016 – 2018) for the King County Department of Natural Resources and Parks, Solid Waste Division, Recycling and Environmental Services. These services shall be provided to King County in accordance with the following and the attached instructions, requirements, and specifications.

Proposal: King County requires the proposer to sign and return this entire Request for Proposal (RFP) document. The proposer shall provide one unbound original and one (1) copy of the proposal response, data or attachments offered, for two (2) items total. The original in both cases shall be noted or stamped "Original". In addition, provide two (2) CD-ROM or flashdrives, with either one (1) pdf version of the proposal, one (1) Microsoft Word version of the proposal, or both.

Pre-Proposal Conference: A conference to discuss questions related to this RFP will be held at 1:00 p.m. on **Thursday, January 28, 2016**, in Conference Room 328, Third Floor of The Chinook Building, 401 Fifth Avenue, Seattle, WA 98104. See link for driving instructions. <http://www.kingcounty.gov/procurement>, go to Contact Us menu and access Find Us web page.

Questions: Proposers will be required to submit any questions in writing prior to the close of business **Thursday, February 4, 2016** in order for staff to prepare any response required to be answered by Addendum. Questions are best received and most quickly responded to when sent via e-mail directly to the Buyers listed on page one of this RFQ. **When doing so, please make sure that both buyers are copied on your e-mail(s).**

SECTION I - GENERAL INFORMATION

- A. King County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, or the presence of any mental, physical or sensory handicap in an otherwise qualified handicapped person.
- B. All submitted proposals and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so at the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between King County and the selected Consultant. Please note that if an interested party requests copies of submitted documents or evaluation materials, a standard King County copying charge per page must be received prior to processing the copies. King County will not make available photocopies of pre-printed brochures, catalogs, tear sheets or audio-visual materials that are submitted as support documents with a proposal. Those materials will be available for review at King County Procurement.
- C. No other distribution of proposals will be made by the Proposers prior to any public disclosure regarding the RFP, the proposal or any subsequent awards without written approval by King County. For this RFP all proposals received by King County shall remain valid for ninety (90) days from the date of proposal. All proposals received in response to this RFP will be retained.
- D. Proposals shall be prepared simply and economically, providing a straightforward and concise but complete and detailed description of the Proposer's abilities to meet the requirements of this RFP. Fancy bindings, colored displays and promotional materials are not desired. Emphasis shall be on completeness of content.

- E. King County reserves the right to reject any or all proposals that are deemed not responsive to its needs.
 - F. In the event it becomes necessary to revise any part of this RFP, addenda shall be created and posted at the King County Procurement web site. Addenda will also be conveyed to those potential Proposers providing an accurate e-mail address. If desired, a hard copy of any addenda may be provided upon request.
 - G. King County is not liable for any cost incurred by the Proposer prior to issuing the contract.
 - H. A contract may be negotiated with the proposer whose proposal would be most advantageous to King County in the opinion of the King County Department of Natural Resources and Parks, Solid Waste Division, Recycling and Environmental Services all factors considered.
 - I. It is proposed that if a selection is made as a result of this RFP, a contract with a fixed price/prices will be negotiated. Negotiations may be undertaken with the Proposer who is considered to be the most suitable for the work. This RFP is primarily designed to identify the most qualified firm. Price and schedule will be negotiated with the "first choice" Proposer; negotiations may be instituted with the second choice and subsequent Proposer until the project is canceled or an acceptable contract is executed.
 - J. The contents of the proposal of the selected Proposer shall become contractual obligations if a contract ensues. Failure of the Proposer to accept these obligations may result in cancellation of their selection.
 - K. A contract between the Consultant and King County shall include all documents mutually entered into specifically including the contract instrument, the original RFP as issued by King County, and the response to the RFP. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.
 - L. News releases pertaining to this RFP, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the King County Department of Executive Services.
 - M. King County Code 2.93.40 prohibits the acceptance of any proposal after the time and date specified on the Request for Qualifications. There shall be no exceptions to this requirement.
 - N. King County agencies' staff are prohibited from speaking with potential Proposers about the project during the solicitation. **Please direct all questions to the Buyers listed on page one of this RFQ**
- NOTE: Documents and other information are available in alternate formats for individuals with disabilities upon advance request by calling the Procurement Receptionist at 206-263-9400 or TTY711.
- O. Protest Procedure - King County has a process in place for receiving protests based upon either proposals or contract awards. If you would like to receive or review a copy, please contact the Buyer named on the front page of this document or call Procurement and Payables at 206-263-9400.

