

REQUEST FOR APPROVAL

To: Howard Levenson
Deputy Director, Materials Management and Local Assistance Division

From: Shirley Willd-Wagner
Branch Chief, Financial Resources Branch

Request Date: March 1, 2011

Decision Subject: Approval of Scope of Work for the Used Oil Lifecycle Assessment
Critical Review Contract (Used Oil Fund, FY 2010/2011)

Action By: March 15th, 2011

Summary of Request: Senate Bill 546 (Lowenthal) requires that CalRecycle, among other things, "Contract with a third-party consultant with a recognized expertise in life cycle assessments to coordinate a comprehensive life cycle analysis of the used lubricating and industrial oil management process, from generation through collection, transportation, and reuse alternatives." In order to comply with this requirement, CalRecycle staff has determined that, along with a life cycle assessment (LCA) practitioner to complete the environmental assessment, a separate contractor is needed to ensure that the process complies with the International Organization for Standards (ISO) guidelines for LCA. CalRecycle staff has created a scope of work (SOW) after gathering input from a broad stakeholder group. The recommended SOW is attached for your review and approval.

CalRecycle staff has also determined that the expertise necessary for this contract cannot be found from within California State agencies. Therefore this contract must be competitively bid. In order to facilitate this process a list of required qualifications has been created.

Recommendation: Staff recommends that you approve the scope of work for this contract. Staff further recommends that you approve this contract for competitive bid under the Invitation for Bid (IFB) process using the SOW and required qualifications attached.

Deputy Director Action:

On the basis of the information and analysis in this Request for Approval and the findings set out above, I hereby approve the Scope of Work for the Used Oil Life Cycle Assessment Critical Review Contract.

Dated: 3/1/11

Howard Levenson

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Deputy Director, Materials Management and Local Assistance Division

Attachments:

Scope of Work

Statement of Qualifications
