

Request for Qualifications to Assist with the Chicago Metro Recycling Education and Outreach (REO) Campaign

**Bidder submitted questions and Caucus answers.
9/24/2024**

- 1. Can you provide us with the number of MRF's in the designated region and how many companies own those MRF's?**

Reference the [Material Management Advisory Committee report](#) for MRF information.

- 2. Will the Mayor's Caucus communicate with each of the 275 units of local govt and the MRF's informing them that the selected contractor will be reaching out to them with a survey and/or other communication?**

The Caucus will communicate with municipalities on behalf of the contractor to facilitate collection of available data. Please include in your scope of work the activities you propose to be performed by the Caucus and the activities proposed to be performed by the consultant.

- 3. Are these 275 communities already tracking their data, or if it will be an exercise in getting these communities and their haulers to track data or even projecting it?**
 - a. Are they tracking data?**
 - b. Do they have baseline data?**
 - c. Do Caucus' partners have data agreements or access to data from MRFs (i.e., weight of material per municipality)? If so, which municipalities have data agreements or access to data?**
 - d. Will data for all 275 communities have to be analyzed?**
 - e. Or can we take a sampling of data based on what exists?**

We do not have baseline data for all municipalities. We do not have data sharing agreements nor access to data directly.

We have data for some municipalities, perhaps as much as 70% of the municipalities served by this project. Data are available for communities served by SWANCC, SWALCO, Cook County and some communities in Will County. We have uncertainty about the availability of data across all municipalities and seek guidance and assistance from our contractor on strategies for filling any data gaps.

We do not expect to have complete data from all 275 municipalities and therefore cannot expect analysis of all 275. We are expecting our contractor to aggregate and analyze available data in a manner that enables comparison of pre-campaign and post-campaign metrics. Sampling of available data will not be an acceptable approach to data reporting.

4. When will the campaign happen (or has it happened already)?

The Chicago Metro Recycling Education and Outreach campaign is funded by a grant from US EPA which was executed in June 2024. The work of the contractor provides a critical starting point for the campaign. We expect to have service agreements and staffing completed in November 2024 to begin deploying the campaign early in 2025.

5. Will travel to meet in person with funding agency or partners be required?

We expect no more than 3 in-person meetings in northeastern Illinois over the 3-year period of the grant. Meetings with the funding agency will not likely be required.

6. Does the Mayor's Caucus have a contract template or are you willing to use the U of I contract form?

Section II of the RFQ requests submission of your proposed Professional Services Agreement. It is not the Mayor's Caucus's intent to provide a contract template.

7. Will periodic progress reports be required? If so, what frequency?

Quarterly and annual reports are due to the USEPA over the three-year period of the grant. The contractor will be required to provide information and outcomes to support the Caucus' reports during its active work periods during the grant term.

8. What is the anticipated schedule of the draft Quality Assurance Policy Plan (QAPP)?

The QAPP is a fundamental step to accessing grant funds. This needs to be done as soon as possible. The timeline for approval is in the hands of the USEPA. We are hoping for submission of our QAPP by mid-November 2024.

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