

MARION COUNTY



EARTHWISE GRANT PROGRAM 2024: REUSABLE FOODWARE MINI-GRANT

Request for Application (RFA)

PW1482-24

Date of Issue: January 26, 2024

Closing: 2:00 p.m. (PT) on February 23, 2024

Single Point of Contact (SPC):

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Submit questions and responses via the Marion County Procurement Collaboration Portal

<https://contracts-marioncountygcc.msappproxy.net/gateway/>

Instructions are listed in Section 4.2

Electronic copies of this RFA and attachments, if any, can be obtained from the Marion County Procurement Collaboration Portal at the URL listed above.

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SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

Marion County Public Works Department (County) is issuing this Request for Applications for the EarthWISE Grant Program 2024: Reusable Foodware Mini-Grant.

Who can apply?

- Marion County Businesses.
- 501(c)(3) and (c)(4) organizations residing in Marion County.
- Organizations created through intergovernmental Agreements as allowed by ORS 190.010.
- Local governments including cities, tribes, metropolitan service districts, regional parks districts, sanitary districts, and regional air quality control authorities.

What types of projects can be proposed in this grant category?

- Purchase of durables for use at your business

Bioplastic durables are not eligible for this round of funding. For information on what qualifies as a bioplastic product, please contact Rachel VanWoert at rvanwoert@co.marion.or.us.

Why Reusable Foodware?

- **It's Safe**
Reusable plates, cups, utensils, and other food service items are approved for use by the Marion County Department of Environmental Health.
- **Saves Money**
Businesses that have switched to reusable food ware save \$3,000-\$21,000 each year, even when accounting for labor and water expenses. Plus, no more worries about disposable food ware shortages!*
- **Helps the Planet**
Reusables prevent litter and pollution of our local waterways and save massive amounts of natural resources.

Actual funding amount depends on size and complexity of the project and pays for reusable food ware and related expenses, such as minor kitchen upgrades, take-out reusable food ware provider fees, and other services. **The grant awards are up to no more than \$3,000 dollars.*

Are matching funds required?

There are no grant matching funds requirements.

County anticipates the award of multiple grant Agreements from this RFA. The initial term of the grant Agreement is anticipated to be one year with options to renew an additional year for a maximum term of two years.

1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change.

Event	Date
Pre-Application Conference	Thursday, February 8 th
Questions / Requests for Clarification Due	Thursday, February 15 th
Answers to Questions / Requests for Clarification Issued (approx.)	Friday, February 16 th
Closing (Applications Due)	As stated on the cover page
Evaluation Period (approx.)	February - March
Issuance of Notice of Intent to Award (approx.)	March 14 th

1.3 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFA is identified on the Cover Page. Questions / Requests for Clarifications must be submitted through the Collaboration Portal by the date and time listed in the schedule. Applicant shall direct any other communications related to the RFA only to the SPC.

SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE

2.1 AUTHORITY AND METHOD

County is issuing this RFA pursuant to its authority under Marion County Public Contracting Rules (MCPCR) 10-0170.

County may use a combination of methods including optional procedures: a) Competitive Range; b) Negotiations; c) Best and Final Offers; and d) Multistep Sealed Applications.

2.2 DEFINITION OF TERMS

For the purposes of this RFA, capitalized words will refer to the following definitions.

2.2.1 General Definitions

Capitalized terms not specifically defined in this document are defined in [MCPCR 10-0110](#).

2.3 OVERVIEW

Located in the heart of the Mid-Willamette Valley, Marion County has a population of 347,119, stretches from the Willamette River to the Cascade Mountains and encompasses nearly 1,200 square miles. Marion County has 20 cities, including Oregon's capital, Salem. The Marion County government organization is headed by an elected Board of Commissioners and has 15 departments, seven departments of which are headed by elected officials.

2.3.1 Purpose

The State of Oregon has a 2050 Vision in which Oregonians produce and use materials responsibly, conserve resources, protect the environment and live well. To accomplish this, DEQ uses a whole life cycle materials management approach to reduce the impacts of materials we use. Marion County Waste Reduction is shifting our focus to support and enhance materials management in our communities.

Materials management is an approach to serving human needs by using/reusing resources most productively and sustainably throughout their life cycles, generally minimizing the number of materials involved and all the associated environmental impacts. This approach

presents rich and transformative opportunities for all Oregonians to better protect our environment.