~~P. Term Service Requirement~~

~~—If a contract is awarded based on this RFP, it may contain the following provision:~~

~~Contract Extension~~

~~The initial contract period will be for one (1) year from the start date of the contract. The term of the contract may be extended for two (2) additional one-year period for a total contract duration of three (3) years, in accordance with the County's best interest and at the sole option of the County. Prices shall remain firm for the duration of the contract period. Reasonable price changes based on market conditions and price/cost analysis may be requested, if such escalations are based on changes in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers ("CPI-U") for the Seattle-Tacoma-Bremerton Statistical Metropolitan Area for the preceding calendar year. You may obtain information about the CPI-U in general and the Seattle area in particular by visiting the United States Bureau of Labor Statistics web site at <http://www.bls.gov/cpi/>. In the event the CPI-U (or a successor or substitute index) is no longer published, a reliable government or other non-partisan index of inflation selected by the County shall be used to calculate any adjusted amounts. Requests for any such changes are to be made in writing to the King County Department of Natural Resources and Parks, Solid Waste Division, Recycling and Environmental Services and approved by the County Executive or his/her designee. Any agreed to change shall take effect at the time of the contract extension and shall remain in effect throughout the extension period. The parties hereto recognize that such changes could be increases or decreases in the prices; both parties are entitled to benefit from such price changes.~~

~~Q.P. Electronic Commerce and Correspondence. King County is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most Invitations to Bid, Requests for Proposal, and Request for Qualifications as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at <http://www.kingcounty.gov/operations/procurement>. Current bidding opportunities and information are available by accessing the "Solicitations" tab in the left hand column.~~

~~King County Procurement and Payables features an **Online Vendor Registration (OVR)** program that permits vendors, consultants and contractors to register their business with the County. This OVR system allows interested parties to either directly register their firm by creating a unique User ID, or to visit the website as a guest. Information regarding bid documents will be available to all users; however, site visitors accessing the site as a guest will not be able to document their interest in a project or add their name to the document holder's list. They will receive no automatic notification of issued addenda. As such, the County encourages full registration in order to directly communicate with document holders regarding any issued addenda or other important information concerning the solicitation.~~

~~After proposals have been opened in public, the County will post a listing of the businesses submitting proposals, and any final award determination made.~~

~~Full information on vendor registration is available at the website.~~

~~If you are viewing a paper version of this RFP, you may download this document at <http://www.kingcounty.gov/operations/procurement>. Navigate to the "Solicitation" web page. There you can view the web pages either as a guest or by logging-in as a registered vendor. Search for~~

1023-16 to access documents specifically for this solicitation and follow the resulting link to navigate to the "Solicitation Details" web page.

- ~~R.Q.~~ Unless otherwise requested, letters and other transmittals pertaining to this RFP will be issued to the e-mail address noted in our files, and after proposal, noted on the first page of this document. If other personnel should be contacted via e-mail in the evaluation of this proposal, or to be notified of evaluation results, please complete the information in the table below.

Contact Name	Title	Phone	E-mail address

- ~~S.R.~~ Washington State Public Records Act (RCW 42.56) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged.

- ~~T.S.~~ Proposals submitted under this RFP shall be considered public documents and with limited exceptions proposals that are recommended for contract award will be available for inspection and copying by the public.

