Recycling Economic Information Study - Update: Northeastern States

REQUEST FOR PROPOSALS
January 4, 2007

BACKGROUND
In June 2000, NERC published the Recycling Economic Information Study for the Northeast (REI Study). That document was prepared by R.W. Beck. The analysis was conducted using a methodology developed by the Northeast Recycling Council, Inc. (NERC) with EPA funding. NERC is seeking proposals to update that study, using the same methodology as was used to prepare that report. Unlike that study, however, there is no federal funding to support this effort and the cost will be born by the individual participant states.

PROJECT GOALS
NERC is seeking the services of a qualified Lead Consultant Team (contractor) to update the REI Study for states in the Northeast. The primary goal is to document the size of the recycling and reuse industry by determining direct economic information for each of twenty-six categories of recycling and reuse establishments. The direct economic values to be measured are:

- Number of establishments;
- Employment;
- Annual payroll;
- Annual receipts; and
- Annual throughput (as appropriate).

The second goal is to estimate the total economic impact of reuse and recycling by applying an economic model, including the economic contribution of four support industries, as defined in the REI Study.

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2 Participant state is defined as those states that sign a contract with NERC to participate in the project, thereby committing to the full cost of their share of the project. At this time, only Pennsylvania has funds budgeted for this project.
The third goal is to compare the results of this new study with the *REI Study*. Therefore, the participant states expect the new report to be presented in a form that makes it readily comparable to the *REI Study*. In addition, it expects the report to include a comparative analysis of the industry and trends as compared to the *REI Study*, and an analytical discussion of changes in the recycling/reuse industries and how that may have affected the results of this study so that the states may use this information as a means to help define policies and actions for the future recycling market development efforts.

**PROJECT MANAGEMENT AND COORDINATION**

The project will be managed and coordinated by NERC staff. NERC anticipates playing a hands-on role throughout the project, working closely with the selected contractor on each project task. A Project Advisory Committee will have final approval on key decisions during the project. The Committee will be coordinated by NERC and will include representatives from each of the participant states.

**SCOPE OF WORK**

This scope of work is based on the NERC methodology, as detailed in Section Three of the *REI Study*. The use of this methodology will be required. The methodology is divided into two parts: obtaining *Industry Size Data* directly associated with recycling and reuse businesses, and estimating total impacts through *Economic Modeling* (including indirect and induced impacts). All participant states will require the *Industry Size Data* analysis, but the *Economic Modeling* may only be required for a subset of the states.

**Part I: Industry Size Data**

The NERC methodology identifies 30 business categories for recycling and reuse. The study will require obtaining basic industry size statistics (number of businesses, sales, employment, wages, and annual throughput) for 26 of these. See table 3.1, excerpted from the *REI Study*, below, for a listing of how data was collected for each of the business categories.
In addition, the study estimated data for four categories of support business that provide goods and services to recycling and reuse industries. See table ES-2, excerpted from the

