



September 10, 2025

Please see below for questions received, and their corresponding answers, for the Request for Proposals to Conduct Technical Assistance for Education on Disposable Food Service Ware Ordinances In Sonoma County.

---

#### Q&A

1. Professional liability insurance is listed at \$1M in the RFP. Considering budget restrictions, are subcontractors required to get the full policy? Is it possible for either a) the priming contractor to include a subcontractor under their policy, or b) the subcontractor to have a lower liability requirement?

*For any insurance type, if the subcontractor is covered under the prime contractor, then the insurance requirement would be satisfied. For any changes to insurance, under Section 4.5 of the RFP, the last sentence instructs proposers as follows: If CONTRACTOR wishes to change specific insurance terms, these exceptions must be noted in Exhibit C."*

2. Will ZWS provide an initial list of businesses (including those already contacted) to help avoid duplication, or is the contractor responsible for developing the list from scratch?

*Yes, Zero Waste Sonoma will share the list of businesses that have already received outreach.*

3. What type of information does ZWS have related to the food facilities who have not already been provided outreach and education that will facilitate the contractor selecting the business to target for technical assistance.

*Business name, name listed on commercial hauling account, address, in some cases a phone number and/or email address.*

4. Will Zero Waste Sonoma provide an initial list of food service businesses (including those already contacted) to help avoid duplication, and what additional information, if any, does the Agency have about businesses that have not yet received outreach or education to support the contractor in prioritizing technical assistance?

*We will provide a list of permitted food service providers for Sonoma County. We will also provide a list of the food and beverage facilities that have already received outreach in the previous technical assistance project. The Contractor will propose a new list of 100 food*



*service providers throughout Sonoma County, in each jurisdiction (with backup businesses), proportionate to percent of total population. The Agency will review and suggest changes to the list before outreach begins.*

5. Does the target of 100 businesses for technical assistance also apply to outreach and education, or is outreach expected to reach a broader set of businesses beyond those receiving technical assistance?

*The priority for this project is to assist 100 food service providers in achieving full compliance with local food service ware ordinances, as well as developing a case study of five of the 100 businesses. In most cases, multiple calls, emails, and site visits are necessary. If time and resources allow, the Contractor may suggest or implement strategies for educating members of the public regarding the local food service ware ordinances, to encourage participation with the ZWS web-based complaint form.*

6. Will the contractor be expected to coordinate with enforcement staff in cases of noncompliance, or will enforcement remain solely a ZWS/jurisdiction role?

*Compliance will be logged by the Contractor in ZWS's Smart 1383 online portal. Contractor will notify the business of the particular jurisdiction's fee schedule for non-compliance. If a business is consistently resistant to compliance, Contractor will work with ZWS staff, who will then share the information with the jurisdiction contact and code enforcement representative.*

7. What level of administrative support does ZWS expect from the contractor for the \$600 mini-grants. Will the contractor be assisting in the application, identifying products, tracking outcomes, or otherwise manage funding distribution?

*As part of Task C: Transition Businesses to Reusables & Develop Case Study, contractor will work closely with five businesses to submit the application, identify reusable replacement products, track number of items/estimated weight diverted annually from landfill, and produce narrative stories using before and after images of the reuse transition. Beyond these five businesses, we would like the Contractor to educate all food service providers about the mini grant opportunity (as long as funding is still available) and assist with product selection, however tracking is not necessary.*

8. Is the contractor expected to or is there an opportunity for the contractor to provide marketing and design support for case studies, public facing materials, etc.



*If there is a need for updated outreach materials, Zero Waste Sonoma staff will provide in-house support, or outsource. We would like to have the Case Study designed by the Contractor if possible.*