

Proposal Specification
Southeast Missouri Solid Waste Management
District
Administrative, Planning and Training
Services
Beginning July 1, 2019 and Ending June 30,
2024

Proposals for administrative, planning and training services will be reviewed and evaluated based on the following:

1. The specialized experience and technical competence of the firm with respect to administration and services.
2. Record of performance of the firm with respect to such factors as accessibility to clients, quality of work, and ability to meet schedules.
3. The firm's proximity to and familiarity with the area in which the project is located. Specifically this includes the seven southeast Missouri counties of Bollinger, Cape Girardeau, Iron, Madison, Perry, St. Francois and Ste. Genevieve.
4. Capability of carrying out all aspects of grant related activities.
5. Cost of services for up to a five year period.
6. References from previous clients of related work with the firm in the past five years.

Items 1, 2, 3 and 4 above will receive priority weighting in final selection.

Duties include:

Administrative Requirements:

1. Maintaining official minutes of the Solid Waste Management District.
 - A. Maintain up-to-date mailing lists of Board and Committee members.
 - B. Provide staff to take meeting notes and prepare minutes.
 - C. Ensure compliance with the Sunshine Law.
 - D. Attend training provided annually by the Missouri Department of Natural Resources and ensure that the District and all subgrantees are in compliance with all relevant regulations.
 - E. Notify the Solid Waste Management District Board of Directors of any regulatory or legislative activity relevant to the District's operations.
 - F. Periodically review the District by-laws and recommend changes when necessary.

2. Prepare and distribute agendas and minutes to Board members and area media no later than 10 days before each meeting through U.S Postal Service and/or by email.
 - A. Agenda must be reviewed and approved by the District Chair prior to distribution.
 - B. Provide public notices posted in accordance with the Sunshine Law prior to all District meetings.
3. Provide detailed fiscal records and tracking of multiple program years' funding and projects.
 - A. Prepare and distribute monthly financial statements.
 - B. Establish a separate, segregated bank account for District funds.
 - C. Provide technical assistance in the preparation of annual budgets.
 - D. Prepare payroll including federal income tax and FICA withholding and making payments as required.
 - E. Prepare W-2 and 1099 Forms as applicable.
 - F. Arrange for an annual audit by a qualified Certified Public Accountant.
 - i. Prepare required Management Letter regarding the audit.
 - ii. Prepare any responses required by the auditor.
 - iii. Implement any changes that are recommended as a part of audit findings.
4. Maintain inventory of all District equipment and assets.
 - A. Document that insurance has been obtained on any equipment funded through Solid Waste Management district Funds.
5. Information/Outreach:
 - A. Prepare Press Releases from time to time highlighting District activities.
 - B. Preparation and maintenance of Display Boards illustrating District activities.
 - C. Posting grant application, press releases and event information on a web site.
6. Provide space and accommodations for monthly meetings.
 - A. Provide a meeting room that will accommodate 30 to 40 people with tables and padded chairs. Must be centrally located within the seven-county district. Must be available for four to six meetings per year.
 - B. Room must be handicap accessible with ADA bathrooms.
 - C. Free parking must be adjacent to meeting facility and must be able to accommodate at least 40 cars and have at least one handicap accessible parking spot.
 - D. Meeting facility must provide access to:
 - i. At least one laptop computer
 - ii. PA system if needed
 - iii. Overhead projector with screen or blank wall
 - iv. Hi-speed copy machine
 - v. High-speed internet access
 - vi. Wi-Fi access
 - vii. Fax capabilities
 - viii. Phone system with phone conference capabilities
 - ix. Digital camera

- x. At least two flip charts with paper and markers
 - E. All meetings will include snacks or meals and beverages.
 - F. Administrator must provide plates, dessert plates, glasses, coffee cups, silverware and serving dishes. Administrator is responsible for arranging for snacks/beverages and at times, meals for the district meetings. Administrator is also responsible for cleanup following meetings.
7. Prepare and submit quarterly activity reports to the Missouri Department of Natural Resources.
 8. Prepare the annual District Operations grant application on behalf of the Solid Waste Management District.
 9. Participate and report on statewide Solid Waste Advisory Board activities.
 10. Prepare grant calls:
 - A. Maintain the application package in a form and format that is current with regards the Solid Waste Management Plan Goals and Objectives.
 - B. Obtain permission from the Board to issue the grant call.
 - C. Prepare and distribute formal Public Notices.
 - D. Contact the County Commissions and the Municipal Governments of all communities over 500 in population directly with notification of the grant call.
 - E. Contact directly any entity that has previously expressed an interest in obtaining funding through the District.
 - F. Handle inquiries from potential project proposers.
 - G. Prepare grant application packages along with proper Evaluation Forms for each application and forward to the Proposal Review Committee.
 - H. Staff the Proposal Review Committee meeting(s).
 - I. Prepare a summary report package for the Chairman of the Proposal Review Committee to present at the next Board of Directors Meeting.
 - J. Notify all applicants, whether successful or not, of the final Board decision regarding their applications.
 11. Grant Administration:
 - A. All grant administration functions to be undertaken in accord with the General Terms and Conditions of the Missouri Department of Natural Resources funding award documents.
 - B. Prepare a standard Financial Assistance Agreement.
 - C. Prepare Financial Assistance Agreements for each successful applicant.
 - D. Maintain files for each project funded.
 - E. Prepare and file standard UCC-1 forms when appropriate.
 - F. Photograph and affix signage indicating equipment purchased with funding through the Missouri Department of Natural Resources when appropriate.
 - G. Follow up visits to ensure inventory is in place per agreement.

- H. Obtain information quarterly for reports to the Missouri Department of Natural Resources.
 - I. Ensure that documentation of expenses is received prior to disbursing any funds.
 - J. Prepare a final project “close out letter” upon project completion.
 - K. Obtain diversion information from sub grantees for at least four years following project close out.
12. Provide office space:
 - A. A manned reception area.
 - B. A dedicated phone line to be answered “Southeast Missouri Solid Waste Management District.”
 - C. An available fax machine.
 - D. Adequate segregated filing space.
 - E. A meeting area sufficient to allow for small group (up to 8 persons) for consultation regarding programs.
 13. Provide staff support in the event that the Missouri Department of Natural Resources undertakes a performance audit on the Solid Waste Management District.
 14. Procure Errors and Omissions insurance covering the Board of Directors and staff.
 15. Prepare a report to the Board of Directors regarding the feasibility of operating Household Hazardous Waste, Electronic Waste, Fluorescent Bulb and such other special purpose clean up programs as may be rationally undertaken on a District-wide basis.
 16. Provide technical assistance to citizens, businesses, local governments, schools and agencies on solid waste issues.
 17. Attend meetings as a representative of the District at the request of the Chairman or the Board.

Application packets and further information may be obtained through the Solid Waste Management District, 1 West St. Joseph Street, Perryville, Missouri 63775 or by telephone (573) 547-9357.