If a Proposer considers any portion of his/her proposal to be protected under the law, the Proposer shall clearly identify on the page(s) affected such words as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." The Proposer shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential (attach additional sheets as necessary). If a request is made for disclosure of such portion, the County will review the material in an attempt to determine whether it may be eligible for exemption from disclosure under the law. If the material is not exempt from public disclosure law, or if the County is unable to make a determination of such an exemption, the County will notify the Proposer of the request and allow the Proposer ten (10) days to take whatever action it deems necessary to protect its interests. If the Proposer fails or neglects to take such action within said period, the County will release the portion of the Proposal deemed subject to disclosure. By submitting a Proposal, the Proposer assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure.

Type of exemption	Beginning Page / Location	Ending Page / Location

- ~~U.T.~~ Proposers are urged to use recycled/recyclable products and both sides of paper for printed and photocopied materials, whenever practicable, in preparing responses to this RFP.

- ~~V.U.~~ During the solicitation process, King County strongly discourages the transmittal of Company information, brochures, and other promotional materials, other than address, contact and e-mail

information, prior to the due date of proposals. Any pre-packaged material received by a potential Proposer prior to the receipt of proposals shall not be reviewed by the County.

X. Bid Identification Label: Please see the Bid Identification Label on the last page of Section II.

GLOSSARY OF TERMS

Cash Match contribution: Based on percentage(s) by individual (determined by Project Team members), the amount of personnel costs that would be the responsibility of the Prime Organization or Other Project Team Members.

Commercial sector: Portion of community that is comprised of businesses, institutions, schools, governments and other non-residential entities.

Diversion of food waste: Redirecting food waste that has already been generated from landfill to recycling.

Equity and Social Justice: Provides fairness and opportunity for all regardless of race, income, neighborhood, and other factors that have contributed to inequitable treatment.

In-kind contribution: The costs of goods, commodities or services (expenses other than labor) necessary to carry out the project that would be the responsibility of the Prime Organization.

Prime Organization: The organization/business that would be responsible for the project and whose representative would sign the grant contract.

Project Team: Organizations/businesses that are formally part of the team, led by the Prime Organization, that are submitting the grant proposal and would help carry out the project.

Principal Officer: The officer who is authorized to exercise corporate powers, sign contracts and make business decisions on behalf of the organization/business.

SECTION II - PROJECT SPECIFICATIONS AND SCOPE OF WORK

PART 1 – PROJECT SUMMARY

The King County Solid Waste Division (Division) Recycling and Environmental Services section is seeking to provide financial support in the form of grants to projects that will reduce edible and/or non-edible food waste generated by the commercial sector (non-residential sector) within King County outside the City of Seattle.

Proposals for projects with budgets between \$20,000 and \$30,000 with a focus on commercially generated edible and/or non-edible food waste are eligible. A total of up to \$200,000 is available in calendar year 2016.

The Division has a commitment to provide services equitably and in a culturally and audience appropriate manner while meeting waste reduction goals. Projects that have an Equity and Social Justice element will receive additional consideration.

Examples of projects that could reduce waste of edible and/or non-edible commercial food waste include, but are in no way limited to, the following:

- Project, having an Equity and Social Justice element, which engages businesses owned or operated by members of diverse populations to reduce food waste generated by one or more commercial entities in King County. The project team could, for example, demonstrate a culturally and audience appropriate understanding of the needs of those businesses and assist them to implement a food waste reduction program.
- Project implementing a program for organizations that provide foodservice, such as *LeanPath Food Waste Prevention*, to track and monitor food waste with specialized tools so that the patterns of waste can be analyzed and smart decisions made to reduce food cost.
- Project to replicate in King County the effort *Food Shift* is implementing in the San Francisco Bay area. Food Shift has developed Alameda Kitchen to rescue food and prepare affordable food products and meals for low-income populations, while providing job training and fair wage jobs to formerly homeless individuals and families. Food Shift used crowdfunding campaign to raise over \$30,000 to start Alameda Kitchen.
- Project to implement small-scale food waste processing in the commercial business environment. Businesses providing these technologies include *BioFerm*, *EnviroPure Systems*, *Hestia*, *Impact Bioenergy*, and *WISerg*.
- Development of a new mobile app or implementation of an existing mobile app to connect generators of surplus food to those who can distribute it to those who need it. *Food Cowboy* is an organization that has such an app and services for food supply chain entities, retailers, charities and event hosts.

