



Capital Operating Budget – Industrial Waste Coordination Program Report Questions and Answers

Updated 8/14/19

Q&A for 1-9 are derived from the pre-proposal conference held on 8/6/19. Q&A may have been shortened for clarity. Please see the audio recording for additional detail.

1. When does the apparently successful applicant need to send a draft report for Commerce to review and approve prior to the draft report going to the Office of Financial Management for review?

Answer: Please see IWC2019 RFP section 3.2C. Project Schedule. COMMERCE recommends that the Apparently Successful Contractor be prepared to deliver a draft report within the first two weeks of October to allow for COMMERCE review and consideration of any resulting requests for revisions.

2. Regarding the six case studies, are you looking for cases studies of specific industrial symbiosis examples involving different industrial sectors or for how different programs could impact different sectors? So, six different programs or six different industrial symbiosis case studies?

Answer: Two situations where case studies or models might be applicable in this assessment. The first is in showcasing the concept that can be pretty much anywhere globally just to introduce the concept of what is this industrial symbiosis idea we are working on, but then the meat of the assessment we are hoping will include at least a half dozen or so examples of in Washington State how this could come to fruition and so each of those, would most likely, involve a variety of different players. There are different waste resources, there are different process technologies, there are different opportunities at different scales and geographies and feed stocks and so on and so forth. So we are hoping to show a diversity of applications of the concept with a variety of players. At the end of the day the intent of this assessment is show whether or not, and this will be part and parcel of the report, it makes sense to look at establishing such a program here at Commerce. A reminder that there was a bill that was not successful, of which drove the funding for this assessment that would have established a technical and financial assistance program here at Commerce to support Industrial Waste re-utilization and integration somewhat. We believe the legislature wants to know and understand more about this and therefore authorized this assessment. With that context, a lot of the language in this RFP is actually taken directly out of that legislative bill that was considered because that is the best we could do to understand their policy intent. So we want to give them real world examples of the diversity of the players and feed stocks and so on. If the assessment indicates it makes sense to pursue such a program, we would like to know how the program might unfold. We are assuming this assessment is being done because a program is viable. It may well turn out that at the conclusion of all this there are some limitations and obstacles that are very real that will need to be addressed as well. We are looking for a very practical, real world assessment, not just blue sky, wouldn't it be great if all these things happened, but what are the opportunities and obstacles to actually make this real because that would then inform how such a program would then be tailored to Commerce.

3. With respect to Stakeholder meetings, are you looking to achieve a certain geographical reach?



Answer: Well there is always the socio-political reality if you are going to try to establish a program here in Washington you want to have some geographic diversity. So, recognizing that while a lot of industrial activity tends to be centered in Western Washington, it is not limited to Western Washington. So the concept of what is industrial can be very broadly written. Things such as food processing entities or things that may not be perceived as conventionally industrial, because of scale and sectors, it can be appropriate to look at for a variety of opportunities geographically as well as different sectors of a very broad definition of industrial.

4. In terms of the deliverable under the contract, the draft report and ultimately the finalized report, can you give us any sense of what any expectations in terms of content and depth and length and the like you would be looking for. I would imagine it would be different if this was a year long contract with a bigger budget. Looking to see if you have articulated any guidance for the final product and deliverable and expectations about you have about what success would look like in terms of that product.

Answer: If we did not have this really short time frame we could have been more intentional and deliberate about saying that we want, for example, a 100 page report with additional specific aspects. While there is not a specific page length there have been conversations of a report with an upwards of 50 pages. This is not a set page number for what it is, but this proposal should be able to, for what is being asked for and the dollars being requested in your proposal, be able to hit those points and be able to speak to those issues we are trying to get to the legislature. Maybe someone can do that in 40 pages, but it could just as equally take 70 pages and some of those pages could be gathered material not new product.

