



Request for Proposals

Materials and Recycling Management Training
 Recycling and Education Outreach Program

March 5, 2025

Event	Time	Date
RFP issue date	5:00 p.m. Eastern	3/5/2025
Deadline for bidders to submit questions about this RFP	5:00 p.m. Eastern	3/20/2025
Proposal deadline	5:00 p.m. Eastern	4/5/2025
Anticipated notice of award	N/A	4/7/2025 - 4/15/2025
Anticipated contract begin date	N/A	4/20/2025 - 4/25/2025
Anticipated contract closing date	N/A	11/01/2027

✓ Organizational Overview

The Michigan Recycling Coalition (MRC) fosters sustainability by leading, educating, and mobilizing business, government, nonprofit, and individuals to advance their own and collective resource use and recovery initiatives in Michigan. Through a Recycling Education & Outreach grant awarded to the MRC by the Region 5 U.S. Environmental Protection Agency, the MRC will work to level up education and outreach around sustainable materials management in Michigan, empowering communities with tools they need to enhance local education programming to grow informed programming and participation in local services.

✓ Proposal Delivery Instructions and Contact Information

Proposals should be addressed to Katie Fournier and be delivered via email to kfournier@michiganrecycles.org. Or visit <https://michiganrecycles.org/work-with-us/>

✓ Executive Summary

The MRC is seeking proposals for the development and delivery of comprehensive Materials and Recycling Management (MRM) Training. This program, supported by a grant from the Region 5 U.S. Environmental Protection Agency, aims to advance sustainable materials management practices across Michigan. Over the course of three trainings in three years, the program will equip municipal government employees, nonprofits, and businesses with the knowledge and tools necessary to enhance local recycling and waste management initiatives. The MRM Training Program will include in-depth educational sessions, hands-on activities, and resources to empower participants to make informed and impactful contributions to Michigan's recycling landscape.

✓ Project Goals

- Provide professional level educational training about the entire integrated materials management system that drives the framework of reduction, reuse, recycling, and proper disposal of organic and inorganic materials in Michigan.
- Equip and familiarize each participant with a manual, presentations, and training activities that provide meaningful information on the variety of topics to be covered in the MRM curriculum.
- Provide context into Michigan's recycling landscape including but not limited to information about data, terminology, and background on foundational recycling - including organic and inorganic topics.
- Connect participants with helpful tools and resources such as Make the Case for Recycling toolkit, EGLE grants and funding opportunities, and service and funding mechanisms as applicable.
- Give participants an opportunity to learn through hands-on experiences like touring a Material Recovery Facility, touring a compost operation, and participating in a waste sortation and/or waste audit exercise.
- Provide an opportunity to make valuable connections with other professionals who will support the development and maintenance of successful programs.

✓ Target Audience

This training will be open to municipal government employees, nonprofits, businesses, and other professionals across the Michigan materials management industry.

✓ **Project Deliverables and Specifications**

Deliverable	Deliverables Type	Timing	Details
1: Updating Materials and Presentations	Planning	April - Aug. 2025	The Materials and Recycling Management manual is currently undergoing updates that began in 2024. Access to this manual will be provided by the MRC. In preparation for delivery of this training in 2025, the manual will need to be reviewed for any gaps in information. Training slides will need to be reviewed and updated to ensure effective information delivery, and continuity of design. The contractor will work closely with MRC staff to update materials and design supplemental documents.
2: Qualifying Training for National Certification			<p>The MRC will submit the developed MRM manual and training plan to the National Standards Certification Board (NSCB) for consideration for national accreditation status. Achieving national accreditation status will likely require additional updates to the manual including but not limited to the completion of the following elements:</p> <ul style="list-style-type: none"> • Creation of progressive proficiency exams and a final exam • Develop and define alternative pathway to accreditation for experienced professionals. • Expanding curriculum to meet key topics such as careers associated with resource management, techniques to support local economic development and job creation, and how to develop and present effective presentations, publications and exhibits that will enhance individual sustainable actions and habits.
2: Purchase of Supplies	Supplies	Aug. -Sept. 2025	<p>Supplies may include:</p> <ul style="list-style-type: none"> • Manual (paper) printing • Binders (assure recyclability) • USB devices for digital manual <p>Any additional supplies will require prior approval for reimbursement.</p>
		Aug. -Sept. 2026	
		Aug. -Sept. 2027	

3: MRM Training	Training	Sept. 2025	Contractor(s) will work with MRC staff to deliver a minimum of 30 coursework hours for the Materials and Recycling Management Training to a maximum of 35 participants per training. Contractor will be responsible for day-to-day agendas, facilitation/leading training for the duration of in-person instruction, and invitation of supplemental speakers with the collaboration of MRC staff on all subcontractors.
		Sept. 2026	
		Sept. 2027	
4: MRM Follow-Up		Sept. - Oct. 2025	Contractor will meet with MRC staff to discuss key takeaways from the program, feedback from surveys, and future training planning and delivery within 60 days of final MRM training.
		Sept. - Oct. 2026	
		Sept. - Oct. 2027	

✓ Project Requirements

The selected candidate/contractor will enter a contractual agreement with the Michigan Recycling Coalition. Activities related to preparation for and the delivery of training will be reported to the EPA. As a subcontractor, a breakdown of activities, deliverables, time spent, and exact pricing for personnel, printing, and any other training related expenses will need to be accounted for in writing.

