

**City of Austin – Austin Resource Recovery
Youth Education
Scope of Work
Invitation For Bid – Best Value (IFBBV) SDC0173**

1.0 PURPOSE

- 1.1 The City of Austin (also referred to as “City”, “Austin Resource Recovery” or “ARR”) seeks a qualified vendor (also referred to as “successful bidder”) to provide educational services for youth in grades kindergarten through the 12th grade within the city limits of Austin, Texas.
- 1.2 For the purpose of this Youth Education Contract the program should introduce students to Zero Waste concepts including reuse, recycling and composting.
- 1.3 The City has a Zero Waste Goal to divert 90% of waste from the landfill by the year 2040. To help achieve this goal, ARR is seeking the development of a Zero Waste and Sustainability education program for youth in grades kindergarten through 12th grade (K-12) that is fun, interactive and educational.

2.0 BACKGROUND

- 2.1 Austin Resource Recovery (ARR) is an enterprise department dedicated to achieving Zero Waste by providing excellent customer services that promote waste reduction, increase resource recovery and support the City of Austin’s Sustainability efforts.
- 2.2 The goal of the program is for Austin-area youth (grades K-12) to understand and take action toward Zero Waste and Sustainability.

3.0 EDUCATIONAL PROGRAM AND EVALUATION

- 3.1 A proposed concept idea for an educational program must be submitted with the bid. (See “Bid Sheet – 0600, Section B”)
 - 3.1.1 The program must be designed to reach youth in grades K-12. Four programs are needed to reach target audiences: K-3, 4-5, 6-8, and 9-12.
 - 3.1.2 The program must reach approximately 10,000 youth during each year of the contract. A minimum of 500 youth must be reached per month.
 - 3.1.3 The program must focus on Zero Waste and Sustainability.
 - 3.1.4 The program curriculum must correspond with the Texas Essential Knowledge and Skills (TEKS) requirements.
 - 3.1.5 The program should be translated and able to be implemented in Spanish.
 - 3.1.6 The program should include a teacher tool-kit or resource. Electronic resources will be allowed.
 - 3.1.7 The program should allow for real world examples. This may include field trips if appropriate.
 - 3.1.8 The program must allow for multiple methods of delivery to correspond with the various learning styles of youth in grades K-12.
 - 3.1.9 The program must be available for on-call requests. Examples of those may include, but are not limited to; Girl Scout/Boy-Scout meetings, church youth groups and after-school programs.
 - 3.1.10 The program must be flexible and adaptable to any environment.
 - 3.1.11 The City reserves the right to use any concept idea presented, even if the bidder is not chosen as the vendor.

- 3.2 A plan to evaluate the success of the program must be submitted with the bid. (See “Bid Sheet – 0600, Section C”)
 - 3.2.1 At a minimum responses must be solicited from the teachers of the youth, but evaluation plans may include solicitation from additional sources.
 - 3.2.2 Evaluations should assess the quality of the program, the ease for teachers to incorporate the program into their schedule and a method to test what the youth have learned.
- 3.3 Any expenditure(s) involved in the program are all-inclusive, including the hiring of sub-contractors, shall be the responsibility of the vendor and must be included in the proposal. (See “Bid Sheet – 0600, Section A”)
- 3.4 The vendor must present the approved educational program to public, private and charter schools within the Austin City Limits and on-call presentations as requested by ARR.
- 3.5 The vendor must meet with ARR staff to finalize the concept idea after contract execution.
- 3.6 The vendor must budget for a minimum of three (3) one-hour meetings with City staff for discussions regarding the program and evaluation development. In addition to the meetings the vendor should anticipate emails and phone discussions relevant to the contract.

4.0 MARKETING AND TRAINING MATERIALS

- 4.1 The vendor must send out promotional materials to market the program directly to teachers and school administrators. The method and cost involved in marketing the program is the responsibility of the vendor and should be included in the bid. (See “Bid Sheet –0600, Section A and B”)
- 4.2 The vendor must develop a registration system which includes the ability to retain proper documentation of all youth registered for the educational programs.
- 4.3 The vendor must design and print all educational and marketing materials as needed for the success of the program.
- 4.4 Materials can be developed as an option for the youth to take home and share the information they learned with their parents/guardians. An example of this type of material is a homework assignment.
- 4.5 The City owns and retains the rights to all marketing materials and intellectual property associated with this contract, including but not limited to, logos, scripts, video and designs related to or produced under the terms of this contract.
- 4.6 The City reserves the right to reproduce and distribute any materials designed for this contract.
- 4.7 The City reserves the right to place any of the materials designed for this contract on the ARR website.

- 4.8 Any expenditure(s) involved in the development of marketing materials are all-inclusive, including the hiring of designer and sub-contractors, shall be the responsibility of the vendor and must be included in the proposal. (See “Bid Sheet – 0600, Section A”)
- 4.9 ARR must review and approve all marketing and training materials prior to production. Materials must include acknowledgement of ARR by utilizing the department’s logo standards.

5.0 OTHER REQUIREMENTS

- 5.1 The vendor must contact and recruit participating schools and organizations independently. The City is not responsible for arranging the schedule.
- 5.2 The vendor must respond to requests for information by City staff within 72 hours of request.
- 5.3 The vendor must respond to requests from schools, and teachers within 72 hours of each request.
- 5.4 The vendor and all personnel associated with the delivery of the program, including but not limited to sub-contractors, must conduct themselves in accordance with established City of Austin personnel guidelines.
- 5.5 The vendor must only use sub-contractor(s) listed in their proposal. Substitutes will only be allowed in extenuating circumstances.
- 5.6 The vendor and any individuals who will be in direct contact with youth must provide copies of a current Department of Public Safety criminal background check within 14 days of contract award. This shall be repeated on an annual basis for the life of the contract.
- 5.7 The vendor and any sub-contractors traveling as part of this contract must provide a copy of their current automobile insurance coverage on a semi-annual basis. Traveling costs are the responsibility of the vendor.
- 5.8 The vendor and any sub-contractors must sign in and out at each administration office (if applicable) and abide by all facility policies when at a school, campus or other facility.
- 5.9 The City reserves the right to videotape any presentation for training and evaluation purposes.
- 5.10 The City reserves the right to take still photos of the program as needed.

