

**Iowa Department of Natural Resources
Environmental Protection Commission**

ITEM

25

DECISION

TOPIC

Contract – University of Northern Iowa, Iowa Waste Reduction Center – Iowa Waste Exchange Program technical assistance, database management and training

Recommendation:

The Department requests Commission approval of a contract in the amount of \$30,000 with the University of Northern Iowa, Iowa Waste Reduction Center for one year. The contract is for the University to provide technical assistance, database management and training for the Iowa Waste Exchange program.

Funding Source:

This project will be funded through the Groundwater Protection Fund, Solid Waste Account where monies are received from the tonnage fee imposed under section 455B.310.

Background:

Iowa code 455 E.11.2(2)(c) Groundwater Protection Fund, requires the following:

The Department shall expend not more than thirty thousand dollars of the moneys appropriated under this subparagraph subdivision to contract with the by-products and waste serve service at the University of Northern Iowa to provide training and other technical services to grantees under the program.

Purpose:

The purpose of this contract is to provide technical assistance, database management and training to the Iowa Waste Exchange program and it's Representatives.

Consulting Firm Selection Process:

A selection process was not completed because these moneys are legislated to be distributed to the University of Northern Iowa.

Scope of Work:

For an outline of the **scope of work**, see attached.

Based on the Iowa Code and existing relationships with the University of Northern Iowa, we recommend the contract for the University of Northern Iowa, Iowa Waste Reduction Center be awarded.

Linda King, Land Quality Bureau, Environmental Services Division

May 7, 2009

EXHIBIT A
STATEMENT OF WORK

The Department's stated objective is for the Iowa Waste Reduction Center to provide technical assistance and database maintenance and coordination for the Iowa Waste Exchange program as approved by the Department. The services included below may be amended at any time by the Department or the Contractor upon prior approval by the Department. The Contractor will provide the following tangible products:

I. Technical Assistance Services

The Contractor shall deliver technical assistance services requested by the Department to the Iowa Waste Exchange program to improve overall service of the Iowa Waste Exchange database and beneficial results for the program's clients. Services may include the following:

- a. Reviewing sample listings of potential markets to determine if they meet the minimum qualifications necessary to be listed on the IWE database
- b. Electronically updating and distributing the Iowa Waste Exchange Handbook to the Department and all IWE area resource specialists
- c. Conducting database training for all IWE program staff and partners
- d. Assisting the Department with the maintenance of the IWE database
- e. Identifying database improvements and updates and serving as a team member for additional database improvements
- f. Maintaining lists of bugs utilizing the Iowa DNR's BugTracker.net application that will be provided to the Contractor
- g. Verifying available and wanted materials submitted by the public
- h. Coordinating the testing of fixes and new features within 10 days of the release.
- i. Maintaining and prioritizing a list of future enhancements for the upcoming version of the database.
- j. Maintaining Group Messages in the database

II. Reports

The Contractor shall submit monthly and final performance reports including the following information.

- A. Narrative discussion of delivery of technical assistance services including, but not limited to, the following.
1. All work conducted related to Section I above, Technical Assistance Services, that the Contractor is seeking reimbursement
 2. Training is provided to the IWE program representatives
 3. IWE services provided to IWE clients contacting the IWRC including number of contacts and services provided
 4. Report current status of open bugs from BugTracker.net application
 5. Media related contacts received by or initiated by the Contractor related to the IWE, and number of client inquiries for IWE assistance received directly by UNI staff, and
 6. Report on other services not listed above that are provided by the Contractor when the Contractor is seeking reimbursement from the Department.