

Vermont Department of Environmental Conservation
E-Cycles Program – Waste Management & Prevention Division
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Agency of Natural Resources

June 19, 2014

National Center for Electronic Recycling
Attn: Jason Linnell, Executive Director
115 Rosemary Rd, Suite 2
Parkersburg, West Virginia 26104-7658

Northeast Recycling Council
Attn: Lynn Rubenstein, Executive Director
138 Main Street, Suite 401
Brattleboro, VT 05301

Re: Notice of Award; NCER/NERC Proposal for the Implementation of the State Standard Plan for Electronic Waste Collection and Recycling

Dear Mr. Linnell and Ms. Rubenstein:

Thank you for submitting a proposal in response to the State's RFP for the Implementation of the State Standard Plan for the Collection, Transportation and Recycling of Electronic Waste (RFP) for Program Years 4 and 5 (October 1, 2014 through September 30, 2016).

Pursuant to the RFP § 2(g), the Agency is issuing this Notice of Award to the National Center for Electronic Recycling (NCER) and Northeast Recycling Council (NERC) as the vendors whose bid proposal was most qualified based on the scoring of the evaluation criteria set forth in § 2(f) of the RFP. This letter explains the process by which the Waste Management and Prevention Divisions E-Cycles Program reviewed and evaluated the bids received in response to the RFP, and the Program's final selection based on the qualifications and overall scoring of the bids.

I. Bid Review and Evaluation Process

On March 25, 2014, the Vermont E-Cycles Program released its RFP for the implementation of the State Standard Plan. The following contractors/vendors prepared and submitted bids by the deadline of May 9, 2014: R.M.G. Enterprise ("RMG"), Northeast Resource Recycling Association ("NRRRA"), Casella Resource Solutions, Inc. ("CRS"), and National Center for Electronic Recycling (NCER)/Northeast Recycling Council (NERC) ("NCER"). The bids were first reviewed by two Program staff for administrative completeness and compliance with the criteria as set forth in the RFP, § 2(e) (Threshold criteria). All bids were deemed to meet the threshold criteria. RMG's proposal was rejected as administratively incomplete.

The Program convened a review committee to review and evaluate the remaining three bids and to make a recommendation on which proposal was most qualified under the RFP requirements, and thus, which vendor should be awarded the contract.¹ The committee met on several occasions in May and June.

Bids were scored individually by committee members using a scoring template designed to evaluate and score each bid based on its conformance with the RFP's Evaluation Criteria (in RFP § 2(f)):

§ 2(f) Evaluation Criteria:

- 1) The completeness, clarity, and responsiveness of the Proposal in addressing the material requirements of the RFP (25 possible points);
- 2) The ability of the Vendor to meet or exceed minimum program requirements established by the State Standard Plan (30 possible points);
- 3) The ability of the Vendor to use existing infrastructure when implementing the Program (5 possible points);
- 4) The experience and qualifications of the Vendor and project team (20 possible points);
- 5) The price of the Vendor's proposal (20 possible points)

Based on the committee's review, the bids were scored as follows:

<u>Criteria No.</u>	<u>Possible Score</u>	NRRA (Avg)	CRS (Avg)	NCER (Avg)
1	25	15	20.75	19.75
2	30	9.75	14.875	13.5
3	5	2.75	2.875	2.5
4	20	14.75	16.75	16
5	20	19	12	17
TOTAL	100	61.25	67.25	68.75

II. Determination; Notice of Award

The E-Cycles Program is pleased to notify you that **National Center for Electronic Recycling (NCER) and Northeast Recycling Council (NERC) have been conditionally selected to receive the contract for the implementation of the State Standard Plan for Program Years 4 and 5** pending successful contract negotiations. This selection is based on the NCER/NERC proposal's final score of 68.75 (out of a possible 100 points). Specific qualities of the NCER/NERC proposal set it apart from other bids and will be beneficial to the ongoing success of the State Standard Program, including:

- ✓ NCER/NERC's proposal provided a bid proposal with an exceptional format and materials flow chart;
- ✓ NCER/NERC has experience in the Oregon program and also has experience with opt-out programs operating in conjunction with the state program;
- ✓ NCER/NERC has an on-line accessible database;
- ✓ NCER/NERC has multiple checkpoints and cross-checks for compliance and data verification;
- ✓ NCER/NERC's proposal provided detail in scheduling, milestones, and management of the program;

¹ Review committee members included staff from the following: the Facilities and Engineering Division of the DEC, the Certification and Compliance Section of the WMPD solid waste program, the Planning & Implementation Section of the WMPD solid waste program, and the E-Cycles Section of the WMPD solid waste program.

- ✓ NCER/NERC's proposal provided all recycler certification documents;
- ✓ NCER/NERC provided samples for outreach, collector handbook documents and added innovative ideas for social media as an additional media approach.

The Program looks forward to the opportunity to work with you towards a mutually-beneficial agreement for implementation of the State Standard Program. The Program will be sending for your review an initial draft contract for a two-year term to be implemented no later than October 1, 2014. The Program expects negotiations to proceed throughout the end of June and July, if necessary, to solidify a final contract agreement. A more definitive timetable and schedule can be created upon further discussion.

This letter also authorizes you to initiate sub-contract negotiations. Please note that a sub-contractor approval form must be completed for each sub-contractor and submitted to the Agency.

Please let us know if you have questions about this letter. We look forward to speaking with you and your team soon.

Sincerely,



Catherine Jamieson
Solid Waste Program Manager