



Addendum for Request for Proposals to Implement a Reusable Foodware Infrastructure & Service Program for Zero Waste Sonoma

***Note: the submittal deadline has been extended to 5:00 PM on Friday, February 17, 2023.**

QUESTIONS AND ANSWERS

- 1. Could you clarify which bit is "Section 4.1.c" as referred under section 4.3 as it is not clearly indicated.**

This point was meant to refer to the contractor referencing two (2) governmental clients in Section 4.3, not in Section 4.1. If the contractor has not performed relevant work for government clients, please include any similar work for non-governmental clients if possible.

- 2. Header of Section 4 mentions "proposal should be prepared in substantial conformance with the format and order described". In the case of 4.2, are we expected to cover all of the subcategories individually? For example, tasks 5 and 6 refer to work done in the future, while the pilot is underway.**

Please detail your plans to adhere to the tasks outlined in Section 4.2: Scope of Work, as they apply to the intended goals and outcomes of your proposed program. Describe in as much detail as possible, the action(s) planned for each task, separately as part of your Scope of Work section.

- 3. Section 4.4 - is it necessary to have subcontractors ready for the RFP? We currently don't have any subcontractors for the projects we do now due to our model, approach, and since we provide a turnkey solution.**

Contractor may choose to complete the work using existing staff and/or subcontractors. If you anticipate using a subcontractor but do not have those details currently, simply state your plan to seek outside assistance.

- 4. Wanted to clarify clause 9.9 in Exhibit B regarding the ownership. We believe that the scope of the clause is too broad, in particular the "other data or documents" bit. Especially since in our case we have proprietary software, technology and marketing materials that we have already built and are continually improving. Wondering if clause 9.9 could be changed to only include the reports and plans carried out in accordance with the pilot.**

While the successful proposer may utilize proprietary software and technology, these items will not be surrendered to the Agency as a work product. However, whatever is produced as a marketing materials and reports, will be shared with the Agency, and may be used as staff deems necessary. Therefore, there

is no need to modify clause 9.9.

5. **Section 4.5 says that work should commence no later than March 1, but Section 6 states that the Award of Agreement is March 16.**

Work should commence no later than May 1, 2023.

6. **Under Task 4. Program Implementation it states: "This will include purchasing on behalf of the Agency the food ware products as well as ordering, installing, or identifying dropoff locations." Will the food ware products be considered property of the reuse company or the Agency at the end of the 3-year engagement?**

Zero Waste Sonoma will maintain title of the foodware products and consider allowing the successful proposer to continue to reuse these items at the conclusion of the pilot, subject to performance of the program, through a use agreement with the Agency.

7. **Does the Agency have strong viewpoints around the anticipated impact (in terms of quantities of disposables prevented) from this contract? For example, the first year may include mostly building up infrastructure and making connections/networking with collaborators: Is that acceptable?**

Yes. The Agency understands there will likely be a delay in the measurable impact of this project, due to the time it will take to complete preparatory tasks in order to launch. We ask that proposers provide realistic timelines and clear descriptions of these procurement and recruitment activities within the scope of work, and that the successful proposer share any issues/challenges related to timing in our monthly or quarterly check-ins.

8. **In Task 5: Monitoring and Communication it states that "The intent of the program is to establish a long-term, viable reusable food ware service throughout the 10 member jurisdictions". Is there a strong opinion / desire around which jurisdictions reuse programs will be launched during the three years?**

Zero Waste Sonoma serves all ten Sonoma County member agencies. Ideally, this program will eventually be available in each jurisdiction, however, we understand if operational efficiencies require the contractor to focus on specific regions, within the program timeline.

9. **Under Evaluation of Proposals, a Detailed Project Timeline will count for 15 points. Will there be flexibility in making adjustments to this timeline based on changing circumstances on the ground?**

Please provide a thorough and realistic timeline for activities proposed in the Scope of Work. If adjustments are needed to accommodate various issues related to procurement or negotiations, Zero Waste Sonoma staff asks that the successful proposer provide timely updates at the monthly check-in meetings.

10. **Under Task 1. Work Plan, it states:" The overall goals of the project, the project implementation location(s) and timeline (from start to end), and the anticipated impact of the project Goals should be specific, realistic, timely, and measurable". Could we get some clarification or examples on what "timely" refers to?**

Proposers should describe a work plan that aims to accomplish goals dependent on the project type and approach. We are looking for measurable progress on the outlined tasks, and achievement of incremental goals over time, and within the project period concluding June 30, 2025. Two annual and one final report, reflecting the completion of tasks and progress toward overall project goals, are required.