



**To:** Zero Waste Advisory Commission

**From:** Bob Gedert, Department Director, Austin Resource Recovery

**Date:** August 14, 2013

**Subject:** **URO Data Collection and Reporting System**

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The purpose of this item is to obtain a favorable ZWAC recommendation for the City Council to approve execution of a 24-month requirements service agreement with EMERGE KNOWLEDGE DESIGN INC. to design, develop and maintain a secure web-based data collection and reporting system in an amount not to exceed \$200,000, with four (4) 12-month extension options in an estimated amount not to exceed \$100,000 per extension option, for a total contract amount not to exceed \$600,000.

***Purpose***

This web-based data management system will be used to develop reports for analysis by City staff to help the City ensure compliance with the Universal Recycling Ordinance (URO), develop innovative programs to assist the business community, promote economic development, and provide technical assistance to local companies. The data will also enable the City to analyze and communicate its progress toward its Zero Waste goal of reducing the amount of material sent to landfills by 90% by the year 2040. In addition to the current IT needs, this contract will allow flexibility to develop integrated systems for online data collection required by future ordinances and Zero Waste initiatives.

***Background***

A provision in the URO requires recyclable material generators to provide Recycling Plan data to the City regarding waste streams, compliance reporting, and other information pertaining to recycling ordinances and requirements. A data management system will help City staff effectively and efficiently enforce the URO and measure compliance. ARR estimates that to add staff to develop and implement data collection in-house would cost at least twice as much as the proposed contract, and would take more than 18 months to develop.

***Contract Timeline***

March 29<sup>th</sup> – ARR Submits Requisition for New Master Agreement to COA Purchasing Office  
April 22<sup>nd</sup> – COA Purchasing Office Issues Request for Proposal (RFP)  
May 31<sup>st</sup> – Bid Opening  
July 1<sup>st</sup> – Bid Evaluation/Scoring  
August 14<sup>th</sup> – ZWAC Meeting  
August 22<sup>nd</sup> – City Council Consideration/Action

***Staff Recommendation***

Staff recommends City Council approval for the award and execution of a contract with EMERGE KNOWLEDGE DESIGN INC. to design, develop and maintain a secure web-based data collection and reporting system in an amount not to exceed \$200,000, with four (4) 12-month extension options in an estimated amount not to exceed \$100,000 per extension option, for a total contract amount not to exceed \$600,000. This expense was included in the Council approved FY 2013 Austin Resource Recovery Department Adopted Budget.