Does your business currently use disposable plates, cups, utensils and other food service items for on-site dining and/or take-out?

This grant cycle Earthwise is offering up to \$3,000 and free, hands-on technical support to set you up with reusable food ware; this is a straight purchase grant.

2.4 SCOPE OF WORK

Any project that reduces impacts of materials through their life cycle is eligible. This can include product redesign or production changes, marketing to reduce consumption, creating reuse infrastructure. Additionally, projects focused on outreach and education of materials management are eligible for funding.

SECTION 3: APPLICATION REQUIREMENTS

3.1 MINIMUM APPLICANT REQUIREMENTS

3.1.1 EarthWISE Green Biz Profile

Applicants must begin their company profile in EarthWISE Green Biz Tracker to be eligible to apply.

3.2 MINIMUM SUBMISSION REQUIREMENTS

3.2.1 Application Format and Quantity

Application should follow the format and reference the sections listed in the Application Content Requirements section. Responses to each section and subsection should be labeled to indicate the item being addressed. Application must describe in detail how requirements of this RFA will be met and may provide additional related information.

The Application must include information responsive to the items in the Application Content Requirement Section. The Application file as outlined in Section 4.1.1 may not exceed a total of 6, 8.5" x 11" pages. Applications shall be Microsoft 365 compatible or searchable Adobe format and shall not be more than 50MB. Applications exceeding 6 pages will be truncated and only the first 6 pages will be evaluated. Items excluded and not counted as pages toward the page limit include: **Attachment 1**: Application Form, Cover Letter, Table of contents, Photographs, Diagrams, Bid Specifications and Quotes. Do not include tabs or indexes in the Application.

In addition, if Applicant believes any of its Application is exempt from disclosure under Oregon Public Records Law (ORS 192.410 through 192.505), Applicant shall complete and submit the Affidavit of Trade Secret (Attachment D) and a fully redacted version of its Application, clearly identified as the redacted version.

3.2.2 Authorized Representative

A representative authorized to bind the Applicant shall sign the Application. Failure of the authorized representative to sign the Application may subject the Application to rejection by County.

3.3 PROCUREMENT PROCESS

3.3.1 Public Notice

- 3.3.1.1** The RFA, including all Addenda and attachments, is published in the Marion County Procurement Collaboration Portal (Portal) at <https://contracts-marioncountygcc.msapproxy.net/gateway/>. RFA documents will not be mailed to prospective Applicants.

County shall advertise all Addenda on the Portal. Prospective Applicant is solely responsible for checking the Portal to determine whether any Addenda have been issued. Addenda are incorporated into the RFA by this reference.

3.3.2 Questions / Requests for Clarification

All inquiries, whether relating to the RFA process, administration, deadline, or method of award, or to the intent or technical aspects of the RFA must:

- Be submitted through the Portal
- Refer to the specific area of the RFA being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule

3.3.3 Pre-Application Conference

There will be a pre-Application conference for this RFA on February 8th from 5:30-6:30 p.m. at Marion County Public Works (5155 Silverton Rd. NE, Salem, OR 97305).

- 3.3.3.1** Those seeking a virtual option may contact the SPC.

3.3.4 RESERVED

3.3.5 Application Modification or Withdrawal

Any Applicant who wishes to make modifications to an Application already received by County shall submit its modification in the manners listed in the Application Submission Instructions section and must denote the specific change(s) to the Application submission.

If an Applicant wishes to withdraw a submitted Application, it shall do so prior to Closing. The Applicant shall submit a Written notice Signed by an authorized representative of its intent to withdraw its Application in accordance with MCPCR 20-0440. The notice must include the RFA number and be submitted to the SPC.

3.3.6 Application Due

Applications and all required submittal items must be received by the SPC on or before Closing. Applications received after Closing will not be accepted. All Application modifications or withdrawals must be completed prior to Closing.

Applications received after Closing are considered LATE and will NOT be accepted for evaluation.