<table>
<thead>
<tr>
<th>Business Category</th>
<th>Approach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recycling Industry</td>
<td></td>
</tr>
<tr>
<td>1. Government Staffed Residential Curbside Collection</td>
<td>Derivation</td>
</tr>
<tr>
<td>2. Private Staffed Residential Curbside Collection</td>
<td>Derivation</td>
</tr>
<tr>
<td>3. Compost and Miscellaneous Organics Producers</td>
<td>Survey</td>
</tr>
<tr>
<td>4. Materials Recovery Facilities</td>
<td>Survey</td>
</tr>
<tr>
<td>5. Recyclable Material Wholesalers</td>
<td>Existing</td>
</tr>
<tr>
<td>6. Glass Container Manufacturing Plants</td>
<td>Survey</td>
</tr>
<tr>
<td>7. Glass Product Producers (other recycled uses)</td>
<td>Survey</td>
</tr>
<tr>
<td>8. Nonferrous Secondary Smelting and Refining Mills</td>
<td>Existing</td>
</tr>
<tr>
<td>9. Nonferrous Product Producers</td>
<td>Existing</td>
</tr>
<tr>
<td>10. Nonferrous Foundries</td>
<td>Existing</td>
</tr>
<tr>
<td>11. Paper and Paperboard Mills/Deinked Market Pulp Producers</td>
<td>Existing</td>
</tr>
<tr>
<td>12. Paper-based Product Manufacturers</td>
<td>Survey</td>
</tr>
<tr>
<td>13. Pavement Mix Producers (asphalt and aggregate)</td>
<td>Survey</td>
</tr>
<tr>
<td>14. Plastics Reclaimers</td>
<td>Survey</td>
</tr>
<tr>
<td>15. Plastics Converters</td>
<td>Existing</td>
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<tr>
<td>16. Rubber Product Manufacturers</td>
<td>Survey</td>
</tr>
<tr>
<td>17. Steel Mills</td>
<td>Existing</td>
</tr>
<tr>
<td>18. Iron and Steel Foundries</td>
<td>Existing</td>
</tr>
<tr>
<td>19. Other Recycling Processors/Manufacturers</td>
<td>Survey</td>
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<tr>
<td>Reuse and Remanufacturing Industry</td>
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<tr>
<td>20. Computer and Electronic Appliance Demanufacturers</td>
<td>Survey</td>
</tr>
<tr>
<td>21. Motor Vehicle Parts (used)</td>
<td>Existing</td>
</tr>
<tr>
<td>22. Retail Used Merchandise Sales</td>
<td>Existing</td>
</tr>
<tr>
<td>23. Tire Retreaders</td>
<td>Existing</td>
</tr>
<tr>
<td>24. Wood Reuse</td>
<td>Survey</td>
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<tr>
<td>25. Materials Exchange Services</td>
<td>Survey</td>
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<tr>
<td>26. Other Reuse</td>
<td>Survey</td>
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<tr>
<td>Support Businesses</td>
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<td>27. Recycling and Reuse Equipment Manufacturers</td>
<td>Survey</td>
</tr>
<tr>
<td>28. Consulting/Engineering</td>
<td>Modeling</td>
</tr>
<tr>
<td>29. Brokers</td>
<td>Modeling</td>
</tr>
<tr>
<td>30. Transporters</td>
<td>Modeling</td>
</tr>
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</table>

Request for Proposals, REI Study Update
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January 4, 2007
REI Study, below, for details on the four support business categories.

### Table B3-2
Estimates of Indirect Economic Activity of Select Support Business Categories

<table>
<thead>
<tr>
<th>Business Category</th>
<th>Data Type</th>
<th>DE</th>
<th>MA</th>
<th>NJ</th>
<th>NY</th>
<th>PA</th>
<th>VT</th>
<th>NERC Region</th>
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<tbody>
<tr>
<td>Recycling and Reuse Equipment/Manufacturers (a)</td>
<td>Employment</td>
<td>1.341</td>
<td>2.199</td>
<td>1.096</td>
<td>3.322</td>
<td>11</td>
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<td></td>
<td>Annual Payroll</td>
<td>43</td>
<td>40.519</td>
<td>42.600</td>
<td>64.187</td>
<td>125.659</td>
<td>1.186</td>
<td>417.214</td>
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<td></td>
<td>Estimated Receipts</td>
<td>321.273</td>
<td>521.185</td>
<td>405.810</td>
<td>347.729</td>
<td>248.725</td>
<td>2675</td>
<td>2,617,820</td>
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<tr>
<td>Consulting/Engineering (b)</td>
<td>Employment</td>
<td>21</td>
<td>15.595</td>
<td>12.253</td>
<td>1.302</td>
<td>8.813</td>
<td>16</td>
<td>1.712</td>
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<td></td>
<td>Annual Payroll</td>
<td>764</td>
<td>5.891</td>
<td>15.732</td>
<td>12.072</td>
<td>29.780</td>
<td>519</td>
<td>62.919</td>
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<tr>
<td></td>
<td>Estimated Receipts</td>
<td>1,501</td>
<td>1.934</td>
<td>19.186</td>
<td>29.817</td>
<td>63.259</td>
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<td>Brokers (c)</td>
<td>Employment</td>
<td>19</td>
<td>6.656</td>
<td>9.896</td>
<td>16.161</td>
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<td>7</td>
<td>764</td>
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<tr>
<td></td>
<td>Annual Payroll</td>
<td>914</td>
<td>6.219</td>
<td>8.627</td>
<td>13.450</td>
<td>37.673</td>
<td>590</td>
<td>55.144</td>
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<tr>
<td></td>
<td>Estimated Receipts</td>
<td>1,162</td>
<td>9.873</td>
<td>16.066</td>
<td>23.041</td>
<td>49.579</td>
<td>1,049</td>
<td>114.443</td>
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<tr>
<td>Transportation (d)</td>
<td>Employment</td>
<td>211</td>
<td>1.136</td>
<td>2.453</td>
<td>10.096</td>
<td>9.796</td>
<td>179</td>
<td>18.709</td>
</tr>
<tr>
<td></td>
<td>Estimated Receipts</td>
<td>220.052</td>
<td>192.902</td>
<td>280.578</td>
<td>343.716</td>
<td>825.756</td>
<td>19.079</td>
<td>3,178,459</td>
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</tbody>
</table>