NOTE: The above listings of businesses and organizations are not an endorsement of those entities. The list is also not exhaustive, and other entities may provide products and/or services that may also be appropriate to reducing edible and/or non-edible food waste generated commercially.

PART 2 - BACKGROUND

The 2015 *King County Strategic Climate Action Plan* sets an ambitious goal to increase the countywide recycling rate from 53 percent to 70 percent by 2020. Greenhouse gas (GHG) emissions associated with local consumption, including from the production, transport, use, and disposal of goods, food, and services, represent a majority of emissions that occur inside King County's geographic borders.

Businesses, schools, government offices, and other institutions that are not residences make up the non-residential sector, commonly called the commercial sector. Commercial generators are responsible for the estimated 85,000 tons of food waste disposed annually—10 percent of all municipal solid waste disposed annually—at King County's Cedar Hills Regional Landfill. This underscores the important role that sustainable organic waste management has in reducing in GHG emissions.

To move King County closer to its climate, zero waste, and recycling goals, the Division is soliciting requests for proposal for an undetermined number of \$20,000 to \$30,000 grants, totaling no more than \$200,000 in calendar year 2016, to support projects that will reduce waste of edible and/or non-edible food waste generated by commercial generators.

Equity and Social Justice provides fairness and opportunity for all regardless of race, income, neighborhood, and other factors that have contributed to inequitable treatment. Learn more about *Equity and Social Justice and King County's initiative*. Equity and Social Justice will be included as a criterion in the evaluation of proposals for award of grants resulting from this Request for Proposals (RFP). Equity and Social Justice considerations include projects that can demonstrate an ability to:

- Engage businesses who serve King County populations of color
- Engage businesses who serve King County populations who are foreign born
- Engage businesses who serve King County populations who speak a language other than English at home
- Provide increased access to affordable, healthy, locally grown food

PART 3 – SCOPE OF WORK

Develop and implement one or more project(s) that will reduce waste of edible and/or non-edible food waste generated by the commercial sector. Monitor and report the results of the project(s). Provide reporting and documentation that can be used to create a case studies or be shared with relevant audiences in some other format.

Note that for responses containing more than one project, 1) at least one of the projects must have a minimum budget of \$20,000, and 2) the Division reserves the right to make an award for any number of the projects proposed.

[Based on the budget amounts for 1\) 2016 and 2\) 2017-2018 \(as listed on the Work Plan Timeline, King County will provide the grant money in two payments. The first payment will be made at the beginning of the grant contract and the second in November 2016. Successful proposers will become "Grantees" under the contract and shall maintain documentation that the funds will only be spent on](#)

[the approved grant project. The quarterly reports required shall reference expenditures during each quarter.](#)

Projects would:

1. Support at least one of the following activities:
 - Direct material handling and infrastructure support
 - Source-reduction and/or diversion programs
 - Special events – major food waste generating events
 - Training programs, outreach, education and technical assistance
 - Market development
 - Pilot projects
2. Demonstrate increased landfill diversion of edible and/or non-edible food waste generated by commercial entities within King County, excluding Seattle. Proposals should address:
 - Diversion through source reduction, donation or rescue, distribution/redistribution, composting and/or anaerobic digestion
 - Cost effectiveness, such as dollars-per-pound/ton
 - Long-term sustainability of the project
 - Any added value, such as...
 - an Equity and Social Justice project element
 - Cash match and/or in-kind contribution, including equipment and/or other capital investment used to carry out project
 - non-profit organization involvement on the formal proposing team
3. Provide the following requirements:
 - **Baseline data** – estimated edible and/or non-edible food waste generated by the project's target generator(s) that are currently being disposed and ending up landfilled. Estimations can be in pounds or tons on a per day/week/year basis.
 - **Quarterly reporting** – [quarterly reports with the first report being for quarter 2 of 2016 and the last quarter 4 of 2018. Quarterly reports to King County will include project development and implementation activities; quantities of food waste prevented or diverted as a result of project activities; if applicable, system inputs and outputs, laboratory testing results; qualitative and quantitative results of any Equity and Social Justice element; itemized budget expenditures; and other information and data relevant to the project. All quarterly reports will be due no later than 30 days from the end of the quarterly reporting period.](#) ~~Quarterly reporting – quarterly reports with the first report being for quarter 2 of 2016 and the last quarter 4 of 2018. Quarterly reports to King County will include project development and implementation activities; quantities of food waste prevented or diverted as a result of project activities; if applicable, system inputs and outputs, laboratory testing results; qualitative and quantitative results of any~~