6.0 CONTRACT TERM

- 6.1 The initial term of this contract is two (2) years with up to four (1), one-year extension options for a total of six (6) contract years.
- 6.2 Extension options must be agreed upon by both parties in writing.
- 6.3 A vendor can bid on each section on the associated bid sheet separately or together. The City reserves the right to award a single contract or multiple contracts separately as it sees fit.

- 6.4 The final contract will be prepared by the City of Austin, and will include all applicable provisions.
- 6.5 The vendor must provide pricing and scope of services included in this contract to other organizations referred by the City, including, but not limited to, area school districts, private schools, non-profit organizations and other institutions promoting the education of youth on Zero Waste and Sustainability.
- 6.6 The vendor must meet with the City each year to review the previous year's concept and performance as well as discuss the next year's needs.
- 6.7 For the first year of the executed contract, the contract award amount will not exceed \$150,000. For each year the contract is extend, the annual contract amount will not exceed \$100,000.

7.0 CONTRACT PAYMENT

- 7.1 The vendor shall receive payment in the following manner:
 - 7.1.1 Ten percent (10%) of the total contract when the vendor submits, and ARR approves, a program plan and timeline for the year.
 - 7.1.2 Ten percent (10%) of the total contract when the vendor submits, and ARR approves, the marketing design.
 - 7.1.3 Ten percent (10%) of the total contract when the vendor submits, and ARR approves, a final education program for youth in grades K-12.
 - 7.1.4 Up to sixty percent (60%) of the total contract amount divided into monthly installments during the contract term based upon invoices submitted by the vendor pursuant to Section 7.2.
- 7.2 The vendor must invoice ARR on a monthly basis. Invoices must include the following information:
 - 7.2.1 Total amount due to the contractor for the billing period
 - 7.2.2 Number of youth in attendance at each event
 - 7.2.3 School, organization name or event(s) attended during the month and date attended.
 - 7.2.4 Number of hours worked per month. (If billing based on hours worked per month)
 - 7.2.5 A legible copy of their schedule.
 - 7.2.6 Legible copies of the registration forms.
 - 7.2.7 Legible copies of their evaluations.
 - 7.2.8 Invoices must be submitted to the City's Contract Administrator.
 - 7.2.9 Invoices will be paid according to City of Austin rules and procedures, after receipt and acceptance of the invoice by ARR staff.
- 7.3 The final ten percent (10%) of the contract will be awarded at the conclusion of the year, dependent upon a final close out of the year with ARR staff.
- 7.4 City's Contract Administrator: Ron Romero

8.0 BIDDER EVALUATION PROCESS

- 8.1 Cost. The vendor with the lowest cost to the City is given the maximum points. All others will be awarded points based on a pro-rated basis. (35 points) (See “Bid Sheet – 0600, Section A”)
- 8.2 Sample materials and concepts. Vendor must explain their methods for how they will market the program and describe how they will present the program to the youth. (35 points) (See “Bid Sheet – 0600, Section B”)
- 8.3 Evaluation concept. Vendor must submit a proposal on how to evaluate the success of the program. (20 points) (See “Bid Sheet – 0600, Section C”)
- 8.4 Demonstrated applicable qualifications of staff and firm. Vendor, staff, performers, and sub-contractor experience and qualifications. (10 points) (See “Bid Sheet – 0600, Section D”)
- 8.5 The City reserves the right to conduct an in-person interview of the three (3) or four (4) best evaluated bids through an evaluation process conducted by City staff. The interview may consist of a brief presentation by the vendor and a series of questions from staff. If an in-person interview process is initiated, additional information will be provided (100 points).

9.0 DEFINITIONS

- 9.1 **Zero Waste:** The Zero Waste International Alliance (ZWIA) presents a peer-reviewed, internationally accepted definition of Zero Waste: Zero Waste is a goal that is ethical, economical, efficient and visionary to guide people in changing their lifestyles and practices to emulate sustainable natural cycles, where all wasted materials are designed to become resources for others to use. Zero Waste means designing and managing products and processes to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources and not burn or bury them. Implementing Zero Waste will eliminate all discharges to land, water or air that are a threat to planetary, human, animal or plant health.
- 9.2 **Sustainability:** Sustainability is a multifaceted concept with economic, social and environmental dimensions and has no single definition. With regard to the environment, Sustainability entails improving the quality of human life while living within the carrying capacity of supporting eco-systems. The City of Austin’s Sustainability efforts are intended to reduce our environmental footprint, including impacts on climate change, energy, water and land use, and improve environmental quality, including air and water quality. Waste prevention, recycling and composting are activities that support Sustainability and slowing climate change. Zero Waste ensures that products are collected to be reused, repaired or recycled back into nature or the marketplace.
- 9.3 **Youth:** Children/students within the City of Austin city limits and in grades kindergarten through 12th (K-12).
- 9.4 **Program:** The method developed by the vendor and agreed upon by ARR staff to reach the City’s goal of getting Austin-area youth to understand and take action toward Zero Waste and Sustainability.