**Notes:**
- \(a\) Data not disclosed due to a limited number of establishments in this business category and the need to avoid revealing data that could identify a single business.
- \(b\) Data for Recycling and Reuse Equipment/Manufacturers are based on a statistical analysis of survey results.
- \(c\) Data for Delaware, Massachusetts, and Pennsylvania come from the output of unique I/O models created for each of the three states and reflect the indirect activity stimulated by the 26 direct categories of recycling and reuse establishments targeted by this study for direct data. Estimates for the remaining states and the NERC region as a whole come from an average of the Type I multipliers for Delaware, Massachusetts, Pennsylvania, and Florida (a sponsoring state to the U.S. Recycling Economic Information Study), which was in turn modified by the direct economic activity estimates for each state or the region as a whole.

Tasks 1 through 8, below, list the steps required to implement the NERC methodology. NERC anticipates that the contractor may propose refining the methodology, verifying the most appropriate strategy for obtaining direct industry size data on each business category, and by defining the implementation steps in greater detail. Contractors are encouraged to suggest alternative strategies that will obtain the desired industry data in a more accurate or cost-effective manner.

It is expected that the contractors will consider and evaluate the recommendations for changes in data collection methodology presented in Section 6 of the REI Study and recommend appropriate changes accordingly in their proposal.

**Task 1. Evaluate and compile direct industry size data from existing sources.**

The REI Study lists 11 business categories for which industry size data can be compiled from existing sources. See Table 3-1, above. The contractor shall identify available sources of data and what they include, as well as potential strengths or weaknesses inherent in the particular data source. The contractor shall make recommendations about which data sources to use. Final determinations of which existing data sources will be used will be made by the Project Advisory Committee. For those sources determined to be appropriate, the contractor shall compile state-level data.

**Task 2. Evaluate the feasibility of coordinating with other data collection programs.**

The REI Study identifies the data sources that were used to obtain industry size data on several of the business categories. (See Table G.1) The NERC methodology recommends...
coordinating with an existing survey program, for example, a survey already planned or in progress by a trade association to identify plastics reclaimers, but this number could increase if any of the existing data sources evaluated in Task 1 are determined not to be feasible, and other survey or data collection program will provide more accurate information.

Task 3. Develop a database of recycling and reuse businesses.
The contractor shall develop a comprehensive electronic database of all recycling and reuse business establishments within the identified business categories for each of the participant states. The NERC methodology recommends conducting surveys of 14 recycling and reuse business categories, but this number could increase depending on the results of Tasks 1 and 2, above. The REI Study lists many potential sources of data. (See Appendix C of the REI Study.) The database will be limited to business establishments operating in the participant states, and will include contact information and any available information to assist in categorizing each business. This task requires a systematic, documented approach to combining data from hard copy directories and electronic files of various formats into a single file, and eliminating duplicate records, while carefully tracking data sources. The contractor shall provide the database to NERC (in Microsoft Access and Excel). The database shall identify each recycling and reuse business, including contact information\(^3\), category of business, and other non-proprietary information.

NOTE: For the purposes of responding to this RFP, the contractor should assume that the resulting, “merged and purged” database will contain several thousand records. The REI Study identified 13,000 businesses in 26 business categories in the ten state region. Of those, approximately 1,300 were identified as a result of surveys.

Task 4. Design a survey program.
The contractor shall design a detailed program for conducting surveys. The survey program should be designed to optimize results and facilitate replication, and should include the following components:

- A description of the business categories to be surveyed.
- The number of survey forms to be distributed, the methods for distributing and obtaining responses.
- The minimum number of responses required for each category, for each state.
- The survey form(s) to be used.
- The plan for ensuring that the minimum number of responses is received, and for maximizing the response rate.
- Written policies governing the handling of and access to confidential and sensitive information.
- A preliminary strategy for filling information gaps through extrapolation and/or use of secondary data.
- A preliminary strategy for reporting results by state (addressing the potential need to aggregate or revise business categories to avoid disclosing sensitive information).

\(^3\) Name of entity, physical address, business address if different, phone number, web address
The survey approach used in the *REI Study*, as well as the recommendations for change, should be taken into consideration. The final plan will be subject to review and approval by the Advisory Committee.

