



Guide for Preparing and Submitting Unsolicited Proposals

October 2014

Metro Waste Authority (MWA) encourages the submission of new and innovative ideas in response to MWA needs or any MWA-initiated solicitation or program. When the new and innovative ideas do not fall under topic areas publicized under those programs or techniques, the ideas may be submitted as unsolicited proposals. The purpose of this Guide is to outline the means by which organizations can submit proposals and how MWA will respond to them.

Acceptable Unsolicited Proposals

An unsolicited proposal is an offer initiated and submitted to MWA, without solicitation from MWA, with the objective of obtaining a contract.

As approved by MWA's Board of Directors, in order for an unsolicited proposal to be considered valid by MWA, it must meet the following requirements:

- Be innovative and unique
- Be independently originated and developed by the offeror
- Be prepared without requiring MWA supervision, endorsement, direction or direct MWA involvement
- Include sufficient detail to permit a determination that MWA support could be worthwhile and the proposed work could benefit MWA in fulfilling its mission
- Demonstrate the financial and management capability of offeror
- Demonstrate operational success of proposed or similar effort
- Not be an advance proposal for an item, project, or material that MWA is required to acquire through competitive means and if found to be so at any time during the submission process, MWA maintains the right to cease discussions at their sole discretion
- Not address a previously published MWA solicitation for proposals

Required Contents of Unsolicited Proposals

Metro Waste Authority requires unsolicited proposals to contain the following basic, technical and financial information:

Basic Information

- Name, address and type of organization (i.e., for profit, non-profit, educational, etc.)
- Names, phone numbers and email addresses of personnel to be contacted for evaluation or negotiation purposes
- Names and biographies of offeror's key personnel who would be involved, including alternates, and their related experience
- Names of other agencies or parties receiving the proposal or funding the proposed effort
- Period of time for which the proposal is value (a six month minimum is suggested)
- Type of contract preferred
- Express written authorization from applicant for MWA and/or its outside consultants and/or experts to conduct appropriate personnel background checks inclusive of criminal, credit bureau, etc. at their sole discretion
- Date of submission and signature of person(s) authorized to represent and contractually obligate the offeror

Technical Information

- Concise description/abstract (approximately 200 words) of proposed effort
- Statement of work that contains a complete functional description of the effort; the facilities, equipment, materials or personnel to be used for the effort; a schedule of major tasks and events to be accomplished; and a list of items to be delivered to MWA as end result of contract performance.
- Objectives of effort/activity, method of approach and extent of effort to be employed, the nature and extent of anticipated results, and how the effort supports MWA's mission
- Type of support needed from MWA (e.g., facilities, equipment, materials, or personnel)

- Description of rules, regulations, ordinances at codes (environmental or otherwise) applicable to the proposed effort at the local, state and federal level
- Potential impacts to MWA from the proposed effort regarding current and future compliance with rules, regulations, ordinances and codes at the local, state and federal level (environmental or otherwise)
- Beneficial impact to MWA in the following areas:
 - MWA's budget
 - Environmental Management System areas of focus: recycling, hazardous waste management, greenhouse gas reduction, yard waste management, water quality improvement, environmental education
 - Solid waste comprehensive plan
 - MWA's member communities
 - What happens to MWA in case of failure?

Financial Information

- Proposed price or total estimated cost for the effort in sufficient detail for meaningful evaluation
- Full disclosure of balance sheet capacity/credit worthiness and ability to finance the proposed effort, including sources of funding and their respective balance sheets or at least a letter of credit or similar to verify pre-funding sources of capital
- Financials and pro-forma for the effort for year 1 through year 5.
- Contact information and authority for MWA and/or its outside consultants to verify financial wherewithal

Confidential Information

All unsolicited proposals submitted to Metro Waste Authority that include requests for confidentiality will be subject to the provisions of the Iowa Public Records Law. All information and supplemental materials provided to MWA as part of this process is subject to Iowa Public Records Law. Any request will be subject to the provisions of this law.

If an unsolicited proposal includes data that the offeror does not want disclosed to the public for any purpose or used by MWA except for evaluation purposes, the cover page of the proposal must be marked with the following legend:

“Use and Disclosure of Data

This proposal includes data that shall not be disclosed outside MWA and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this proposal unless disclosure is required by law. However, if a contract is awarded to this offeror as a result of – or in connection with – the submission of data, MWA shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit MWA's right to use information contained in data if they are obtained from another source without restriction. Note: MWA's outside consultants are bound by this non-disclosure as it would pertain to customary client-agent relationships/agreements.”

In addition to the cover page, the offeror shall mark each sheet of data it wishes to restrict with the following legend: “Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.”

Other Items of Note

Please note the following:

- No proposal will be considered that would transfer ownership or operation of Metro Park East Landfill, Metro Park West Landfill, Metro Transfer Station or the Metro Hazardous Waste Drop-Off to another party.
- If MWA's Board approves of the proposal, the final selection of the vendor will be subject to MWA's procurement procedures.
- MWA reserves the right to implement the plan unilaterally.