~~Equity and Social Justice element; and other information and data relevant to the project. All quarterly reports will be due no later than 30 days from the end of the quarterly reporting period.~~

- **Final reporting**

- Qualitatively assess the impacts of the project.
- Quantitatively assess the impacts of the project.

The final report will be due, along with the final quarterly report no later than 30 days from the end of the final quarterly reporting period.

NOTE: *The reporting format and elements of all reports will be mutually agreed upon by King County and the selected Prime Organization as a condition of the grant contract.*

- **Copies of written agreements** – other than those provided with the proposer’s response to this RFP, copies of written agreements entered into by the Prime Organization or Other Grant Team Members that are established for the purposes of project development, implementation, monitoring or reporting.

- Schedule and conduct two meetings with King County representatives: the first within two months of the project starting implementation, and the second during the 2nd quarter of 2018.

Failure to perform: King County shall be under no obligation to continue any grant contract that results from this RFP, and may request partial or full reimbursement of payments from the Prime Organization, should that Prime Organization fail to perform according to the terms and conditions of a grant contract, whether or not the failure to perform is within the Prime Organization’s control.

Ineligible costs: direct equipment and other capital purchases (other than software specifically designed to reduce commercially generated food waste), acquisitions, overhead, and commercial hauling of organic materials

PART 4 – TIME OF PERFORMANCE

~~Any grant contract established as a result of this RFP will have a term of March-April 2016 (exact date to be determined based on completion of contract negotiation and execution) to June 30, 2018.~~

Grant contract notice to proceed	March – April, 2016 (date to be determined)
Set up and begin project implementation	No later than August 31, 2016
Ongoing implementation, monitoring and reporting	September 1, 2016 – June 30, 2018

~~Any grant contract established as a result of this RFP will have a commitment period of March 2016 to June 30, 2018. Note that All grant funds will need to be invoiced for reimbursement by the Prime Organization by December 2016, meeting King County invoice submittal deadlines.~~

Grant contract notice to proceed	March 7, 2016 (subject to change)
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Set up and begin project implementation	no later than June 30, 2016
Ongoing implementation, monitoring and reporting	July 1, 2016 through June 30, 2018

PART 5 – MINIMUM QUALIFICATIONS

Minimum qualifications are required to be eligible to submit a response to this RFP and the proposal must show compliance with these minimum qualifications. Those that are not responsive to these qualifications shall be rejected by King County without further consideration:

Eligible respondents are those that have influence over the target materials—edible and/or non-edible food waste—for commercial (non-residential) entities or a collection of such entities that generate relatively large amounts of food waste, including businesses that are engaged in or directly related to the food industry; institutions; non-governmental organizations; schools, school districts, and other quasi-government organizations; and local governments within King County borders, excluding the city of Seattle, and excluding City of Seattle government.

Projects to be conducted as a partnership are encouraged, and in those cases a Prime Organization must be identified.

Prime Organization and its Project Team must have the following:

- 1) the ability to work with commercial sector generators of food waste that may include food processors; food product producers; grocery stores; restaurants; breweries; or hotels, hospitals, educational institutions, transportation centers, and other sizable facilities that provide food service.
- 2) the ability to enter into agreements with the necessary parties to carry out the project (for example, technology vendors, consultants, or others).
- 3) the ability to obtain any necessary permits for the project.
- 4) the ability to enter into a grant contract with the King County.
- 5) the necessary staff to carry out the project, including but not limited staff to conduct maintenance, monitoring, measurement, and reporting.
- 6) the necessary capital, space, equipment, end markets for any products produced as part of the project, and/or other needs to develop and implement the project, as well as to monitor and report the results over the term of the grant contract.
- 7) direct involvement with production, distribution, sales and/or marketing of food and food products.
- 8) the ability to provide proof of non-profit status, for those Project Teams that include one or more non-profit organizations.