In developing the survey program, the contractor shall draw from the information obtained in Tasks 1 through 3, available information on the variances and response rates achieved in previous surveys of recycling businesses, a pilot testing of draft survey forms, the distribution of businesses identified in each business category in each state, and the statistical requirements to achieve the desired results.

**Task 5. Conduct surveys.**

The contractor shall implement the survey program developed in Task 4, and assist in coordinating with existing survey programs as identified in Task 2. NERC will assist the contractor on negotiations with industry trade associations, state agencies, and other appropriate organizations, as necessary, to coordinate surveys and/or to secure assistance in distributing survey forms and encouraging businesses to respond to the surveys.

**Task 6. Fill data gaps through extrapolation and/or use of secondary data sources.**

The contractor shall finalize industry size estimates for each business category in each state, using an industry appropriate extrapolation technique, and/or by obtaining secondary data on missing business establishments from secondary sources, such as Dunn & Bradstreet. The approach used must be documented in detail and in a manner that will allow future studies to update the information.

Most of the participant states are unwilling and unable to play an active role in data collection, analysis, or verification. However, some states specifically are interested in playing such a role to limit costs. The budget submittal requirements include a breakdown in costs as a function of the level of involvement by state staff in data collection, analysis, and verification.

**Task 7. Compile data into a final report.**

The contractor shall make recommendations to the Advisory Committee regarding final reporting guidelines, including, as necessary, a plan for combining business categories in states to avoid disclosure of sensitive information. The final report must be concise, must include all statistics obtained in Tasks 1 through 6, and include sufficient documentation to allow users to understand all assumptions used, and the source and definition of data provided. In addition, the final report must include a detailed comparison to the *REI Study* as well as the required analysis of trends and changes in the industry and their impacts on the results.

The final plan, its format and content, will be subject to the approval of the Advisory Committee.

The report shall be provided in electronic format (Microsoft Word). Underlying data and tables shall be provided in Microsoft Excel and Access, as appropriate. The contractor
shall also provide to NERC an electronic database including all raw data obtained during the study.

**Task 8. Prepare recommendations for future studies.**
The contractor shall prepare a concise report documenting the steps undertaken, and provide a listing of recommendations that would facilitate updating the study in future years.

**Part II: Economic Modeling**
The NERC methodology calls for developing a standardized program for applying economic models to each category of recycling and reuse businesses for which direct economic data were obtained in Part I. To demonstrate the model and provide representative economic impact statistics, the modeling program will then be applied to each business category at the statewide level. The Tasks below are detailed in the *REI Study*, Section 3.4.

**Task 9. Evaluate the need to obtain additional intermediate input data.**
The contractor shall evaluate the availability of “intermediate input data” for each category of recycling and reuse businesses (required to apply economic models). The evaluation should consider typical differences in purchasing habits between recycling/reuse businesses and the businesses for which existing intermediate input data are available, drawing on published information and discussions with industry experts and/or business operators. The contractor shall identify key gaps in the availability of intermediate input data that must be filled prior to applying economic models. The contractor shall make recommendations to the Advisory Committee for filling those gaps. Should the gaps not be able to be filled, it will be up to the affected participant state to determine how to proceed, if at all.

**Task 10. Obtain additional intermediate input data as necessary.**
Based on the results of Task 9, the contractor shall obtain the intermediate input data required to apply economic models to each category of recycling and reuse businesses from existing sources and by conducting surveys as necessary. Surveys undertaken to obtain this data should be limited in scope to the extent possible. The contractor shall provide to NERC an electronic spreadsheet (in Microsoft Excel) containing all intermediate input data required to apply economic input-output models to each category of recycling and reuse businesses.

**Task 11. Apply economic models.**
The contractor shall make recommendations to the Advisory Committee concerning the appropriate economic model to use for each business category at the state level. Once approved by the Advisory Committee, the contractor shall apply the model to yield, at a minimum, estimates of indirect, induced and total economic impacts (employment, output, wages and value added), as well as state tax revenue generated. The contractor shall calculate multipliers for each business category for each state using this data.
Task 12. Compile results into a final report.
The contractor shall compile the results of the economic modeling applications into a concise report, including sufficient documentation to allow users to understand underlying assumptions, the source and definition of data provided, and appropriate uses for the information. The report shall be provided in electronic format (Microsoft Word). Underlying data and tables shall be provided in Microsoft Excel and Access, as appropriate.

Task 13. Prepare recommendations for future modeling.
The contractor shall assemble a brief report documenting the assumptions made, the steps undertaken, and provide detailed guidance on the application of economic models to recycling and reuse businesses, including a listing of all intermediate input data.