I think the primary thing is to substantively and adequately respond to the objectives in the scope of work. That is the generic response. I think in this case it is particularly true. We recognize there is a short timeline, but given our short timeline the financial resources seem to be adequate to be able to produce a fairly meaningful report. We know that this is not true for everyone on the call, but many folks on the call should have been aware that this has been coming so hopefully you have put some thought into it already. But regardless, the core thing is the legislature is looking to have a report that will accurately inform them about the viability of establishing a program at Commerce. So whatever it takes within the context of meeting the objectives of this report to give them thorough and informed insight into the concept of industrial symbiosis is the end goal. That's loopy goopy, but that's what we have to work with as well.

5. Can you just confirm that there is no kind of methodology that apportions the cost scoring against the technical and the financial proposals? Let's say you would have a high scoring technical proposal against the lowest scoring financial proposal. Is there a percentage weighting for the technical versus the financial?

Answer: What you will find is the technical proposal comes out to about 80% of the scoring and the management proposal comes out to about 20%. The cost proposal will be added on top of that. While these are approximate numbers, if the technical proposal is worth 80 points, the management proposal is worth 20 points, and the cost proposal is worth 25 points, then the cost proposal would be worth about 20 percent of the total score.



6. Didn't understand whether lowest cost would automatically give you the highest score for that cost section. When you say you are always looking for best value is that equivalent to lowest cost or is there a quality combined with cost in determining best value?

Answer: *Let's look at the value. Let's take the case where someone writes a poor proposal and only charges us a dollar. It doesn't meet Commerce's needs, it is a super cheap, but not even close to meeting the mark. And then we have the gold standard where someone came up with a thousand page report and they want the full \$97,000. Not saying that gold standard would be successful, but we would have to weigh it against another proposal that is a 700 page report and they are charging \$50,000 for it and it substantially meets everything we need and gives us the best value. Those are the things we are always looking at and the scoring criteria is set up to push towards that, but at the end of the day, when our reviewers are looking at this criteria we are always looking at best value. Being a state agency we have a fiduciary responsibility to ensure we are getting the best value for the public dollar. That being said within the value context of making sure the goals and content of the RFP are being adequately met. This is why this is a ratio factor comes in after the competency of the response is scored. This is in the Commerce template and this is how we are broadly getting value.*

As far as the cost computation is concerned let's use an example of two proposals, one at \$100,000 and one at \$50,000. The \$100,000 proposal would be scored at $\$50,000/\$100,000$ which would result in 50% of the cost proposal points. The \$50,000 proposal would be scored at $\$50,000/\$50,000$ which would result in 100% of the cost proposal points.

7. One more question on the cost. It doesn't look like you are requesting any specific forms or format for the budget. I just want to confirm you want to break out general budget numbers labor, expenses by the various tasks. Is that all you are looking for?

Answer: At the end of the day we will be engaging in a performance contract for the deliverables as outlined. We are not looking at time and materials. If you have subcontractors those will need to be broken out. We will work out what the milestones per the contract. Specific milestones with specific amounts.

8. Do you anticipate any travel when thinking about cost? Are travel costs allowable? What is the in-person requirement?

Answer: *While there is no requirement, you can include travel cost if you believe it adds to your proposal. Travel could be perceived as an appropriate cost if it adds to the proposal.*

9. Does the firm have to be based in WA?

Answer: *No, but the firm will have to be licensed to conduct business in the State of Washington as outlined in the RFP.*

10. Thank you for the RFP presentation and Q&A session earlier today. I am writing to provide my contact details as well as to ask if it would be possible to get a list of the names/organizations/contact details of the attendees of the meeting? We'd like to get a head start on thinking about partnerships?



Answer: Here is a list of attendees we were able to capture with their email address. We apologize in advance if we have missed anyone. If we are informed of missing or inaccurate information we will update this answer as appropriate.