PART 6 – PROPOSAL REQUIREMENTS

Limit the proposal to 10 pages of text (5 pages front and back) printed on 100% recycled paper, with consecutively numbered pages, using 11-pt. type or larger, and with 1-inch margins. The RFP, cover letter, table of contents, Work Plan Timeline(s) (Attachment A), Project Budget(s) (Attachment B), and

Comment [KrisB1]: See revised version

appendices are *not* included in the 10-page limit. Each proposal shall contain the following in this order:

- A. Cover Letter, which shall include the name, phone number, and email address of a contact person for the Prime Organization
- B. Table of Contents
Organization and Qualifications (2-pages maximum)
- C. Description of your proposed Project Team, including the following:
 1. For the Prime Organization and Other Grant Team Members
 - a. Number of years each team member organization / business has been in operation under current ownership
 - b. Identification of any organizations that are non-profit (attach proof of non-profit tax-exempt status)
 - c. Statement confirming that the Project Team meets the minimum qualifications
 2. Principal Officer (of Prime Organization) and Project Team staff – one paragraph about each including:
 - a. areas of expertise.
 - b. years of experience and qualifications.
 - c. expected contribution to the success of proposed project(s).
 - d. roles in proposed project(s).
 3. Target commercial generator(s) of edible and/or non-edible food waste
 - a. If possible, identify specific generator(s) and number of years in operation under current ownership
 4. Organizational chart for the entire Project Team, including individual members
 5. Project Team's project management approach and how it will ensure that the work is performed effectively, effectively, on time, and within budget.
 6. Why you feel the proposed Project Team is best qualified to develop and implement the programs and tasks outlined in the Scope of Work.
- D. Past and Related Experience (no set maximum within 10-page total limit).
Describe the following:
 1. Past experience the team has working together
 2. Prime Organization's and/or Project Team's past experience with one or more similar projects, including any experience measuring results of those projects
- E. Approach to the Scope of Work (no set maximum within 10-page limit), **Work Plan Timeline (Attachment A)** and Project Budget **(Attachment B)**.

Comment [KrisB2]: See Revised as sent out as part of Addendum #1

Provide the vision for carrying out one or more projects that meet the requirements described in **PART 3 – Scope of Work** of this RFP. If you are proposing more than one project, complete proposal items E.1. through E.4. for each project. The Approach to Scope of Work portion of the proposal shall include the following:

1. Brief project summary, including the total amount being requested, goals, and objectives. Goals are end benefits which may not be accomplished during the length of the grant contract, and objectives are what the project expects to achieve. Objectives must include the pounds/tons of edible and/or non-edible food waste that will be prevented and/or diverted from landfill disposal as a result of the project.
2. Project description
 - a. Deliverables and tasks that will lead to achievement of the goals and objectives
 - Deliverables are specific and lead to achievement of project objectives, such as number of staff trained, use of on-site system over specified time period, or amount of edible food redistributed annually.
 - Tasks, with detailed activities, lead to deliverables. For example, a task could be Train Staff, and activities under that task could be develop training module, conduct three trainings, and provide reminders to trained staff through signage.
 - b. How goals, objectives and deliverables are realistic and measurable, including the following:
 - what the baseline data is or how it will be collected and made available
 - how the pounds/tons of food waste prevented and/or diverted will be measured
 - c. If applicable, how the project addresses the needs of King County's diverse populations through Equity and Social Justice
 - d. Distribution of work across Project Team organizations / businesses and individual team members (for example, Project Manager, a specific Subcontractor, or Produce Manager), including specific responsibilities
 - e. Given success with the project, how its success will be sustained beyond the term of the Grant contract
3. Work Plan Timeline (see Attachment A) – Complete Attachment A to show that the project is well thought-out, and includes tasks, activities, milestones (pounds/tons diverted per quarter) and measurable deliverables in a feasible timeline. The Work Plan Timeline must include monitoring, reporting, and meetings with King County representatives.