Part III: Analysis
It is important to the participant states that the results of this study be analyzed in comparison to the results of the REI Study. Included in that analysis shall be:

1. An analysis and description of changes in industry characteristics for each business category by each direct economic activity factor.

2. An analysis and description of how changes in the recycling industry have affected the results. For example, if appropriate, determine the impact of the global economy on recycling, and in particular, the possible economic losses resulting from recyclables being sold/marketed overseas.
   a. This analysis should be broken out by commodity and business category.
   b. Any significant changes in the recycling/reuse industries that should be reflected in changes to the methodology

PROPOSAL GUIDELINES
Submission of Proposal
Interested persons must submit an electronic proposal (in Microsoft Word). The proposal must be received by NERC before 5 p.m. on March 30, 2007. Hard copy proposals will not be accepted. Submit proposals to the following address:

Lynn Rubinstein, Executive Director
Northeast Recycling Council
lynn@nerc.org

It is each Lead Consultant Team’s responsibility to ensure timely submission of their proposal. Proposals received by NERC after 5 p.m. on March 30, 2007 will not be accepted.

Proposal Format
The proposal narrative must not exceed 10 pages, not including attachments, budget tables, or cover page. The proposal shall have a minimum of .75" margins on all sides. The font shall be no smaller than 11 point. Only complete proposals will be considered. A complete proposal must include, as defined in detail below:
A. Cover page (not included in 10-page limit)
The cover page must contain the title of the project, the name, address, email address, and telephone number of the primary contact for the Lead Consultant Team (Lead Consultant), as well as the same information for the Project Manager, the project cost detailed for each potentially participant state, a list of all firms participating in the proposal (identifying the amount of funds allocated to each and the primary responsibility of each firm). In addition, there must be a statement committing the Lead Consultant to the quote submitted for the term of the contract, and signed by a representative authorized to commit the Lead Consultant to the terms of the proposal.

B. Approach (included in 10-page limit)
This section should clearly and succinctly describe the approach the contractor will use to achieve the project goals, specifically addressing how the REI Study will be used as part of the update.

Since a methodology is already established, this section should focus on identifying the underlying assumptions and unique aspects of the approach that will be adopted to complete each task. This section should also identify how the project will be managed and coordinated among the various individuals and subcontractors involved.

For Part I, the proposal should discuss how the survey will be implemented, the response rate maximized, and the anticipated approach to estimating statistics based on survey responses. Proponents are also encouraged to suggest alternative strategies that will obtain the desired industry size data in a more accurate or cost-effective manner.

For Part II, the proposal should identify and justify the type of economic model to be used, the criteria to be used to determine whether intermediate input data must be obtained, how such intermediate input data will be obtained, and the anticipated full range of information that will result from applying the model.

For Part III, the proposal should define how the comparative analysis will be conducted, the factors it will include, and how the analysis of broader trends in the recycling and reuse industries will be analyzed and incorporated.
C. Policies Covering Confidential and Sensitive Information (included in 10-page limit)

To maximize survey response rates, businesses must be assured that sensitive information will be held confidential and not used inappropriately. This section should briefly discuss the contractor’s recommendations for providing these assurances. NERC anticipates distributing written policies with survey forms, and including in the contractual agreement with the selected contractor a clause expressly forbidding their use of any and all data obtained through this project, for any reason. NERC will retain sole ownership of all data obtained. NERC may distribute non-confidential data to the participant states.

D. Time Line (not included in 10-page limit)

This section should include a schedule for completing the project by June 30, 2008, assuming a start date of July 1, 2007. The time line should list completion dates for each task, including submission of all draft and final deliverables. Proposals should include an in-person ‘project initiation’ meeting in Harrisburg, Pennsylvania within the first month of the project that will include the on-site participation of the Lead Consultant and other key team members. Proposals shall also include monthly conference calls with the Advisory Committee.

E. Qualifications (included in 10-page limit)

NERC encourages proposers to assemble a consultant team consisting of appropriate individuals and/or subcontractors to secure the necessary expertise and experience. The following expertise and experience is required. Proposals must identify the specific individual(s) who will provide this expertise, and specify their involvement in the project including time allocation.

- **Recycling industry expertise**, including extensive familiarity with businesses involved in recycling collection, processing, manufacturing, and product reuse.
- **Survey design and statistical analysis expertise**, including experience designing and conducting business surveys, and analyzing survey data.
- **Database management expertise**, including experience compiling and managing large databases compiled from multiple sources and diverse file formats.
- **Economic modeling expertise**, including experience conducting economic impact studies involving the application of models such as REMI, RIMS II, or IMPLAN. Experience in applying models to non-traditional industries requiring the adaptation of intermediate input data is especially desired.

