

**REQUEST FOR QUOTES
RFQ# 09-10-03**

**SPECIFICATIONS TO DEVELOP AN ONLINE WORKPLACE
RECYCLING TOOLKIT**



**Issued by
Illinois Recycling Association**

January 26, 2010

REQUEST FOR QUOTES

The Illinois Recycling Association (IRA), an Illinois not-for-profit 501(c) 6 corporation, is seeking cost quotes to procure a contractor to develop an online Workplace Recycling Toolkit. The IRA intends to enter into a contract with a qualified and responsible contractor to fulfill the requirements for Task 3 of the current Grant Agreement, Grant # 09-44701, with the Illinois Department of Commerce and Economic Opportunity (DCEO).

Interested contractors are invited to submit a quote to perform the Statement of Work as outlined below, along with a statement of experience and qualifications for performing this type of project by 12:00 PM CST on Wednesday February 3, 2010. All submittals must be received electronically. Send to:

Mike Mitchell, Executive Director
Illinois Recycling Association
Email address: executivedirector@illinoisrecycles.org

STATEMENT OF WORK

IRA intends to contract with a qualified consultant to research and develop an online *Workplace Recycling Toolkit* containing downloadable information and resources for implementing or expanding business or institutional recycling programs. Contractor shall conduct a thorough review of existing resources and materials on this topic for the purpose of assimilating, and creating new where necessary, the best available information to show companies and institutions how to:

- implement a comprehensive and effective waste reduction and recycling program in an office, workplace, K-12 school, university and other institution
- identify recycling and waste reduction options available
- identify and overcome barriers to implementing recycling programs and suggested solutions
- differentiate geographic circumstances that may affect ability to collect or market recyclable materials
- identify additional available education and program resources

Material generated shall be available in the form of attractive colorful downloadable fact sheets and instructional documents (booklet or manual) in printer friendly formats. The documents shall be organized by topic and chapter so as to make the information easily updatable section by section when new developments occur or new information becomes available. Prior to posting, the Toolkit will be peer-reviewed by select IRA members and DCEO staff for accuracy and comprehensiveness of information. When complete, Grantee and/or its consultant shall hold a training presentation for DCEO staff on how to use the Toolkit.

Contractor shall create and provide promotional material so that IRA can pursue an aggressive promotional campaign to make the public aware of the Toolkit and the useful information it contains. Contractor shall provide templates with appropriate graphics to be used in statewide press releases, forward announcements and advertisements to municipal and county government recycling officials, local Chambers of Commerce, Economic Development Organizations and

other Community and Environmental Organizations and Associations for inclusion in newsletters, magazines, Web sites, and listserv communications.

Contractor, in collaboration with IRA, shall participate in and provide a training presentation for a minimum of four geographically diverse training presentations for local business and government leaders on how to use the Toolkit so that they may promote it to their local constituents and members. At least one of these training sessions shall be scheduled in coordination with the Illinois Chamber of Commerce.

Timetable:

Posting RFP: January 26, 2010

Quotes submitted by February 3, 2010 (12:00 PM CST)

Contract awarded by February 8, 2010

Project Completion Date: April 30, 2010.