Specify the dollar amount from the total budget that will be allocated in each quarter (2016 2nd, 3rd and 4th quarters only).
4. Project Budget (see Attachment B) – Complete Attachment B to showing all labor (personnel) and expenses required to carry out the project, including any added value such as cash match and/or in-kind contributions provided by the Project Team.

Comment [KrisB3]: See revised version.

- F. Letter(s) of Agreement – Where a partnering, collaborative and/or subcontracting relationship exists, proposals must include a Memorandum of Understanding (MOU), work agreement, contract, or letter from the partnering organization(s), which documents the relationship and delineates tasks for each party.
- G. Appendices – Written materials, such as work samples, brochures, technology specifications, service provider information, or other information relevant to the proposed project(s), may be provided in appendices. Excessive materials/information that is not directly relevant to the proposed project(s) will not be considered.

PART 7 – PROPOSAL SELECTION PROCESS

A. General Approach

Respondents to this RFP will be rated according to the criteria set forth below. This may result in a short-list of highest-rated proposals. King County reserves the right to request additional information from the short-listed RFP respondents at an oral interview or by other means. The selected Project Team will be those that receive the highest score based on the evaluation criteria as adjusted based on the additional information received through interviews, if conducted, or other means. Prime Organizations for the selected Project Teams will be notified and grant contract negotiations will begin. King County reserves the right to award any number of grants or no grants under this RFP.

B. Selection Panel

The selection panel will include individuals from the Solid Waste Division staff. Other evaluators may be included at the discretion of the Division. The panel will rate the proposals and recommend selection for the Solid Waste Division Director’s approval based on the evaluation of the written proposals, and additional information received through interviews, if conducted, or by other means.

C. Selection Schedule – **Some dates are approximate and subject to change.**

<u>RFP Issued.....</u>	<u>January 21, 2016</u>
<u>Pre-Proposal Conference 1:00 p.m.</u>	<u>January 28, 2016</u>
<u>Written questions due.....</u>	<u>February 18, 2016</u>
<u>Proposals due no later than 2:00 p.m.</u>	<u>February 25, 2016</u>
<u>Evaluation period begins.....</u>	<u>February 26, 2016</u>
<u>Select and notify short list.....</u>	<u>March 7, 2016</u>
<u>Interviews (optional).....</u>	<u>March 9-10, 2016</u>
<u>Final selection.....</u>	<u>March 14, 2016</u>

Grant contract negotiation begins	March 15, 2016
Final Grant contract(s) signed	March 29, 2016
Grant contract(s) start	March 30, 2016 RFP Issued
.....	January 21, 2016
Pre-Proposal Conference 1:00 p.m.	January 28, 2016
Written questions due	February 4, 2016
Proposals due no later than 2:00 p.m.	February 11, 2016
Evaluation period begins	February 12, 2016
Select and notify short list	February 22, 2016
Interviews (optional)	February 24-25, 2016
Final selection	February 29, 2016
Grant contract negotiation begins	March 1, 2016
Final Grant contract(s) signed	March 4, 2016
Grant contract(s) start	March 7, 2016

D. Evaluation Criteria

1. Written evaluation of proposals

Each proposal will be evaluated and given a score based upon the quality of response to each of the following topic areas.

