


**Minnesota Pollution
Control Agency**

 520 Lafayette Road North
St. Paul, MN 55155-4194

Response Cover Page/Checklist

 Costs and Benefits Analysis of
School Waste Management Programs
Request for Proposals (RFP)

Doc Type: Contract

Instructions: Please read the complete Request for Proposals (RFP) and other associated documents before submitting this application to the Minnesota Pollution Control Agency (MPCA).

Part 1: Contact Information

Responder organization name: _____
 Location address: _____ City: _____
 State: _____ Zip code: _____ County: _____ MN House Dist: _____
 Mailing address (if different): _____
 City: _____ State: _____ Zip code: _____
 Contact name: _____ Title: _____
 Phone: _____ E-mail address: _____
 Fax: _____ Responder's website: _____
Authorized representative (if different from Contact)
 Name: _____ Title: _____
 Phone: _____ Fax: _____ E-mail: _____

Part 2: Response Content Checklist

This is a complete response submittal containing the following information (check all applicable items being submitted):

Attachment I:

- ☐ **Completed Cover Page with authorized signature**
☐ **Complete Response** (see additional guidance on page two)
 ☐ Project Description and Work Plan/Timeline/Deliverables
 ☐ Additional Proposed Tasks included
 ☐ Qualifications/Experience
☐ **Cost Proposal (see Attachment III sample)**

Attachment II: General Requirements forms (and requested documentation)

- ☐ II-A Affidavit of Noncollusion (**required**) ☐ II-B Veteran-Owned Preference (if applicable)
☐ Conflict of Interest List (if applicable)
☐ Targeted Group Businesses and/or Economically Disadvantaged Businesses and Individuals
 (must submit certification if applicable)

Attachment III: Sample Cost Proposal

Attachment IV: Sample Contract - Identify below any proposed exceptions to any of the terms and conditions of the Sample Contract. *Requesting an exception does not guarantee acceptance by the MPCA.* (Attach separate pages as necessary):

Authorized Signature

Print name: _____ Title: _____
 Signature: _____ Date (mm/dd/yyyy): _____

Instructions for Part 2: Response Content Checklist

Proposal: Provide a complete response that addresses all tasks identified in the RFP.

- Clearly state the objectives and anticipated deliverables/outcomes associated with this project and the likelihood of achieving them.
- Clearly describe what procedures (criteria, methods, and controls) will be used to identify, record, and compile pertinent information to measure the success of the project.
- Identify any additional proposed tasks or activities to substantially improve the results of the project; additional tasks should be separated from the required tasks in both the work plan and the cost proposal.

Project Work Plan/timeline/deliverables

Provide a detailed work plan that includes the tasks identified in the RFP. The work plan should be in a format that can be used as a scheduling and managing tool, as well as the basis for invoices. Please provide the timeline in the form of a Gantt Chart as well.

Suggested format: Outline the key steps (Objectives) to implement the project and the necessary actions (Tasks) to implement each step. There is no minimum or maximum number of objectives/tasks a project must have. For each Task, identify the timeframe, title of responsible person, and deliverable(s). This information should also be used to populate the Cost Proposal.

<Blank example of format to use for Objectives/Task>

Objective ___ of ___ -- _____

Task 1A: _____

Timeframe: _____

Person/Title Responsible: _____

Deliverable(s): _____

Task 1B: _____

Timeframe: _____

Person/Title Responsible: _____

Deliverable(s): _____

Experience and qualifications

A potential contractor should have experience working with clients providing solid waste management and recycling program technical assistance and have a good understanding of solid waste and recycling collection practices.

Preferred qualifications include: experience analyzing nonresidential Mixed Municipal Solid Waste (MMSW) and recycling collection contracts and billing; an understanding of accounting practices; an understanding of resource management contracting; and experience working with schools on solid waste management or similar issues.

- Describe the Responder's experience and qualifications related to implementing and completing this type of project (optional: provide listing of references).
- Provide a list of personnel/technical assistance providers who will conduct the project and a description of their education, training, and work experience.

Cost Proposal

- Itemized Cost Proposal (i.e., cost per person per hour and number of hours per task); see *Attachment III. Sample Cost Proposal for recommended format*. For purposes of completing the cost proposal, the State **does not** make regular payments based upon the passage of time; it only pays for services performed or work delivered **after** it is accomplished.
- Additional tasks should be separated from the required tasks in the cost proposal.
- Must submit the Cost Proposal as a separate file document from the rest of the Response. This file document should be labeled "Cost Proposal".