



REGION M WASTE MANAGEMENT DISTRICT
1801 West 32nd Street, Suite C.214 – Joplin, MO 64804
Office: 417-317-5021 | Mobile: 417-434-1692 | www.RegionM.org

October 18, 2024

Attention: Applicants for the Professional Administration Contract for District Operations

Regarding: Request for Qualification

The Region M Waste Management District is requesting qualifications for the administrative and grant coordination services for two programs: 1) its District Operations (DO) and 2) its Plan Implementation (PI) activities. The District intends to offer a single firm/individual/organization both annual contracts, beginning July 1, 2025 and ending June 30, 2031. The requirements for the services requested are attached. The contract may be extended for an additional five-year term upon negotiation and approval by the Region M Executive Board.

The deadline for proposals is Tuesday, November 19, 2024 at 10:00 A.M. Proposals should be sealed and mailed or delivered to:

Jamey Cope, Chairman - Region M Board of Directors
RE: Administration Services Region M
McDonald County Commission
602 Main Street
Pineville, MO 64856

The Region M Waste Management District distributes grant funds to many private businesses, not-for-profit organizations, and public entities. The Region M Executive Board will consider if the applicants have a conflict of interest and may reject their application for that reason. Each proposal will be reviewed for potential conflicts. Potential conflicts of interest include but are not limited to:

- Companies or individuals that are currently engaged in recycling and recovery of recyclable materials
- Companies or individuals that are currently engaged in hauling municipal or industrial solid waste
- Companies or individuals that are currently engaged in operating or owning a solid waste landfill

Region M Waste Management District attests that it does not discriminate due to race, color, religion, sex, handicap, or national origin and invites the submission of proposals from minority and woman-owned firms.

Region M Waste Management District reserves the right to refuse any and all bids/proposals.

Sincerely,

Region M Waste Management District Executive Board

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INTRODUCTION

In 1990, to facilitate regional planning for solid waste management, the Missouri General Assembly passed SB530. This law provided guidelines for the formation and operation of 20 solid waste management districts within the state. The Region M Solid Waste Management District (District) was formed as a body corporate of the state, pursuant to RSMo., Section 260.305, and is officially recognized by the Missouri Department of Natural Resources (MDNR).

Region M aims to reduce solid waste in landfills through source reduction, recycling, and programs designed to educate the public about the importance of conserving and recycling. The District serves Vernon, Barton, Jasper, Newton, and McDonald Counties in Missouri. It provides grants and offers services to entities that help divert solid waste from landfills.

The Region M Management Council is made up of representatives of each county in its region as well as their cities with a population of 500 or more. Participation is voluntary and is formally established through a resolution of adoption filed with the district office by the member governments. The Management Council elects an Executive Board of Directors from its members. The Board consists of 11 Directors who represent the following: Vernon County, the Cities of Vernon County, Barton County, the Cities of Barton County, Jasper County, the Cities of Jasper County, the City of Joplin, Newton County, the cities of Newton County, McDonald County, and the Cities of McDonald County.

The Missouri Solid Waste Management Law, as previously stated in 10 CSR 80-9.050 (7)(I), requires that all Solid Waste Management Districts solicit bids for Administrative Services every five years. The Region M Board intends to operate under these guidelines until a new rule is put in place. To facilitate its goals, the Region M Board of Directors is electing to contract its administrative & grant coordination services for District Operations (DO) as well as for technical services for its Plan Implementation (PI) goals to a single, qualified firm/ individual/organization.

ORIGIN OF FUNDING

The District's responsibilities include planning requirements as established by the Solid Waste Management Program (SWMP), and the administration of grant funds made available to the District from the Solid Waste Management Fund (SWMF), in accordance with RSMo. Section 260.335.2.

Allocation of Funds

To help fund improvements in the infrastructure for landfill alternatives, like recycling, the Solid Waste Management Fund was established. The source of these funds is a \$2.11 per ton tipping fee levied at solid waste sanitary landfills, a \$1.50 per ton levied on transfer stations, and a \$1.50 per ton fee from

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demolition landfill operators. Missouri Department of Natural Resources' Solid Waste Management Program administers this fund.