3.3.7 Application Rejection

County may reject an Application for any of the following reasons:

- Applicant fails to substantially comply with all prescribed RFA procedures and requirements, including but not limited to the requirement that Applicant's authorized representative sign the Application in ink.
- Applicant makes any contact regarding this RFA with County representatives such as County employees or officials other than the SPC or those the SPC authorizes, or inappropriate contact with the SPC.
- Applicant attempts to inappropriately influence a member of the Evaluation Committee.
- Application is conditioned on County's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFA or Addenda.

3.3.8 Opening of Applications

There will be no public Opening of Applications. Applications received will not be available for inspection until after the evaluation process has been completed and the Notice of Intent to Award is issued in the same manner as described in MCPCR 200-0630. However, County will record and make available the identity of all Applicants after Opening.

3.4 APPLICATION CONTENT REQUIREMENTS

Application must address each of the items listed in this section and all other requirements set forth in this RFA. Applicant shall describe the tasks to be performed to achieve their proposed project.

3.4.1 Project Description

- 3.4.1.1** Briefly describe your organization and any key factors that will support your project.
- 3.4.1.2** Describe the problem or need this project will address and its relevance to the impact of materials on the environment, how this need was determined and who determined this need.
- 3.4.1.3** Describe how your organization will reach the target population, along with what strategies you will utilize to achieve that goal.

3.4.2 Project Goals

- 3.4.2.1** For education and outreach projects: identify the specific behaviors of your targeted audience(s) the project intends to change and discuss, if applicable, your plans to identify the barriers to changing behaviors of your target audience(s).
- 3.4.2.2** Describe the work that will be accomplished, the methods that will be used, and the timeframe for that work to achieve your project goals. If your project involves capital purchases of \$5,000 or more, you **must** attach bid specifications and quotes. You may optionally attach additional pages of photographs, diagrams, and relevant supporting documents.
- 3.4.2.3** Describe what performance measures you will use, how you will measure results and the frequency of measuring these results in relation to achieving your project's goals.

3.4.3 Resources and Commitment

- 3.4.3.1** Identify the key people who will be involved in developing and implementing the projects and describe the roles they will play. If you plan to use a subcontractor, include

subcontractor personnel (you may additionally attach resumes of key personnel).

3.4.3.2 Describe how the project will be managed.

3.4.3.3 Identify how your project will be cost effective or describe the expected ROI. Include information on any cost saving efforts and other project resources such as cash match from partners, use of existing materials, refurbished equipment, volunteer labor, etc. (**Note:** Cash match will be required to be listed in the Cost Application form).

3.4.3.4 Identify the community support you have for your project.

3.4.4 Potential for Project Continuity

3.4.4.1 Describe how you will determine if this project will continue to achieve benefits beyond the grant period.

3.4.4.1.1 If the project is planned to continue, describe the plans for how the project will be carried out and funded (e.g., efforts to enlist community partners, methods of making the project self-funding, adjusting rates to provide on-going funding).

3.4.5 Work Plan and Schedule

3.4.5.1 Describe how you will perform each task of the project, identify deliverables for each task and provide a schedule. The work plan should be in sufficient detail to demonstrate a clear understanding of the project. Discuss the approach for completing the requested services for the project deadlines.

3.4.5.2 Applicant must submit Attachment 2: Work Plan and Schedule to show your project's proposed schedule. The schedule must show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal.

3.4.6 Cost Application. The Cost Application shall include: (a) the total dollar amount requested to complete the project, (b) any other resources, including in-kind, that will support the proposed project. Applicant must submit Cost Application using Attachment 3: Cost Application Submission Form.

3.4.7 Application Form. The Applicant shall complete and submit the Application Form (Attachment 1).

3.4.8 Signature Page. Authorized Signatures from each participating member are required. Please ensure enough time to secure them prior to the submittal deadline. A scanned copy of the completed Signature Page must be attached to the electronic submission.

3.4.9 Public Record/Confidential or Proprietary Information

All Applications are public record and are subject to public inspection after County issues the Notice of the Intent to Award. If an Applicant believes that any portion of its Application contains any information that is a trade secret under ORS Chapter 192.501(2) or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.410 through 192.505), Applicant shall complete and submit the Affidavit of Trade Secret (Attachment D) and a fully redacted version of its Application.

Applicant is cautioned that cost information generally is not considered a trade secret under Oregon Public Records Law (ORS 192.410 through 192.505) and identifying the Application, in whole, as exempt from disclosure is not acceptable. County advises each Applicant to consult with its own legal counsel regarding disclosure issues.