F. Budget (not included in 10-page limit)

The proposed budget must contain a breakdown of expenses for each task as outlined in the body of the proposal, and must identify the individuals responsible for each task, including time commitments. The budget must include all direct and indirect project expenses. Direct costs are considered personnel related. Indirect costs are considered

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4 Once a contract is issued, an extension of the completion date may be considered. The decision whether to grant such an extension, however, will be at the discretion of the Advisory Committee.
non-personnel out-of-pocket expenses necessary for delivery of this project, for example telephone or purchasing of data sets. Indirect costs that are included in the approved budget will be reimbursed based on supporting documentation of costs specific to this project. Costs incurred beyond the projected task budget will be subject to approval by NERC and NERC will reserve the right to pay in part, full, or not at all.

No funds have or will be allocated for this project by NERC. All (100%) of the funding for the project will be provided by participant states to NERC for the purpose of this project.

NERC recognizes that budgeting for this project is extraordinarily complicated due to the uncertainties presented by the number of participant states and which states those will be. For this reason, it is important that proposals clearly cite all assumptions used in developing the budget.

The budget must be submitted using the following format and providing the following level of detail.

1. **Budgeting information must be provided on a separate worksheet for each state.**
   The states to be included for budgeting purposes are:
   - Delaware
   - Maine
   - Massachusetts
   - New Jersey
   - New York\(^5\)
   - Pennsylvania
   - Vermont

\(^5\) **NEW YORK** has unique circumstances associated with the scope of work for this project. Certain data sets will already have been updated, or will be scheduled to be updated, through a separate contract with NERC. See attached excerpted scope of work, Attachment A. This must be taken into consideration in the budgeting for New York and narrative provided describing how this was taken into consideration in the proposal.
### Sample Task Budget Table

| Task 1 (same level of budget detail to be provided for each Task for each state) |
|---------------------------------|---|---|
| **Personnel**                  | **Hours** | **Total** |
| Name, organization, role, hourly rate | | |
| Lynn Jones, Lead Consultant Firm, Project Lead, $50/hour | 30 | $1,500 |
| **Indirect Costs**             |              | |
| Telephone.                     | 10 hours, .06/minute | $36 |
| **Total Personnel**            |              | |
| **Total Indirect**             |              | |
| **TOTAL**                      |              | $1,536 |

2. A summary budget table, using the format below.

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<thead>
<tr>
<th>TASK</th>
<th>DE</th>
<th>ME</th>
<th>ME</th>
<th>NJ</th>
<th>NY</th>
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3. A discounted amount that will apply to all direct costs must be provided based on assumptions of more than one state proceeding.

<table>
<thead>
<tr>
<th>States</th>
<th>Discount</th>
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<td>6 states</td>
<td>__% discount</td>
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<tr>
<td>7 states</td>
<td>__% discount</td>
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</table>

4. The discounted rate that will apply if state agency assistance is provided for data collection, analysis, and/or review.

<table>
<thead>
<tr>
<th>State</th>
<th>Data Collection Discount</th>
<th>Data Analysis Discount</th>
<th>Data Review Discount</th>
<th>Other</th>
</tr>
</thead>
</table>

G. Attachments (not included in page limit)

References: The applicant must submit the names, affiliations, email, business and physical addresses, and phone numbers of three references who are familiar with each identified consultant's work in the area of expertise for which they will have responsibility under this project.

Resumes: Resumes and/or statements of qualifications, not exceeding three pages each, must be appended to the body of the proposal, for all individuals directly involved with the project.

SELECTION PROCESS

A Lead Consultant Team will be selected from among the proposers by the Project Advisory Committee, based on the following criteria:

- Likelihood of achieving the project goals in a timely manner
- Qualifications and experience
- Cost effectiveness
- Responsiveness, quality, and clarity of proposal

NERC reserves the following prerogatives, to:

- Accept or reject any or all proposals.
- Retain full copyright control over the study.
- Waive, accept, or modify minor irregularities in proposals received.
- Negotiate with proponents and/or to select multiple consultants to best achieve the project goals. This may result in only a portion of a proposal being accepted and more than one contract being issued so that different contractors are fulfilling distinct portions of the overall project.
- Negotiate with the Lead Consultant to expand the scope of the project to cover
additional states or information types (subject to availability of funds).
- Amend the project tasks after their release, with due notice given all persons.