There are two MDNR mechanisms through which citizens, businesses, and organizations of Missouri can obtain funding for solid waste management activities. These include:

1. **Market Development** - Funds for the development of markets for recovered materials through EIERA. For more information, visit <https://eiera.mo.gov/>
2. **Waste Management Districts** - Funds to Waste Management Districts and the cities and counties within the District for activities that implement their solid waste management plans. Up to fifty percent, (50%) of the grant money available to a District within a fiscal year may be allocated for District Operations and Plan Implementation activities that include District-wide projects, and at least fifty percent (50%) shall be allocated for projects within cities and counties within the District. The distribution of the funds collected from this fee was modified by the passage of SB225 in 2005, and currently the first \$800,000 is used for Market Development. The remaining funds are divided among the 20 Districts, designated Region A through Region T, based on a formula considering the population and the amount of tipping fees collected in each District. The remaining 39% of the funds is used by MDNR to fund the SWMP.

REGION M WMD CURRENT OPERATIONS

The District operates under a fiscal year that runs from July 1st to June 30th. It is currently in FY2025 (July 1, 2024 – June 30, 2025). District Operations budgets are submitted to the Board of Directors and to MDNR for approval each fiscal year. Its grant cycle for public entities, non-profits, and private businesses usually follows this fiscal year for its project dates. However, MDNR allows for project extensions which may cause multiple grant years to be open at any one time. As of the date of the cover letter, there were 16 open grants that require administration over two different grant cycles. In addition, the FY2026 grant round will be open in November 2024 and applications are due by February 7, 2025.

The District also operates a Plan Implementation program to achieve goals set each year by the Board. Current goals of the Plan Implementation program include: good solid waste management practice education; offering limited, education-related sub-grants to schools and non-profit organizations; support for the Missouri Recycling Association (MORA) conferences; community outreach activities; and electronic waste (E-Waste), and universal waste (U-Waste) collection program that enables annual collection events to be held throughout the District each fiscal year.

SCOPE OF WORK #1: Administrative and Grant Services for District Operations (DO)

Administration services shall include, but are not limited to:

Item 1) Records keeping in compliance with the Solid Waste Management Program (MDNR)

The MDNR Waste Management Program employs strict controls on Districts. Record keeping rules and regulations are listed in the Rules of Department of Natural Resources Division 80-Solid Waste Management, Chapter 9-Solid Waste Management Fund (10 CSR 80-9.101 – 10 CSR 80-9.050) SWMP internal audits of Districts' records are conducted as well as the stipulation that Districts utilize a contracted external Auditor for their financial records

Item 2) Serve as the Fiscal Agent for the District

The Fiscal Agent is responsible for all aspects of financial record keeping and monetary transactions on behalf of the District Board of Directors. The duties include but are not limited to: managing multiple bank accounts and security instruments with signature authority reserved by the Board, accepting and dispersing grant funds on behalf of the District; budget creation and monitoring; adherence to both the Internal Revenue Service code and the MDNR requirements; audit preparation and solicitation; creation of monthly financial reports for the Board of Directors' approval; annual reports for MDNR; transmittal of required financial documents to MDNR each grant/fiscal year; ensuring compliance with required insurances for the Board and any District owned equipment; attend MDNR training sessions for Fiscal Officer's at MDNR offices in Jefferson City, MO; keep abreast of any and all changes to the rules and regulations of the WMP

Item 3) Grant administration duties

Duties to include but are not limited to: preparing grant calls and applications; conducting grant calls according to the rules set forth by MDNR; compilation of applications for Board review and scoring; transmittal of approved grants to MDNR for final approval; preparation of Financial Assistance Agreements and meeting with grantees to ensure compliance with MDNR rules and regulations; prepare and maintain grant files and grantee relationships; maintaining inventory of District assets; preparing quarterly and annual reports; and keeping inventory records and photographs for MDNR

Item 4) Attending MDNR meetings/training

MDNR holds meetings for District Planners (or applicable staff who work on the SWMP for the District). MDNR also hosts workshops periodically to train District personnel about the requirements of the program, any changes to the statutes or guidelines, and other pertinent

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issues. The Region M Board of Directors expects to hear a report on these meetings.