Rhys Roth, Terry Carroll, and Lisa McCrummen ([Center for Sustainable Infrastructure](#))
rhys@centerforsustainableinfrastructure.org

Sabine Brueske ([Energetics](#))
sbrueske@energetics.com

Sarah Edwards and John Carhart ([Eunomia Consulting](#))
sarah.edwards@eunomia-inc.com

Patricia Chase & Jayson Antonoff ([i-Sustain](#))
jaysona@i-sustain.com

Erik Makinson ([Resource Synergy](#))
erik@resource-synergy.com

Tracy Casavant ([Sustainable Building Centre](#))
tracy@lhsbc.com

11. I'm with the Center for Sustainable Infrastructure. We attended the Industrial Symbiosis RFP conference call the other day but had a few additional questions that we're hoping you could answer:

Q1: Under "Objectives and Scope of Work" the first bullet points ask that we "provide examples of existing programs relevant to industrial and commercial businesses in Washington" ... can you please clarify whether these existing programs are supposed to be industrial symbiosis programs in other countries that may be applicable in WA ... (or another reading would be you are asking us to describe existing WA State programs that could be geared toward supporting I.S.)?

Answer 1: *The first bullet in the RFP asks for real-world examples of "industrial symbiosis" relevant to industrial and commercial sectors in Washington State as a way to introduce the concept. These projects could be located anywhere in the world, the request is that they be relevant to Washington business interests.*



Q2: Also under “Objectives and Scope...” the second bullet point asks us to “provide at least 6 detailed case studies...” I know you responded to this question during the conference call, but we were still a bit unclear—are these case studies primarily supposed to be existing industrial symbiosis operations (from anywhere globally)? Or should we include potential industrial symbiosis examples from throughout WA? (based on your response from the conference call it sounds like both might be fair game?)

Answer 2: The request is for detailed case studies that demonstrate how industrial symbiosis might function in Washington, not elsewhere.

Q2a: Related to this: If we find detailed case studies that already exist, are we able to include these with the original authors’ permission?

Answer 2a: Yes

Q3: Under “Related Info” from the Management Proposal requirements do we need to provide this info for all consultants involved in our project even if they are acting in an unpaid advisory role?

Answer 3: Regardless of whether they are paid or are volunteering their time, if the consultant in question will be performing any of the work described in your proposal their qualifications and experience should be profiled as described in 3.3 of the RFP.

Q4: Finally, I just had a quick question regarding “Related Information” under the Management proposal section -- There is a requirement to state if any of our staff was an employee of Washington State during the past 24 months... Both Rhys Roth (our E.D.) and I worked for the Evergreen State College until a year ago—so we just wanted to make sure this doesn’t rule us out for consideration... Are there specific WA state rules that you can point us to that discuss any of these potential restrictions? We’d like to address this upfront because it’s also possible that we’ll have subcontractors who have worked in agency positions within the past couple of years.

Answer 4: As a starting point, please see Section 1.6 and 3.1 of the RFP as well as General Terms & Conditions Section 10, Conflict of Interest, of the State Services Contract template. Applicants should familiarize themselves with RCW 42.52 and 42.23 when determining whether to submit an application. While we are unable to make an upfront determination prior to application, the intent is to make sure that potential applicants are following ethic rules and do not have a conflict of interest when submitting their application.



12. Can two separate applicants include each other as junior partners on each of their respective applications?

Answer: Yes, two separate applicants can each submit an individual application and include a different applicant as a junior partner on the application. Whoever submits the application will need to be identified as the lead for their application.

13. Per section 1.3 of the RFP, the applicant must be registered to work in Washington State. As a business registered in the state of New York, we are trying to get all of the details on how to register in Washington State. We have looked into the Department of Revenue's application as well as the Washington Secretary of State. We would appreciate if you could advise further on the details for registering so that we may ensure we are fully registered?

Answer: You will need to register with the Secretary of State's Office and the Department of Revenue (DOR), if applicable to your organization, or submit a statement of commitment that you will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor. Commerce will start our check through the Secretary of State website as to your status. If you believe you will not need to register with DOR it would be helpful if you would let us know the reason why. We would defer to the directions given via the Secretary of State and DOR websites or their respective staff when registering or determining whether you will need to register to conduct business within Washington State.