NERC will notify the successful proposer by email and telephone, followed by written confirmation. Each person whose proposal is rejected will be notified in writing. A contract defining all terms and conditions will be executed between NERC and the Lead Consultant and will be administered by NERC. NERC will not enter into a contract until it has entered into a written agreement with each participant state committing to its participation, including its financial obligation under the contract.

Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 2, 2007</td>
<td>RFP distributed</td>
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<tr>
<td>March 30, 2007, 5 p.m. eastern</td>
<td>Proposals due</td>
</tr>
<tr>
<td>June 4, 2007</td>
<td>Contractor selected</td>
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<tr>
<td>July 1, 2007</td>
<td>Contract signed</td>
</tr>
<tr>
<td>June 30, 2008</td>
<td>Final report due</td>
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</table>
Goal
To research and compile data for Empire State’s secondary materials markets database to enhance the delivery of legislatively mandated services and assist Environmental Services Unit (ESU) personnel in promoting economic development associated with recycling and reuse in New York State (NYS).

Scope of Services
In order to most effectively provide secondary materials markets support, the five-year scope of work will provide progressive research and tools that build upon each other and provide ongoing maintenance for the previous years’ products.

NERC will research and collect data on certain secondary materials markets in specified regions of the United States and Canada. The secondary materials markets to be studied will be, at a minimum:

- Antifreeze
- Batteries (vehicular use batteries, industrial and institutional use batteries, and household batteries)
- Carpets
- Construction & demolition (asphalt shingles, drywall, clean dimensional lumber)
- Fibers (rags & clothing)
- Glass (by color and type)
- Metals (targeting post-consumer grades of ferrous and non-ferrous)
- Paper and paperboard (by grade of paper)
- Plastics (by resin type)
- Food waste (Food waste was selected as the only organics sector for this project since it represents the largest percentage of organics in the waste stream, as demonstrated by several Northeast states waste audits.)
- Electronics

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6 For the purposes of this market information proposal, the regions to be analyzed will be the East North Central States, the Middle Atlantic States, the New England States and the South Atlantic States as delineated by the U.S. Department of Commerce, Bureau of the Census (see the Statistical Abstract of the United States, 1987, 107th Edition). The Canadian provinces will be Ontario, Quebec, Nova Scotia, and New Brunswick.
Data collection will include, at a minimum:

- Identify brokers, exporters and intermediate processors of secondary materials within the specific regions
- Type of business
- Business name
- Business address, telephone, fax, email and web address
- Contact name & title
- New York State County, (where applicable)
- Materials handled
- Grades & quantities of material handled
- Shipping requirements
- Specification requirements

In addition, NERC agrees to provide data – limited to contact information7 - already available from its prior Recycling Economic Information (REI) Study to include in the database.

NERC will provide the data in Microsoft Excel. The information to be collected will be able to be sorted by:

- Type of business (collector, processor, broker, intermediate processor, end-user)
- Materials handled
- Area code
- Municipality
- New York State County
- State or Province
- Geographic or other limitations
- SIC and/or NAICS

Commodity pricing is too variable to include, and will not be part of this database.

**Key Strategies for Data Collection**
The starting point will be the existing NYS Market Information. Other research resources will include, but not be limited to:

- Trade Journals
- Trade Association Databases
- NY State staff spreadsheets or databases

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7 Confidentiality agreements were part of the original project and as such we are not able to include any information other than business names and contact information.
Published markets listings
Recycling Economic Information Study
SIC and/or NAIC
State Permit Records
State Economic Development Office Business Lists
Web search
Yellow Pages search
Request appropriate recycling trade association contacts and NERC members to review our business lists to identify any others that should be added.

NERC will verify the data obtained from the various sources above by calling and/or emailing each business identified to confirm their information. NERC will attempt contacting each business three times, and will keep records of the outcomes of these calls for later reference.

Recycling Economic Information NYS Electronics Recyclers Update
As one of the fastest growing secondary markets, the 1999 Recycling Economic Information Study (REI) information will be updated for electronics recyclers based in New York State. This will require one-on-one surveying and follow-up and then data analysis.

Year One
Key Tasks
1. Research and collect data for ESU’s secondary markets database for processors of antifreeze, batteries, carpeting, construction & demolition debris, glass, consumer metals, paper and paperboard, plastic, fiber and food waste.
2. Update NERC’s REI NYS electronics reuse/recycling industry data.

Deliverables
1. On a quarterly basis, forward recycling market data in Microsoft Access to be posted by ESU to the markets database. This data will include information on recyclers, or updates to existing information.
2. By the end of Year One, NERC will have submitted electronic information to ESU’s MIS on regional recyclers known to handle antifreeze, batteries, carpeting, construction & demolition debris, glass, consumer metals, paper and paperboard, plastic, fiber and food waste.
3. Updated NYS REI electronics reuse/recycling industry data.