Submitting Unsolicited Proposals

Unsolicited proposals that meet the requirements set forth in this Guide should be submitted to:

Michael McCoy, Interim Executive Director
Metro Waste Authority
300 E. Locust Street, Suite 100
Des Moines, IA 50309
mmc@mwatoday.com

Should questions arise during the preparation of an unsolicited proposal, the proposer is encouraged to contact Metro Waste Authority:

Michael McCoy, Interim Executive Director
Metro Waste Authority
515.244.0021
mmc@mwatoday.com

MWA Review Process

Review of Completeness

Once an unsolicited proposal is received by Metro Waste Authority at the preceding address, the following steps will be taken:

- MWA staff will check the proposal for completeness to ensure it meets the requirements set out under Acceptable Unsolicited Proposals in this Guide. Only proposals that are submitted in full will be considered for review.
- Staff will acknowledge receipt of the proposal within 30 days.
 - For complete proposals, the acknowledgement will provide instructions as to the next steps in the process that will be undertaken for a comprehensive evaluation.
 - For incomplete proposals, the acknowledgement will include an explanation of how the proposal fails to meet the requirements. The offeror can resubmit a complete proposal.

Evaluation of Unsolicited Proposals Submitted in Full

MWA Staff Review

Complete proposals will undergo a comprehensive evaluation by MWA staff. When performing this evaluation, staff shall consider any factors relevant to this specific proposal including:

- Unique, innovative and meritorious methods, approaches or concepts demonstrated by the proposal;
- Potential contribution of the effort to MWA's mission;
- Overall impact on EMS focus areas and cost-effective merits for MWA and its member communities;
- Potential impact on MWA's budget;
- Potential required investments of labor, equipment or facilities by MWA;
- The offeror's capabilities, including:
 - financial capability of the offeror to capitalize and operate proposed venture,
 - related experience, including descriptions of previous projects completed or currently in operation, facilities with addresses and names of relevant contact information, techniques, or unique combinations of these that are integral factors to achieving the proposal objectives,
 - The express written authorization from the offeror for MWA and / or its outside consultants to contact supplied references and verify all of the above with relevant documentation and records, professional and personal reference checks, credit bureau checks, and criminal background checks
- The realism of the proposed cost.

Executive Committee/Finance Committee Review

Once the comprehensive evaluation is complete, MWA staff will make a recommendation to the MWA Board of Directors' Executive/Finance Committee. The committee will review all recommendations from staff and make such decisions as to whether more information is needed, whether the proposal has enough merit to recommend to the full Board of Directors or whether to remove the proposal from further MWA consideration.

Board of Directors Review

Once a proposal has been reviewed and recommended by MWA staff and the Executive/Finance Committee, it will be presented to the MWA Board of Directors for review at a regularly scheduled Board meeting. MWA's Board meets monthly, typically on the third Wednesday of the month at 5:45 p.m.

About Metro Waste Authority

Metro Waste Authority (MWA) is a regional government that was formed pursuant of Chapter 28E, Code of Iowa, which joins 17 member communities and six planning communities for the purposes of solid waste management. These communities constitute the service area of MWA:

Full Member Communities

Ankeny	Grimes	Polk County (unincorporated)
Altoona	Johnston	Runnells
Bondurant	Mitchellville	Urbandale
Clive	Norwalk	West Des Moines
Des Moines	Pleasant Hill	Windsor Heights
Elkhart	Polk City	

Planning Member Communities

Alleman	Carlisle	Hartford
Mingo	Prairie City	Sheldahl

MWA was established in 1969 and is managed by an executive director and governed by a board of directors, comprised of one elected official from each of its member communities. MWA has an annual budget of approximately \$28 million. While it is a public agency, it receives no tax dollars. Instead, it funds its programs and services through the fees paid by the customers who use its facilities and services.

Mission

Metro Waste Authority provides answers for safe and smart waste disposal and recycling.

Vision

No Wasted Resources

Values

Leadership. Metro Waste Authority is committed to demonstrating its leadership in the solid waste industry and overall environmental stewardship through the use of proven state-of-the-art technology, and by establishing public-private partnerships and working cooperatively with our member communities.

Excellence. Employees are focused on continuous improvement, on maintaining the highest standards for customer service, and on making every effort to improve the quality of the programs, services and facilities we manage.

Integrity. Metro Waste Authority has high ethical standards, and employees go about their work in a manner that is open, honest, accountable, and transparent.

Passion. Our employees are passionate about many things: Metro Waste Authority, serving our customers, improving the environment and the quality of life in Central Iowa, and providing top notch, cost-effective programs for all our customers.

For more information, visit www.WhereltShouldGo.com or call 515.244.0021.