The Michigan Recycling Coalition will be responsible for the following activities and expenses:

- Providing input on all training materials and presentations
- Procuring and/or contracting venue location(s)
- Setting dates and times for training
- Determining pricing and creating system for registration
- Promotion of the training
- Providing food and refreshments supplied at the event
- Creating and distributing feedback surveys
- As needed: presenting, engaging supplemental speakers, creating materials, and guiding activities.

✓ Budget Details

- Contractors must submit detailed invoices with documentation for reimbursement.

- Payments will be made upon the completion of each deliverable as outlined in the RFP.

Deliverable	Maximum Budget
Updating Materials and Presentations	\$11,500 - \$11,800
Purchase of Supplies	\$1,600 - \$1,800
MRM Training Delivery	\$6,000 - \$12,000
Post-Training Follow-Up	\$300 - \$600
Total	\$26,200

Training may be delivered in different locations year to year to provide an equal opportunity for participation to different areas of Michigan.

✓ **Proposal Format**

Please include in your RFP:

- A description/summary of your training proposal and all supplemental materials that will be provided to participants.
- A detailed outline of training agenda, and supplemental elements based on the manual provided and the national certification standards identified
- A list of potential supplemental speakers outside of your organization and professional qualifications
- Budget and cost breakdown per deliverable
- Contractor staff roles and responsibilities including tasks and timeline chart
- Completed Vendor Questionnaire (see pgs, 4-6 of this RFP)

✓ **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- 1. Qualifications and Experience (30%)**
 - Demonstrated expertise in materials management training or related fields.
 - Relevant prior experience and project outcomes.
 - Qualifications of the proposed team.
- 2. Approach and Methodology (25%)**

- Detailed training plan aligning with the goals of the RFP.
- Innovation and effectiveness of proposed training materials and methods.

3. **Budget and Cost-Effectiveness (20%)**

- Clear, detailed budget breakdown for each deliverable.
- Justification for proposed costs.

4. **References and Past Performance (25%)**

- Positive feedback from similar projects.
- Demonstrated ability to meet deadlines and stay within budget.

✓ **Contract Terms and Conditions**

The selected contractor will enter into an agreement with the Michigan Recycling Coalition that includes the following terms:

- **Compliance with Laws:** Contractor must comply with all applicable federal, state, and local regulations.
- **Termination Clause:** MRC reserves the right to terminate the contract with 30 days' written notice for any reason, including non-performance.
- **Payment Terms:** Payments will be made upon submission and approval of invoices, based on deliverables completed.
- **Reporting:** Pursuant to EPA reporting requirements the contractor will be required to submit written reports outlining progress on grant activities and any measurable outcomes resulting from grant activities.

✓ **Anti-Discrimination Policy**

The Michigan Recycling Coalition does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. We strongly encourage women and minority-owned businesses to apply.

VENDOR QUESTIONNAIRE

Provide a detailed response to each question. "You" and "company" refers to the bidder.

Information Sought	Bidder Response
1. Contact Information	
Bidder's sole contact person during the RFP process. Include name, title, email, and phone number.	
Person authorized to receive and sign a resulting contract. Include name, title, email, phone number.	
2. Company Background Information	
Legal business name and address. Include business entity designation, e.g., sole proprietor, Inc., LLC, or LLP.	
What state was the company formed in?	
Phone number	
Website address	
Number of years in business and number of employees	
Legal business name and address of parent company, if any	
Has bidder ever been debarred, suspended, or disqualified from bidding or contracting with any entity? If yes, provide the date, the entity, and details about the situation.	
Within the last 5 years, has your company or any of its related business entities defaulted on a contract or had a contract terminated for cause? If yes, provide the date, contracting entity, type of contract, and details about the termination or default.	
3. Prior Experience	
Describe at least 3 relevant experiences from the last 5 years supporting your ability to successfully manage a contract of similar size and scope for the work described in this RFP.	
Experience 1	
Company name Contact name Contact phone Contact email	

City State Zip	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFP?	
Dollar value	
Start and end date (mm/yy - mm/yy)	
Status (completed, live, other - specify phase)	
Results obtained	
Experience 2	
Company name Contact name Contact phone Contact email	
City State Zip	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFP?	
Dollar value	
Start and end date (mm/yy - mm/yy)	
Status (completed, live, other - specify phase)	
Results obtained	
Experience 3	
Company name Contact name Contact phone Contact email	

City State Zip	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFP?	
Dollar value	
Start and end date (mm/yy - mm/yy)	
Status (completed, live, other - specify phase)	
Results obtained	