If Applicant fails to identify the portions of the Application that Applicant claims are exempt from disclosure, Applicant has waived any future claim of non-disclosure of that information.

3.4.10 Proposed Grant Agreement Modifications

If Applicant wishes to negotiate any of the terms of the Sample Grant Agreement, Applicant must identify those sections of the sample Grant Agreement they wish to negotiate by submitting a marked-up sample grant agreement which, identifies the sections, the proposed language, and an explanation of the request.

If Applicant does not submit proposed changes using the sample grant agreement Applicant, if awarded a grant agreement, waives its right to negotiate terms and conditions in the resulting grant agreement.

SECTION 4: SUBMISSION REQUIREMENTS

4.1 APPLICATION FORMAT

Files need to be named and Applications need to be structured and uploaded into the collaboration portal as follows:

4.1.1 [vendor name] Application.pdf

This document is to include the following sections:

- 3.4.1 – Project Description
- 3.4.2 – Project Goals
- 3.4.3 – Resources and Commitment
- 3.4.4 – Potential for Project Continuity
- 3.4.5 – Work Plan and Schedule
- 3.4.6 - Cost Application
- 3.4.7 - Application Form

4.1.2 [vendor name] additional documentation.pdf

This document is to include the following sections:

- 3.4.8 - Application Form (Attachment 1)
- 3.4.9 – Work Plan and Schedule (Attachment 2)
- 3.4.10 – Cost Application (Attachment 3)

4.2 APPLICATION SUBMISSION INSTRUCTIONS

Applicant is solely responsible for ensuring its Application is received by the SPC in accordance with the RFA requirements before Closing.

4.2.1 Log Into the Procurement Collaboration Portal

- 4.2.1.1 Go to the Marion County Procurement Collaboration Portal which can be found at: <https://contracts-marioncountygcc.msapproxy.net/gateway/>
- 4.2.1.2 Sign In or Create an Account
- 4.2.1.3 Creating an account MUST be completed 15-30 minutes before files will be able to be submitted through the portal.

4.2.2 Solicitations Tab

- 4.2.2.1 At the top of the page, hover over Solicitations
- 4.2.2.2 Select Search All Solicitations
- 4.2.2.3 Click View next to the applicable solicitation

4.2.3 Opportunity Details

- 4.2.3.1 **Viewing Documents** – Scroll down the page to the Files, Documents, Images section, Public Files: subsection. Here you will find all of the relevant files.
- 4.2.3.2 **Submitting a Question** – If you would like to submit a question, scroll down the page to the Questions and Answers section. Type your question in the My Questions/Answers text box and click the Ask Question box.
- 4.2.3.3 **Register as Respondent** - If you are interested in responding to the posting, click the button Register as Respondent on the left side of the screen.
- 4.2.3.4 **Submitting Documents** – If you would like to submit a response to this posting, scroll down the page to the Files, Documents, Images section, My Files: subsection. Here you will Select a file, select a File Category, and type a description before clicking the Save File button.
- 4.2.3.5 **Response Status** – Once you have registered as a respondent and submitted documents, scroll to the bottom of the page to the Response Status section and select the appropriate status for your submission, then click Submit.

SECTION 5: EVALUATION PROCESS

5.1 RESPONSIVENESS AND RESPONSIBILITY DETERMINATION

Applications received prior to Closing will be reviewed for Responsiveness to all RFA requirements including compliance with the Application Requirements section. If the Application is unclear, the SPC may request clarification from Applicant. However, clarifications may not be used to rehabilitate a non-Responsive Application. If the SPC finds the Application non-Responsive, the Application may be rejected, however, County may waive mistakes in the same manner as described in MCPCR 20-0470.

At any time prior to award, County may reject an Applicant found to be not Responsible.

Applications meeting the requirements outlined in the Application Content Requirements section will move into Round 1 evaluation.

5.2 EVALUATION CRITERIA

Applications meeting the requirements outlined in the Application Content Requirements section will be independently evaluated by each member of an Evaluation Committee. Evaluators will assign a score of 0 to 10 for each evaluation criterion listed below in this section.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Applications. A response to a clarification request must be to clarify or explain portions of the already submitted Application and may not contain new information not included in the original Application.