Meetings are held at the MDNR offices in Jefferson City, MO

- Item 5) Scheduling, preparing, and providing space for monthly District Executive Board meetings**
Activities include but are not limited to: preparation and timely posting of a meeting agenda; contacting Board Members to ensure a quorum at the scheduled meeting; meeting room must be clean, well-lit, and accommodate 11 Board Members, any staff, and members of the public; recording the minutes of the meeting; preparation of the formal minutes to be approved and adapted into the record
- Item 6) Scheduling, preparing, and providing space for Management Council Meetings**
Activities include but are not limited to: preparation and timely posting of a meeting agenda; contacting Management Council, potential Management Council, and Board Members to ensure a quorum at the scheduled meeting; meeting room must be clean, well-lit, and accommodate all concerned, any staff, and members of the public; recording the minutes of the meeting; preparation of the formal minutes to be approved and adapted into the record
- Item 7) Provide staff support for the overall administration, organization, and planning function of the District**
To include, but are not limited to: Executive, Fiscal, Technical, Clerical, and other staff as necessary to conduct the day-to-day operation of the District
- Item 8) Maintain digital contact with the public, website, and social media presence**
To ensure proper dissemination of pertinent information and deadlines, an effective communication system should be utilized, kept up-to-date, and relied upon by the District and its interested parties
- Item 9) Other activities as appointed by the Region M Executive Board**
Periodically, the Board may request studies, current information, and/or other information about the recycling industry, geographic statistics on solid waste, reports on trends, etc.

SCOPE OF WORK #2: Technical Services for Plan Implementation (PI) Activities

Item 1) Records keeping in compliance with the Solid Waste Management Program (MDNR)

(see duties described above in Scope of Work #1, Item 1)

Item 2) Work with the Fiscal Agent for the District for its Plan Implementation Activities

In addition to duties described above in Scope of Work #1, Item 2, PI activities also include: working with the Board and the Fiscal Officer to develop its budgets and its annual goals; writing the grant application for PI; administrating sub-grants and their funds on behalf of the District

Item 3) Sub-grant Administration for Public/Private schools and Non-Profit Organizations

Duties include but are not limited to: preparing applications and sub-grant calls; maintaining sub-grant files; establishing sub-grantee relationships; maintaining inventory of District assets, preparing quarterly reports as required by MDNR; performing educational activities in keeping with District goals such as manning informational booths at community events, visiting students in class to talk about good solid waste management practices, and sponsoring events for Earth Day and America Recycles Day

Item 4) Attend meetings

In addition to duties described above in Scope of Work #1, Item 4, report to the Board and to MDNR the progress of education-related work, activities, and other functions performed

Item 5) Provide staff support for the overall administration, organization, implementation, function of the District's Plan Implementation grant

Item 6) Establish and Maintain Relationships

To achieve the goals set forth in the annual PI, establishment and maintenance of relationships with local governments, schools and universities, and non-profits in the Districts 5-county region is paramount

Item 7) E-Waste, and U-Waste clean-up events

Organize and conduct periodic city & county-wide E-Waste, and U-Waste clean-up events. Request bids from certified recyclers to haul collected items to be recycled. Promote and attend scheduled events throughout the communities being served

Item 8) Other Activities as Appointed by the Region M Executive Board

SELECTION CRITERIA

The following information must be provided for review:

1. Address the capability to perform the Scope of Work items #1 and #2
2. Explain experience and technical competence with respect to grant administration and related work, including working with Board of Directors and entities that are a body corporate of the State of Missouri
3. Provide qualifications of key staff involved in operations
4. Describe capacity and capability to perform all the work in question, beginning July 1, 2025
5. Provide a record of performance, including references, to establish quality of work and ability to meet deadlines
6. Demonstrate familiarity with the Missouri Sunshine Law (Open Meetings and Records Law) and ability to conduct public meetings (Robert’s Rules of Order)
7. Prove ability to provide a Surety Bond, General Liability, and Directors and Officers insurance
8. Demonstrate familiarity with the Missouri Solid Waste Law and the Rules & Regulations (10 CSR 80) as promulgated by the Missouri Department of Natural Resources
9. Ability to provide an office centrally located within the District and demonstrate familiarity with the area
10. Reside in the District
11. Provide cost breakdown for services provided
12. Submit letters of recommendation
13. Additional pertinent information to allow for fair and accurate consideration by the Region M Board of Directors

Proposals will be opened and distributed to the District Board of Directors and evaluated against the criteria above on November 21, 2024 at 11:00 a.m.

The contract will be awarded no later than 4:00 p.m. on December 19, 2024.

The firm/individual/organization will be selected based on the best and most suitable proposal, the qualifications as defined above, while considering proposed costs.

Region M Waste Management District reserves the right to negotiate with any and all firms/individuals/organizations. It also attests that it does not discriminate due to race, color, religion, sex, handicap, or national origin.

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INQUIRIES

For all inquiries, please contact:

Jamey Cope, Chairman
Region M Board of Directors
McDonald County Commission
602 Main Street
Pineville, MO 64856

(417) 223-7516
jamey.cope@mcdonaldcountymo.gov