Year Two
Key Tasks
1. Add electronics recyclers to the secondary market database.
2. Incorporate tire recyclers identified by ESU into the secondary market database.
3. Update database information developed in Year One.
4. Identify new businesses, and collect relevant data.
5. Update the plastic and paper NYS REI sectors.
6. Enter results into Microsoft Access.
7. In consultation with the ESU contract manager, determine the NYS REI sectors to be updated in Year Three.

**Deliverables**

1. On a quarterly basis, forward recycling market data in Microsoft Access to be posted by ESU to the markets database, including updates for data posted in Year One.
2. By the end of Year Two, NERC will have submitted electronic information to ESU’s MIS on regional recyclers known to handle electronic equipment, tires, paper and plastic end-users that use recycled content, processors of antifreeze, batteries, carpeting, construction & demolition debris, glass, consumer metals, paper and paperboard, plastic, and food waste.
3. Updated plastic and paper NYS REI industry data.
4. A written agreement specifying the NYS REI sectors to be updated during Year Three.

**Year Three**

**Key Tasks**

1. Update the two additional NYS REI sectors identified by ESU staff in Year Two and add the information to the database.
2. Update and maintain database information developed in Years One and Two.
3. Identify new recycling businesses, and collect relevant data.
4. Enter results into Microsoft Access.
5. In consultation with the ESU contract manager, determine the NYS REI sectors to be updated in Year Four.

**Deliverables**

1. Updated REI NYS industry data for the two sectors agreed to by NERC and the ESU project manager at the end of Year Two.
2. On a quarterly basis, forward recycling market data in Microsoft Access to be posted by ESU to the markets database. This data will include information on new recyclers or updates to existing information.
3. By the end of Year Three, NERC will have submitted electronic information to ESU’s MIS on regional recyclers known to handle electronic equipment, tires, paper and plastic end-users that use recycled content, processors of antifreeze, batteries, carpeting, construction & demolition debris, glass, consumer metals, paper and paperboard, plastic, fiber, and food waste, and markets information for the two additional REI sectors identified by ESU staff at the end of Year Two.
4. A written agreement specifying the NYS REI sectors to be updated during Year Four.

**Year Four**

**Key Tasks**
1. Update the two additional NYS REI sectors agreed to by NERC and the ESU project manager at the end of Year Three and add the information to the database.
2. Update and maintain database information developed in Years One, Two, and Three.
3. Identify new recycling businesses, and collect relevant data.
4. Enter results into Microsoft Access.
5. In consultation with the ESU contract manager, determine the NYS REI sectors to be updated in Year Five.

**Deliverables**
1. Updated REI NYS industry data for the two sectors agreed to by NERC and the ESU project manager at the end of Year Three.
2. On a quarterly basis, forward recycling market data in Microsoft Access to be posted by ESU to the markets database. This data will include information on new recyclers or updates to existing information.
3. By the end of Year Four, NERC will have submitted electronic information to ESU’s MIS on regional recyclers known to handle electronic equipment, tires, paper and plastic end-users that use recycled content, processors of antifreeze, batteries, carpeting, construction & demolition debris, glass, consumer metals, paper and paperboard, plastic, fiber and food waste, and markets information for the four additional REI sectors identified by ESU staff at the end of Years Two and Three.
4. A written agreement specifying the NYS REI sectors to be updated during Year Five.

**Year Five**
1. Update the two additional NYS REI sectors agreed to by NERC and the ESU project manager at the end of Year Four and add the information to the database.
2. Update and maintain database information developed in Years One, Two, Three, and Four.
3. Identify new recycling businesses, and collect relevant data.
4. Enter results into Microsoft Access.

**Deliverables**
1. Updated REI NYS industry data for the two sectors identified by ESU staff at the end of Year Four.
2. On a quarterly basis, forward recycling market data in Microsoft Access to be posted by ESU to the markets database. This data will include information on new recyclers or updates to existing information.
3. By the end of Year Five, NERC will have submitted electronic information to ESU’s MIS on regional recyclers known to handle electronic equipment, tires, paper and plastic end-users that use recycled content, processors of antifreeze, batteries, carpeting, construction & demolition debris, glass, consumer metals, paper and paperboard, plastic, fiber and food waste, and markets information for the four additional REI sectors identified by ESU staff at the end of Years Two, Three, and Four.