SCORE	EXPLANATION
10	OUTSTANDING - Response meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter and project. The Applicant provides insight into its expertise, knowledge, and understanding of the subject matter.
6 – 9	VERY GOOD – Response provides useful information, while showing experience and knowledge within the category. Response demonstrates above average knowledge and ability with no apparent deficiencies noted.
5	ADEQUATE – Response meets all requirements in an adequate manner. Response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Applicant.
1 – 4	FAIR – Applicant meets minimum requirements but does not demonstrate sufficient knowledge of the subject matter.
0	RESPONSE OF NO VALUE – An unacceptable response that does not meet the requirements set forth in the RFA. Applicant has not demonstrated knowledge of the subject matter.

5.2.1 Project Description

- How well did the Applicant describe their organization?
- How well does the proposed project align with the Materials Management application?
- How well does the proposed management plan demonstrate a thorough understanding of the project?
- How well does the organizational chart demonstrate necessary relationships?
- How well does the plan address the communication needed in a project of this type and scale?

5.2.2 Project Goals

- How well does the Applicant's project goals align with the County's intent for this grant?
- How well do the project goals align with the proposed work plan and schedule?

5.2.3 Resources and Commitment

- How well does the Work Plan and Schedule demonstrate a thorough understanding of the project?

- How well do the deliverables, tasks, milestones, etc. align with the project timeline?

5.2.4 Potential for Project Continuity

- How well did the Applicant describe the potential for project continuity?
- How feasible is the project continuity?

5.2.5 Work Plan and Schedule

- How well did the Applicant describe their work plan and schedule?
- How well did the Applicant fill out the Work Plan and Schedule form?

5.2.6 Cost Application

- How well did the Applicant fill out the Cost Application form?
- How well does the cost application demonstrate value to County?
- How well does Applicant's cost approach demonstrate their ability to deliver the project within the negotiated budget?

5.3 RESERVED

5.4 POINT AND SCORE CALCULATIONS

Scores are the values (0 through 10) assigned by each evaluator.

Points are the total possible value for each section as listed in the table below.

The SPC will average all scores for each evaluation criterion. The average score will be used as a percentage multiplier of the maximum possible points for that criterion. 1=10%, 5=50%, 9=90%, etc.

Cost points are calculated as stated in the Cost Evaluation section. Points possible are as follows:

rounds and categories	Application \$	evaluation \$	max points possible
Project Description	3.4.1	5.2.1	25
Project Goals	3.4.2	5.2.2	25
Resources and Commitment	3.4.3	5.2.3	20
Potential for Project Continuity	3.4.4	5.2.4	15
Work Plan and Schedule	3.4.5	5.2.5	5
Cost Application	3.4.6	5.2.6	5
Total			95

EXAMPLE:

Applicant A receives scores of 10, 9, and 8 for a criterion worth 50 points. The SPC averages 10, 9, and 8 for a score of 9. 9 is used as a 90% multiplier to the possible points of 50. 50 multiplied by 90% is 45. Applicant A's points for the criterion is 45.

5.5 RANKING OF APPLICANTS

SPC will rank all Applicants advancing through all rounds of evaluation. After each applicable preference has been applied, the SPC will rank order the Applications based on the final scores for each Application, with the Application receiving the highest score receiving the highest rank.

SECTION 6: AWARD AND NEGOTIATION

6.1 AWARD NOTIFICATION PROCESS

6.1.1 Award Consideration

County, if it awards a Grant Agreement, shall award a Grant Agreement to the highest-ranking Responsible Applicant(s) based upon the scoring methodology and process described in Section 5. County may award less than the full Scope defined in this RFA.

6.1.2 Intent to Award Notice

County will notify all Applicants in Writing that County intends to award a Grant Agreement to the selected Applicant(s) subject to successful negotiation of any negotiable provisions.

6.2 RESERVED

6.3 APPARENT SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS

6.3.1 Insurance

Prior to execution of the Grant Agreement, the apparent successful Applicant(s) shall secure and demonstrate to County proof of insurance coverage meeting the requirements identified in the RFA or as otherwise negotiated.

Failure to demonstrate coverage may result in County terminating Negotiations and commencing Negotiations with the next highest-ranking Applicant. Applicant is encouraged to consult its insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit A) prior to Application submission.

6.3.2 Taxpayer Identification Number

The apparent successful Applicant shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form if either of the following applies:

- When requested by County (normally in an intent to award notice), or
- When the backup withholding status or any other information of Applicant has changed since the last submitted W-9 form, if any.

County will not make any payment until County has a properly completed W-9.

6.3.3 Business Registry

If selected for award, Applicant shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Grant Agreement. The selected Applicant shall submit a current Oregon Secretary of State business registry number, or an explanation if not applicable.

All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site:

<http://www.filinginoregon.com/index.htm>.

6.4 GRANT AGREEMENT NEGOTIATION

By submitting an Application, Applicant agrees to comply with the requirements of the RFA, including the terms and conditions of the Sample Grant Agreement (Exhibit A), with the exception of those terms reserved for negotiation. Unless Applicant submits proposed changes as instructed in the Application Format Section, County intends to enter into a Grant Agreement with the successful Applicant substantially in the form set forth in Sample Grant Agreement (Exhibit A). It may be possible to negotiate some provisions of the final Grant Agreement for Services; however, many provisions cannot be changed.

Any Application that is conditioned upon County's acceptance of any other terms and conditions may be rejected. Any subsequent negotiated changes are subject to prior approval of the Marion County Legal Department.

All items, except those listed below, may be negotiated between County and the apparent successful Applicant in compliance with Oregon State laws:

- Governing Law
- Jurisdiction and Venue
- Constitutional requirements and limitations

In the event that the parties have not reached mutually agreeable terms within 60 calendar days, County may terminate Negotiations and commence Negotiations with the next highest-ranking Applicant.

SECTION 7: ADDITIONAL INFORMATION

7.1 GOVERNING LAWS AND REGULATIONS

This RFA is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFA, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

7.2 OWNERSHIP/PERMISSION TO USE MATERIALS

All Applications submitted in response to this RFA become the Property of County. By submitting an Application in response to this RFA, Applicant grants the County a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Application solely for the purpose of evaluating the Application, negotiating an Agreement, if awarded to Applicant, or as otherwise needed to administer the RFA process, and to fulfill obligations under Oregon Public Records Law (ORS 192.410 through 192.505). Applications, including supporting materials, will not be returned to Applicant unless the Application is submitted late.

7.3 CANCELLATION OF RFA; REJECTION OF APPLICATIONS; NO DAMAGES.

County may reject any or all Applications in-whole or in-part or may cancel this RFA at any time when the rejection or cancellation is in the best interest of the County, as determined by County. County is liable to any Applicant for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFA, award, or rejection of any Application.

7.4 COST OF SUBMITTING AN APPLICATION

Applicant shall pay all the costs in submitting its Application, including, but not limited to, the costs to prepare and submit the Application, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

7.5 RECYCABLE PRODUCTS

Applicant shall use recyclable products to the maximum extent economically feasible in the performance of the Services or Work set forth in this document and the subsequent Grant Agreement.

SECTION 8: LIST OF ATTACHMENTS AND EXHIBITS

ATTACHMENT 1	APPLICATION FORM
ATTACHMENT 2	WORK PLAN AND SCHEDULE
ATTACHMENT 3	COST APPLICATION FORM
EXHIBIT A	SAMPLE GRANT AGREEMENT

ATTACHMENT 1: APPLICATION FORM

Marion County EarthWISE Grant 2024

Name of Applicant: _____

Address: _____

Contact person: _____

Telephone and email: _____

Amount requested: _____

Taxpayer ID#: _____

ATTACHMENT 2: WORK PLAN AND SCHEDULE

Describe how you will perform each task of the project, identify deliverables for each task and provide a schedule. The work plan should be in sufficient detail to demonstrate a clear understanding of the project. Discuss the approach for completing the requested services for the project deadlines. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal.

PROPOSED ACTIVITY	PROPOSED ACTIVITY OUTCOME	PROPOSED TIMELINE
Ex. Conduct food waste audit	Identify areas of improvement for food waste by examining composition of current food waste	

ATTACHMENT 3: COST APPLICATION FORM

The Cost Application shall include: (a) the total dollar amount requested to complete the project, (b) any other resources, including in-kind, that will support the proposed project.

List of Services or Supplies	Estimated Cost	PROPOSED TIMELINE