



# Request for Proposal for Technical Assistance for Business Recycling Program

## Questions and answers

Posted: July 23, 2025

**QUESTION 1:** On Page 4, Section 3B, it states that the Contractor will partner with the County liaison by “Inviting the County liaison to attend site visits and education/outreach program promotion opportunities.” How often should invitations be extended and how far in advance? Will the County expect to be included on follow-up recommendations and emails with participants?

**ANSWER 1:** The Contractor is responsible for scheduling and executing program site visits and education/outreach opportunities. Once scheduled, the Contractor will send an invitation to the County liaison for the County liaison’s attendance if available. The County liaison and Contractor will determine an invitation system that works for both parties. The goal of County participation is to foster connections with the business community.

The Contractor will coordinate program follow-up related to the Contractor Responsibilities outlined in the RFP. The County liaison expects to be included only on communications relevant to the County liaison’s responsibilities.

**QUESTION 2:** On Page 3 of the [Business Recycling Incentive Program 2025 Funding Guidelines](#), it states that “businesses and organizations **that request containers**” must also have paired and labeled bins per Ordinance 110.

- If a business is interested in applying for Program funding for other **non-container-related** recycling or waste reduction improvements, do they still need to meet those requirements?
- If yes, how is the business told this information?

**ANSWER 2:** The Program Guidelines do not require that businesses meet all Ordinance 110 requirements to qualify for program participation.

**QUESTION 3:** What are the most common business industries program participants are involved in?

**ANSWER 3:** Program participants represent diverse business and non-profit sectors in Dakota County including, but not limited to, restaurants, medical clinics, grocery stores, manufacturing, churches, and office complexes.

**QUESTION 4:** What are the sizes of the business? Have any of the previous participants had multiple locations?

**ANSWER 4:** Business participants vary widely in size and include both small businesses and organizations with single locations as well as those with multiple locations.

**QUESTION 5:** On Page 8 under 4. Qualifications and Experience, the RFP asks the applicant to identify at least two similar projects undertaken by the Contractor within the last 5 years. For newly established firms, would a project undertaken by firm personnel while at a previous organization be acceptable? Alternatively, would a project undertaken by a proposed subcontractor be acceptable?

**ANSWER 5:** The goal is to show the personnel assigned to the county project have demonstrated professional experience on similar projects. Professional experience on similar projects can be at a different organization or in a subcontractor role and should be listed in the proposal.

**QUESTION 6:** Please provide information about the Dakota County Technical Assistance Consultant during the 2024 Program year:

- a. The name of the County's Technical Assistance Consultant.
- b. The term of the Consultant's consulting services contract.
- c. The Consultant's contract scope of services, work plan, and budget.
- d. The hourly rates Dakota County paid for the Consultant's technical assistance services.

**ANSWER 6:** Dakota County did not have a Technical Assistance Consultant in 2024. Technical Assistance has been provided by the Dakota County Recycling Coordinator who will serve as the County liaison to the Consultant.

**QUESTION 7:** During the 2024 Program year, please provide a list of all businesses that participated in the Program, including:

1. Businesses that received technical assistance but were not eligible for the Program.
2. Businesses that completed project implementation and copies of their County-approved applications, baseline reports, and final reports.
3. Businesses that participated in the Program and have not yet completed project implementation and copies of their County-approved applications and baseline reports, as applicable.

**ANSWER 7:** Dakota County tracks technical assistance, grant contracts, and education-only assistance, however, ineligibility is not tracked. In 2024, Dakota County provided technical assistance to 14 businesses without grants (for example: recommended containers and/or labels to businesses that did not start or complete a grant contract), 14 businesses received technical assistance and completed grant contracts, and 58 businesses received education or education resources without technical assistance or grant funding.

Completed business grant applications will be made accessible to the Contractor. However, they are not included with this RFP.

**QUESTION 8:** In the Scope of Services, Paragraph #1 (RFP page 3), it states in part:

“The County estimates 20-25 business will participate in the 2025 Program.”

Has the County already recruited these 20-25 businesses, and are they ready to receive technical assistance when the 2025 Program starts on September 1, 2025?

Is the contractor responsible for outreach, marketing and/or recruiting any or all of the 20-25 businesses? If so, what tools will the County provide the contractor for outreach, marketing and/or recruiting activities?

**ANSWER 8:** The Contractor is expected to recruit businesses while prioritizing the areas listed in the RFP. Under Contractor Responsibilities, page 3, the RFP states:

**Strategize program recruitment prioritizing:**

A. High potential for food waste prevention, waste reduction, reuse, and repair projects.

B. Underserved businesses.

The expectation is that the Contractor will recommend recruitment strategies to the County, and the County and Contractor will mutually agree on promotional strategies prior to implementation. Under County Responsibilities (D) in the RFP, it states the County is responsible for promotions of County resources available for assistance. The County will develop and pay for any online or print promotions.

For 2025, the County has Business Recycling Grant contracts with 11 businesses as of 7/21/25 and 6 applications in process. The Contractor will take over active projects, in-process applications, and scheduled site visits.

**QUESTION 9:** In the Scope of Services under Contractor Responsibilities (RFP Page 4), Item #3 states in part:

“Partner with the County liaison on relationship-building with businesses....”

Please define or explain “the County liaison” and who serves in this role. For example, is this County staff, another contractor, or other County partner(s)?

**ANSWER 9:** The County liaison is the Dakota County Business Recycling Coordinator who is County staff.

**QUESTION 10:** Please provide 3 to 5 examples of previously developed case studies used in county Updates, Business E-News, and program marketing and research.

**ANSWER 10:** In the Scope of Services under Contractor Responsibilities (RFP Page 4), Item #4 states in part, “Highlight at least 3 projects through written case studies...”. The County expects case studies be a succinct one-page summary of a successful business waste abatement project, including what improvements were made, county resources used for improvements, qualitative and quantitative outcomes and pictures that demonstrate project success. Previous consultant work products such as case studies are public data and available through a [formal request to our data practices team](#). You would need to fill out the form in advance of materials being shared.

**QUESTION 11:** Please provide an example of an actual year-end report demonstrating the County's vision for summarizing the number of program participants served, quantifiable results, and qualitative information.

**ANSWER 11:** The County expects the Contractor to recommend the outline and details for the annual report. The County liaison will review the Contractor's recommendation and approve the specifics needed for an acceptable report.