CRITERIA	POINTS
<p>Organization, Management Approach, and Qualifications</p> <ul style="list-style-type: none"> • Composition of the team; responsibilities, skills, experience, and other qualifications of each team member; and appropriateness of the team related to the scope of work • Project Team meets minimum qualifications • Identification of specific, established target generators • Project Team's experience working together • Project Team's project management approach and ability to effectively, efficiently develop and implement the project(s) on time and within budget • Project Team includes one or more non-profit organization, and provided proof of non-profit status 	15
Past and Related Experience	10

CRITERIA	POINTS
<ul style="list-style-type: none"> • Amount and quality of past experience the team or members of the team have working together • Amount and quality of past experience with developing and implementing similar projects • Experience effectively measuring project results 	
<p>Approach to Scope of Work and Work Plan Timeline</p> <ul style="list-style-type: none"> • Proposing team understands and has developed a project in response to the Scope of Work described in this RFP • Proposed goals, objectives and deliverables, as well as supporting tasks and activities, are well developed, reasonable and meet the Scope of Work specifications • Demonstrate expertise, effectiveness and innovation • Logical and reasonable distribution of work among team members • Quality of Work Plan Timeline - thorough, organized and realistic • Baseline and project results measurement clearly described, feasible, and practical • Quantity of food waste the project will prevent and/or diverted • Ability for sustaining successful project beyond the contract term • Coordination of team members 	40
<p>Equity and Social Justice</p> <ul style="list-style-type: none"> • Project includes well designed element addressing Equity and Social Justice 	10
<p>Project Budget</p> <ul style="list-style-type: none"> • Clarity and completeness • Reasonableness of hourly rates • Value provided to King County relative to other proposals and similar work done for King County, including cash match and in-kind contributions 	15
<p>Overall Proposal</p> <ul style="list-style-type: none"> • Concise, clearly written and thorough proposal, prepared as instructed 	10
Maximum Written Points Available:	
100	

2. Oral Interviews (optional)

If an award is not made based on the written evaluations alone, oral interviews may be conducted with the top-ranked Project Team. Final award would then be made based on the sum total of the written evaluation and oral interview scores.

CRITERIA	POINTS
Expertise and Technical Capabilities <ul style="list-style-type: none"> Demonstrated clarity in approach and suitable technical capabilities. 	30
General Presentation <ul style="list-style-type: none"> Demonstrated ability to respond to questions, level of knowledge and appropriateness of response. 	10
Maximum Oral Points Available:	
	40
MAXIMUM Points Available Written and Oral Interviews	
(if interviews conducted):	
	140

PART 8 - INSURANCE

The selected Consultants shall furnish, at a minimum, Commercial General Liability, to include Products and Completed Operations, in the amount of \$1,000,000 combined single limit; \$2,000,000 aggregate. In addition, evidence of Workers' Compensation and Stop-Gap Employer's Liability for a limit of \$1,000,000 shall be provided.

Such policy/policies shall endorse King County, and its appointed and elected officials, officers, agents and employees as additional insureds.

King County reserves the right to approve deductible/self-insured retention levels and the acceptability of insurers.

PART 9 - REQUIRED FORMS

Unless otherwise noted, the following completed forms will be required from the selected contractor *prior to contract award*, but need not be included in their Proposal. These forms are available at the following URL: <http://www.kingcounty.gov/operations/procurement/Forms.aspx>

Complete and submit when requested.

Consultant Disclosure Form

PART 10 - PROPOSAL CHECKLIST

1. One (1) signed copy of entire RFP package (page 1-18 only.)
2. One (1) signed copy of any Addendum that was issued. (If it has signature box at bottom of first page, it must be returned.)
3. One (1) unbound copy of Proposal response marked "Original."
4. ~~One-Two (2)~~ copy-copies of Proposal response.

5. Two (2) CD-ROM, with either one (1) pdf version of the Proposal or one (1) Microsoft Word version of the Proposals or both. If you have samples or attachments to your Proposal, please include them on CD-ROM / flashdrives also. (Please label your CD / flashdrives with company's name)
6. Complete the Bid Identification Label below (or reasonable facsimile) and attach it to a prominent place on the exterior of the submission envelope, box, etc.

URGENT – SEALED BID ENCLOSED
Do Not Delay – Deliver Immediately



King County

King County
Procurement and Payables Section
Chinook Building, 3rd FL
CNK-ES-0340
401 Fifth Avenue, Seattle, WA 98104

URGENT

URGENT

Bid No.: RFP 1023-16 VLN

**Bid Title: Food Waste Incentives: Non-Residential Target
(2016-2018)**

Due Date:

Vendor: