



**NORTHEAST WASTE MANAGEMENT OFFICIALS'
ASSOCIATION (NEWMOA)**

REQUEST FOR RESPONSES (RFR)

**SOFTWARE DEVELOPMENT:
ENERGY & MATERIALS FLOW & COST
TRACKER (EMFACT)**

POSTING DATE: 17 October 2006

CLOSING DATE: 1 DECEMBER 2006

OVERVIEW & GOALS: Through this announcement, the Northeast Waste Management Officials' Association (NEWMOA) in partnership with the Massachusetts Office of Technical Assistance (MA OTA) will enter into a contract with a qualified vendor for development of a materials and chemical tracking software tool and training support.

CONTACT PERSON:

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BID DUE DATE:

December 1, 2006
5:00 PM EST

Please note:

NEWMOA will accept electronic versions of the bidder's proposals in PDF with signatures on December 1, 2006 followed by 5 hard copies of the proposals the following week.

SUBMIT RESPONSES TO:

Terri Goldberg (*see above*)

BIDDERS CONFERENCE:

A Bidders' Conference will be held November 7, 2006, 1:00 – 3:00 EST at the Offices of the Massachusetts Executive Office of Environmental Affairs (EOEA), 100 Cambridge Street, 9th floor, Boston, MA to provide vendors with an opportunity to present questions arising from this RFR. Vendors not able to attend the conference in person can participate via conference phone. Please inform NEWMOA of your interest in participating in the bidder's conference in person or by phone.

TOTAL ANTICIPATED DURATION OF CONTRACT (S): The contract period will end 31 October 2007 and one renewal period, for a period of six months, may be offered at the discretion of NEWMOA. Exercise of an option to extend or renew a contract may not necessitate an increase in the contract award.

ANTICIPATED DELIVERY OF GOODS: Delivery of a completed product for beta testing prior to 31 May 2007. After testing, revisions may be necessary. Final product is due, with revisions, prior to 31 October 2007. After the tool has been developed and a beta version delivered, the contractor will begin to provide support for the development of training materials and delivery of three pilot workshops.

ANTICIPATED BUDGET: Up to \$110,000

RESUMES OF KEY PERSONNEL: Must be submitted with Response. If a respondent is relying upon subcontractors, those must be identified in the Response along with their qualifications and resumes.

RESPONDENT ELIGIBILITY: This RFR is open to privately or publicly-owned entities as well as accredited institutions of higher learning.

SUMMARY

Specifications for Proposals: Proposals should not exceed 15 pages in length, single spaced, 12 point font with 1 inch margins, plus attachments with resumes. The proposals should cover the following:

- Applicants proposed workplan for completing the project and tasks
- Applicants' proposed timeline
- Applicants proposed budget, including hourly rates of the individuals involved with the project and the number of hours they will be tasked for the contract

Applicants should attach a detailed description of the qualifications of the firm and the individual staff that would be assigned to the project, including the firm's background in energy, materials or chemical tracking software and successful development of similar or related software applications.

For background information on the EMFACT project, see Attachment A.

Objectives for the Energy & Materials Flow & Cost Tracker (EMFACT) Project

The long term objectives of EMFACT Project are to develop:

- a fully developed easy-to-use well documented energy and materials and chemicals use and associated costs tracking tool
- well developed training materials and a user's manual to support the implementation of the tool
- online downloadable free access to the software application as well as the training materials and user manual

- EHS and other staff and managers that are using and implementing the tool in their businesses, institutions, and agencies and experiencing more informed and effective decision-making concerning energy, materials, and chemical use
- well-trained assistance providers in the public and private sector able to effectively evaluate energy, materials, and chemicals use and releases and their associated costs, and potential financial return on investment from prevention and other sustainability activities
- environmental efficiency results from users of the tool
- an evaluation of the effectiveness of the project in achieving its objectives

NEWMOA and its partner Massachusetts Office of Technical Assistance (MA OTA) recognize that they will not be able to fully achieve all of these long term objectives with the resources that are currently available for this contract. As a result, this current Request for Responses focuses on obtaining contractor support for Phase 1 in the multi-phase long term development of a full EMFACT tool. In this Phase, NEWMOA and MA OTA plan to focus on creating a tool that is designed to help users understand and analyze their materials (including water and fuels) and chemical use in their facility/ies. If users choose to use the tool to track fuels (i.e., oil, natural gas, coal, or bio-based fuels) that they purchase for use in their boilers, the Phase 1 tool should be designed to treat these material inputs the same as others. However, in this phase the tool will not be designed to enable users to fully track and evaluate all of their energy use, particularly their use and purchasing of electricity. NEWMOA and MA OTA also envision that future versions of EMFACT would incorporate a more robust capacity for tracking and analyzing costs and return on investment and well as process mapping and more data analysis/report generation functions

The long term success of EMFACT will be based to a large extent on whether NEWMOA and MA OTA with support from the contractor are successful in building a dynamic and useful Version 1.0 EMFACT tool that can be further enhanced and developed in the future, if resources become available. In the development of the EMFACT Tool Version 1.0, the vendor should keep in mind the longer term objectives for EMFACT and design the tool so that it can be enhanced and improved in future versions. NEWMOA and MA OTA are planning to seek additional resources to support future phases for development of EMFACT and in particular a more fully developed energy tracking function.

A primary target audience for the tool will be environmental health and safety (EHS) managers and staff in small and medium-sized firms who need better tools for identifying materials use efficiency improvement opportunities. Many other businesses and organizations may use the tool, including small businesses, schools, hospitals, universities, parks, offices, and government operations. State and local environmental and technical assistance programs and private sector consultants will also benefit because having the tool will improve their effectiveness in helping companies identify pollution prevention (P2) opportunities and in quantifying the benefits and costs of prevention programs and strategies for key policy makers.

NEWMOA is seeking a contractor to undertake the following tasks in support of the EMFACT Project:

- develop the first version of the EMFACT software tool; a users' manual, including a data dictionary; and training support materials all of which will be made available in a downloadable form for free online
- work with NEWMOA and MA OTA to support the testing of a beta version of the EMFACT tool and fix any bugs or problems and make modifications to ensure that the tool works properly
- support to NEWMOA in uploading the tool to its website
- direct support for three pilot training workshops on the use of the tool, including development of training support materials

The Energy and Materials Flow and Cost Tracker (EMFACT) must be user-friendly, well documented, and available for download via the internet, so it can be widely accessed and used by the intended audience. The software tool should employ a state-of-the-art user interface and include help menus and pop ups so that the user could obtain the assistance they needed to effectively use the software application without having to look up each question they have in detail in the User Manual.

EMFACT should be modularized so that the user can select one or more aspects of the tracking system, but not necessarily all of them together for implementation. For example, if the user wants to start by tracking materials use but not the associated cost information, they should be able to customize the tool this way. However, if they want to add that feature at a later time they should be able to do so without much difficulty.

The system should have an upfront main menu or easily identifiable system navigation buttons that use an appealing graphic interface that is intuitive and easy for the user. There should be two levels for the system user, depending on their experience and sophistication – basic and advanced. The basic level should enable the user to follow a set of questions and menus as much as possible when inputting data and creating reports and should be designed for a system “beginner.” The advanced level should enable users who have knowledge and experience with the system to bypass the questions and use shortcuts to populate the system and create reports.

The system should minimize the need for users to have to type in duplicative information. It should enable them to easily copy and paste information from one field into another, where appropriate. The system should attempt to standardize the data entry as much as possible by enabling users to easily create or populate drop down menus.

EMFACT's Software Platform

EMFACT should be designed to run on a software database platform that is commonly used by smaller and medium-sized manufacturing firms. As a result NEWMOA and MA OTA prefer that the EMFACT tool be designed to run on a Window 2000 platform or higher.

In surveys that the MA OTA and NEWMOA have conducted of potential users of the EMFACT tool, simplicity and ease-of-use appears to be universally considered to be critically important. Many of these potential users report a high degree of comfort with Microsoft Excel and other spreadsheets and familiarity with Microsoft Access. However, NEWMOA has concluded that a

Microsoft Excel spreadsheet would not provide the full functionality that we are seeking for EMFACT. We would prefer that the EMFACT tool be designed to operate on a Microsoft Access platform or a similar platform that has some of the advantages of Microsoft Access, particularly the widespread use of this database platform by medium-sized and smaller firms.

The advantages of Microsoft Access are that many potential users already have this software available on their computers and are familiar with it. However, we recognize that Microsoft Access has some limitations and disadvantages and that the potential software vendors may have other preferred platforms that they would recommend. We are open to discussing this important question with the selected vendor and recommend that all proposals describe the proposed software platform that the vendor prefers to use for the EMFACT tool and why.

NEWMOA and MA OTA would prefer that the EMFACT tool be designed to operate on a network of up to five workstations within a single facility or business. However, the Association is aware that this could create a degree of complexity that is beyond the available project budget. The Association will explore this issue with the contractor at the beginning of the project to determine the feasibility of creating a version of EMFACT that can run on a relatively small local area network. We are open to discussing this important question with the selected vendor and recommend that all proposals describe whether the vendor proposes to design the tool to operate on a single or multiple workstations.

The contractor will be asked to fully document all of the software source code that is provided in the tool so that the developer's logic and choices are clear to NEWMOA and MA OTA staff and so that software programmers at MA OTA can help individual companies customize the tool if they request that support.

Intellectual Property Protections

In order to prepare this Request for Responses, NEWMOA and MA OTA developed a Request for Information (RFI) and asked potential vendors for their ideas and suggestions on a number of key points. NEWMOA and MA OTA held a meeting of potential vendors and received written comments as well.

During this effort, the contractors raised a number of questions regarding intellectual property protections for the source code that they would develop for EMFACT since the intent is to provide the tool free via the internet. In particular, several commented that they had already developed similar tools for other clients and that they would like to build upon these existing tools. In order to use the software tools they have already developed as part of EMFACT, they would prefer to enter into a licensing agreement with NEWMOA and MA OTA that would enable them to protect their intellectual property while giving NEWMOA and MA OTA full access to the source code and enabling us to make a free downloadable version available via the internet. NEWMOA has also consulted with the US EPA, who has provided the funding in the form of a grant to support this project, on the questions concerning possible intellectual property restrictions on the EMFACT tool source code. The approach outlined below is consistent with the views of EPA, NEWMOA, and MA OTA.

After careful consideration, NEWMOA and MA OTA plan to carefully review the proposals from vendors to address intellectual property rights. NEWMOA and MA OTA still plan to give some preference for vendors that do not require any intellectual property protections and propose to make all of the software accessible to users and available free for download via the internet. This preference will be considered along with the other criteria, including the qualifications and background of the vendor when evaluating proposals.

For those vendors that want to retain intellectual property protection, NEWMOA and MA OTA will consider negotiating and entering into a licensing agreement for a maximum of three years with the vendor that is part of the contract. Under this proposed licensing agreement, the contractor would deliver to NEWMOA, MA OTA, and the US EPA Office of Research and Development (ORD) a full copy of the software tool, including all of the source code and the full documentation of the programming in the tool. The contractor would provide another version of the EMFACT tool that has the appropriate protections of their source code/intellectual property that would be available for free download from the NEWMOA and MA OTA websites. NEWMOA, MA OTA, and US EPA ORD would agree to protect and not to distribute the EMFACT tool source code to any other groups or companies for a maximum of three years.

The agreement would also specify that the vendor deliver the EMFACT tool with a guarantee that it is free of viruses, worms, and any other potentially dangerous software bugs that could create problems or interfere with the functioning of the EMFACT User's computer/s.

In addition, the vendor would guarantee that they would address any important bugs in their software that are found by the users of the EMFACT tool after it is deployed for download from the NEWMOA and MA OTA website for up to one year. These bugs would include any problems with the essential functions of the EMFACT tool that prevents the users from deploying those functions correctly. These bugs would not include additional or new functions that users may desire but were not part of the original design or implementation of the tool.

Further, the licensing agreement would allow NEWMOA and MA OTA staffs to customize, modify, or add onto the software tool if that is feasible in such a way that protects the source code restrictions of the vendor for the three year period of the agreement. NEWMOA and MA OTA would take full responsibility for any of these customizations or modifications to the tool.

Upon expiration of the licensing agreement, NEWMOA and MA OTA would consider the feasibility and desirability of making the entire tool, including the source code, available for free for download via the internet.

Additional details of the licensing agreement would be further developed as part of the process of finalizing the contract between NEWMOA and the vendor.

Stages for Design & Development of EMFACT

NEWMOA and MA OTA envision that the contractor will conduct the development and implementation of the EMFACT tool in four stages as follows:

Stage 1: Design of the EMFACT Tool. This stage will involve defining all of the data elements that will be tracked and analyzed by the EMFACT tool, the relationships among the data elements, and how they will be used to generate reports. A key deliverable of this stage is a data dictionary that defines the data elements in the EMFACT tool. This data dictionary will be incorporated into the User's Manual and help functions for the Tool. The data dictionary will need to clarify the units (i.e., gallons or pounds, etc.) and/or conversion factors for the data in the system. As part of this stage, the contractor will consult with NEWMOA and MA OTA to define the output reports in detail and will create proposed templates for their presentation. This stage will also involve development of data maps that show the relationship among the various data fields and how they will ultimately be combined and analyzed for reports. During this stage, NEWMOA and MA OTA staffs will work closely with the contractor to define in detail these data elements and report outputs of the EMFACT tool. This stage will provide the basis for the ultimate development of the EMFACT tool. The due date on this stage is January 31, 2007.

Stage 2: Development of the EMFACT Tool. During this stage the contractor will use the design developed in Stage 1 to develop the EMFACT tool. As key questions and challenges arise, the contractor will consult with NEWMOA and MA OTA for guidance and direction. During this stage, the contractor will prepare a proposed user interface for EMFACT, including the opening page, the interface for data entry, the help function, the system navigation, and other critical software functions for review and comment by NEWMOA and MA OTA. The user interface should enable the user to initially set up the tool by answering a series of key questions as described below.

Throughout the tool the user should be able to easily access data definitions and be able to easily navigate from one area of the tool to another. NEWMOA and the vendor may hold a face-to-face or a web conference meeting to review and discuss the proposed user interfaces and presentation, including adequate time allowed for comment and recommendations. NEWMOA may consult with the project Advisory Group during this stage to obtain their comments on the proposed user interface. The due date on this stage is May 31, 2007.

Stage 3: Testing of the Beta Version of the EMFACT Tool: The contractor will provide a beta version of the EMFACT Tool to NEWMOA and MA OTA for testing and review along with a draft of the User's Manual. NEWMOA will utilize members of its EMFACT Project Advisory Group, including EPA to assist with this testing. The contractor can participate in these sessions. However, NEWMOA will convene the meetings or web conferences of the advisory group to solicit the comments and suggestions from the group and summarize them for the contractor with a clear set of guidance and recommendations for improvements and changes. If there are any choices or decisions that need to be made, NEWMOA and MA OTA will work together to define the direction and confer with the consultant on their decision. The beta testing will occur from June – August 2007.

Stage 4: Modify the Beta EMFACT tool and deliver Version 1.0, including the User's Manual: The contractor will address the recommendations for changes and improvements to the tool from NEWMOA and MA OTA and finalize the tool for delivery and posting on the web. The final product will be delivered by the end of October 2007.

During Stage 4, when the contractor and NEWMOA and MA OTA are finalizing the tool, the contractor and NEWMOA will design the training workshops. NEWMOA will identify the venues for three pilot workshops and will handle the workshop invitations and logistics. The contractor will assist with designing the workshop agenda, developing PowerPoint Slides to support the workshop, and deliver technical presentations on the EMFACT tool at the pilot workshops. The contractor will modify their presentations based on feedback and comments from the participants in the pilot workshops and deliver a final set of presentations for NEWMOA and MA OTA to utilize in additional training sessions.

EMFACT's Functions

As stated above, EMFACT should have a user friendly interface that is easy for users to navigate and populate. Users of EMFACT should be able to navigate the system through the use of buttons with easily understood icons and with the use of tabs for moving from one data entry form or report generation function to another. The tool should enable the user to designate one of two possible user levels: beginner and advanced. The beginner level would include more directions and pop ups to help users while the advanced level would be streamlined and not include directions or definitions. As indicated above, NEWMOA and MA OTA will work closely with the contractor on the design of the system navigation features.

EMFACT should be designed to enable users to customize the application to address some of their individual needs when they set it up. The set up function should allow users to include a list of fields to be included or excluded by taking them through a series of questions to enable them to select/deselect individual fields or block of fields that they want or do not want to use and populate. This would include eliminating certain aspects of the Tool that are not a priority for the user, such as tracking certain wastes or costs. For example, if the user wants to focus on utilizing the tool to track and understand chemical use that results in hazardous waste but not the functions for tracking other chemicals and environmental releases, they should be able to easily make those selections. Similarly, when the user generates a report, there should be a series of key questions that they answer to customize their reports.

EMFACT should be designed so that the user can choose whether to track their materials and chemical use and associated wastes and environmental releases on a facility-wide basis or individual process or product basis. If they choose to implement the Tool to track individual processes or product lines, the Tool should be designed to enable the user to combine data from the individual product or process lines to generate reports.

Key EMFACT Reports

EMFACT should have the capability to prepare pre-designed data summary and analysis reports and presentations and to enable users to design certain/limited aspects of their own customized reports. These reports should be able to be produced in report format, tabular format, and graphical format (including line and bar graphs and pie charts). The system user should also be able to generate these reports and presentations by specifying the time frame for the report. The pre-designed summary reports should include the following:

- Reports on individual or groups of materials (including water and fuels) and chemicals use and trends and ability to normalize the use reports based on units of product, product sales, or company income, or other factors identified by the system user
- Report on water consumption and trends and ability to normalize based on production or economic factors identified by the system user
- Reports on quantities of hazardous waste (including universal waste) generated and ability to normalize for production or economic factors identified by the user
- Wastewater discharges and trends and ability to normalize for production or economic factors identified by the user
- Reports on the solid waste generation and scrap, including how much solid waste and scrap is being recycled and how much disposed, and ability to normalize for production or economic factors identified by the user
- Reports on key air emissions with the ability to generate reports on 12-month rolling average emissions: particulates, nitrogen oxides, sulfur oxides, carbon dioxide (and other green house gases), hazardous air pollutants (HAPs), hazardous organic compounds (HOCs), volatile organic compounds (VOCs), and acids, including the ability to normalize for production or economic factors identified by the user
- Pie charts and graphs demonstrating the efficiency of the companies materials and chemical use by showing the relative amounts of the materials and chemicals that end up in the product and the total waste (all forms of waste including solid and hazardous, air pollution, and wastewater)

NEWMOA and MA OTA would prefer if the EMFACT tool could be designed to provide presentations of process flow diagrams that illustrate the flow of materials, chemicals, and water throughout the system and sources of losses and provide a graphical view of the overall mass balance for selected chemicals

NEWMOA and MA OTA would also prefer that the EMFACT tool be designed to enable the user to track and generate reports on the costs of current materials and chemicals and managing, controlling, treating, and disposing of their associated wastes and environmental releases.

Finally, the Agencies would like the Tool to be able to create reports that enable the users to generate simple alternative scenarios, making alternative projections and being able to compare outcomes from various changes in inputs. As part of this NEWMOA and MA OTA would prefer that the tool enable the user to evaluate the financial implications of these alternative scenarios by calculating payback and net present value on possible investments in the changes.

In order to have the capability to generate the reports described above, the software tool should have the ability to capture data for materials and chemicals use and water use as described below

Materials & Chemicals Use Data & Flow

The software tool needs to have an interface that is able to capture data from a companies purchasing system on chemical and material purchases and their associated costs. This aspect of the system should be designed to minimize the efforts of the user to manually enter this

information.

Once the material (including fuels) or chemical has been identified, the system should enable the user to gather information from Material Safety Data Sheets (either manually or electronically) so that they can estimate the quantities of the individual chemicals or materials that the company has purchased, which are part of a larger product. The system should be able to track these individual chemicals through their chemical name and CAS number.

EMFACT should include automated triggers associated with chemicals that are regulated under the companies' permits, state regulatory requirements, or the U.S. EPA under the Toxics Release Inventory reporting requirements. The system should enable the user to add the reporting and other regulatory thresholds that the company has in its permits or is subject to under state or federal laws. The system should integrate the list of chemical subject to the EPCRA 313 (or Toxic Release Inventory) reporting requirement thresholds and allow the user to see a flag when an individual chemical trips those reporting thresholds. The system should include a menu of the federal RCRA hazardous waste codes that the user can quickly and easily access for data input and flagging a function that allows them to add state specific waste codes and thresholds for situations where the state's requirements exceed those of the EPA.

Finally, the system should enable users to easily identify and flag particular chemicals and materials that are priorities for the company for tracking and evaluation for pollution prevention, environmental management system, or compliance-related efforts because of their toxicity, hazard, quantity, or other characteristics. The tool should enable users to input appropriate reporting dates and thresholds that can activate prompts to remind the user of important activities. If the vendor builds the federal lists identified above and any others into the tool as an automated feature, the user must be able to go in and update the list and thresholds as federal and other requirements change.

NEWMOA and MA OTA would prefer that EMFACT enable the user to generate a process flow diagram showing how the chemicals are used in the production process or facility, how much ends up in the product, as well as estimates of the air pollution, wastewater discharge, and solid and hazardous wastes recycling, treatment, and/or disposal associated with the use of the chemical in the production operations. If this function is created, EMFACT tool should enable the user to view the impacts of alternative scenarios based on pollution prevention or control technology options to enable users to compare the materials and chemical use, wastes, releases, and discharges associated with the current practice and alternative options.

Water Consumption

The software tool needs to have an interface that is able to capture data from a companies purchasing system on purchases of water and associated costs. This aspect of the system should be designed to minimize the efforts of the user to manually enter this information.

EMFACT should be able to track information on water use on a facility-wide basis or for individual production or product lines. The tool should be able to identify the source of water, i.e., city/town supply, well water, commercially supplied water via a tanker, nearby river, or

stormwater; the quantity of water used in a specified period of time (i.e., daily, weekly, monthly, etc.), and the associated per gallon cost of water.

The system should be able to generate a flow diagram showing how water is used in the production process and/or facility and where (i.e., in cleaning, cutting, rinsing, or other operations), how much ends up in the product, and estimates of the air releases of water (through evaporation), surface wastewater discharges (direct and indirect), discharges to a septic system, and any water that ends up in the solid or hazardous waste. The system should also be able to identify how much water is used for facility sanitary uses, heating and cooling the building/s, and landscaping at the facility site. If the tool has a built in process flow diagram generator, it should be able to display the water flows as percentages and absolute values. If this function is created, EMFACT tool should enable the user to view the impacts of alternative scenarios based on water conservation or treatment technology options to enable users to compare the water use and discharges associated with the current practice and alternative options.

Criteria for Evaluating the Proposals

NEWMOA will evaluate the proposals from prospective contractors using the following criteria:

- Qualifications of the firm or applicant/s, including experience developing similar or related software products for small and medium-sized firms and knowledge and expertise in environmental and materials tracking systems
- Thoroughness of the anticipated scope of work, including the projected budget on a task-by-task basis.
- Quality of workplan and demonstration that the tasks will be completed within the estimated budget and to the specifications in the RFP and contract
- Clear and effective timeline and deliverables
- References of prior clients for information on work products and qualifications of staff assigned to the project
- Demonstrated ability to work closely clients to deliver final product on time
- Demonstrated ability to respond to comments and requests from the client

Progress Reporting/Invoicing

Monthly project updates will be required in support of invoicing. All proposed Scopes of Work must include a mechanism for monthly progress reporting. These updates must include a summary of costs incurred per task, with supporting documents that detail specific project costs during the invoicing period, and a description of tasks initiated, tasks completed, and tasks planned for the next reporting/invoicing period. Three copies of each progress report/invoice must be submitted monthly to NEWMOA.

A Final Project Report in support of the final invoice will also be required. This final invoice will represent 10 percent of the total project cost, which will be withheld until all deliverables are submitted. In the Final Project Report, the contractor will briefly describe the completed project, summarize the findings of the contractor, and describe any problems experienced along with their resolutions. Final invoices are due on or before December 31, 2007. 10 percent of the total project cost will be withheld until all deliverables are submitted, including reports.

Project Terms: If awarded a contract, the selected vendor must agree to the following conditions:

- NEWMOA may select the Response(s), which demonstrates the best value overall, including proposed alternatives that will achieve the procurement goal of NEWMOA. NEWMOA and a selected vendor, or a Contractor, may negotiate a change in any element of contract performance or cost identified in the original RFR or the selected vendor's or Contractor's Response that results in lower costs or a more cost effective or better value than was presented in the Selected Respondent's or Contractor's original Response.
- NEWMOA reserves the right to fund a portion, change the scope, and/or delete tasks of any Response to more closely meet the purposes of the purchase or to obtain the best value for NEWMOA. The selected vendor may decide not to enter into a contract if the revised scope does not meet its approval. There is no guarantee that any Contract will be awarded under this RFR.

SUBMISSION PROCESS: Responses must be submitted on or before 5:00 PM 1 November 2006. A postmark WILL be accepted for verification of date of submission. Responses WILL NOT be accepted by fax machine. One original (clearly identified as an original) and five copies (all double sided printing) of each Response must be submitted to be considered. Response packets must be submitted to:

Terri Goldberg
Deputy Director
NEWMOA
129 Portland Street, 6th floor
Boston, MA 02114

Successful applicants will be required to complete a contract with NEWMOA and supply valid a Taxpayer identification number for their entity. Those working as independent contractors must show current certificate of insurance.

What is NEWMOA?

The Northeast Waste Management Officials' Association (NEWMOA) is a 501 (c)(3) non-profit, non-partisan interstate association that was established by the governors of the New England states as an official interstate regional organization, in accordance with Section 1005 of the federal Resource Conservation and Recovery Act (RCRA), to coordinate interstate hazardous and solid waste activities. The organization was formally recognized by the US EPA in 1986. NEWMOA's membership is composed of the state environmental agency directors of the hazardous waste, solid waste, pollution prevention, waste site cleanup, emergency response, and underground storage tank programs in Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, and Vermont. NEWMOA's mission is to develop and sustain an effective partnership of states to explore, develop, promote, and implement environmentally sound solutions for the reduction and management of materials and waste, and for the remediation of contaminated sites, in order to achieve a clean and healthy environment.

NEWMOA has been the leading regional association of member states environmental agencies involved with promoting sustainable business practices and pollution prevention. The Association has been managing the Northeast States Assistance and Pollution Prevention Roundtable (NE A & P2 Roundtable) for over 15 years. The mission of the NE A & P2 Roundtable is to enhance the capabilities of the state and local government environmental officials in the Northeast to implement effective multi-media source reduction and assistance programs to promote sustainability and improvement in public health and the environment. The Roundtable brings together state-sponsored P2 practitioners from all the Northeast States. NEWMOA has been the EPA-funded northeast regional Pollution Prevention Resource Exchange (P2Rx) information center (visit www.p2rx.org for more information) for over eight years, and is strongly linked to other regional groups of P2 practitioners through the P2Rx network as well as the National Pollution Prevention Roundtable (NPPR). The project is managed by NEWMOA's Deputy Director, Terri Goldberg.

Attachment A

Background on EMFACT Project

For over 15 years since the passage of the Pollution Prevention Act, manufacturers and government agencies have consistently faced the challenge of poor information systems for evaluating pollution prevention (P2) opportunities. Successful pollution prevention is based on an entity's ability to understand and improve its choice and use of materials and the associated financial impacts. Many forward-thinking companies throughout the US have demonstrated that significant improvements in the efficient use of materials and energy can be achieved when they closely examine their materials flows and the associated costs and profitability.

U.S. companies have extensive computer systems in place to evaluate the efficiency and effectiveness of their labor resources and expenditures as well as to support their purchasing departments. These systems have enabled them to constantly evaluate their labor productivity and associated costs and make rapid improvements. However, in general, small and medium-sized U.S. companies and other entities have not implemented systematic approaches to evaluating their raw materials and energy use and waste and the associated costs.

The science of Environmental Management Accounting (EMA) has emerged in the US and worldwide for the past decade as a systematic approach to materials and cost accounting associated with environmental and energy impacts. EMA is the collection, analysis, reporting, and use of materials and energy flow data and associated cost information for management decision-making within an organization. EMA can be particularly valuable for management initiatives that focus on sustainability, including supply chain management, environmentally preferable purchasing, environmental management systems, and environmental performance reporting. EMA incorporates and integrates two of the key building blocks of sustainable development: environment and economics.

Although EMA is now widely considered by pollution prevention practitioners as an important cornerstone of sustainable production, it is still not widely practiced in this country, particularly among medium and smaller entities. To address this problem, EPA has developed and supports a number of EMA projects to promote wider adoption of EMA in the US. For example, EPA has been funding the EMA Research and Information Clearinghouse (EMARIC). EMARIC's mission is to promote the integration of environmental cost information and materials and energy flow information into routine management decision-making of private and public sector organizations, as a support for improved environmental performance (www.emaric.org). EMARIC has functioned primarily as an effective online information clearinghouse enabling those interested in EMA to access current studies and research papers. This project builds on the ongoing work of EMARIC to develop and build upon available tools to support environmental management accounting and to offer widespread training on its implementation.

In spite of these activities, there is no readily available and accessible, user friendly, comprehensive, low cost tool available in the US to support EMA implementation.

The EMFACT software tool will build upon the current scientific and engineering applications of environmental management accounting as a critical aspect of sustainable production and P2. Short term success of this project will be the development and dissemination of and widespread training on the software tool. The long term success will be the widespread and routine adoption and utilization of the tool and associated improvements in efficiency and reductions in emissions and wastes among the users of the tool.

The primary beneficiaries of this project will be those companies and organizations that implement the materials use and profitability tool, called Energy and Materials Flow and Cost Tracker (EMFACT), to aid them in setting P2 priorities, identifying value-added opportunities for sustainable production, and implementing other materials and energy efficiency improvements. State and local environmental and technical assistance programs and private sector consultants will also benefit because having the tool will improve their effectiveness in helping companies identify P2 opportunities and in quantifying the benefits and costs of prevention programs and strategies for key policy makers.

A primary target audience for the tool will be environmental health and safety (EHS) managers and staff in small and medium-sized firms who need better tools for demonstrating in business terms the value-added of sustainable production activities and projects and who are targeting their supply chain for environmental improvements. Many other businesses and organizations may use the tool, including small businesses, schools, hospitals, universities, parks, offices, and government operations. In Massachusetts this project will support companies that are users of toxic chemicals and are required to develop Toxics Use Reduction plans, including an evaluation of the costs of their current toxics use. Firms are required to have certified Toxics Use Reduction Planners (TURPs) sign off on the plan and EMFACT will be useful to the TURPs.

In New Jersey, Maine, New York, Vermont, and at least 15 other states, companies have similar planning and reporting requirements for toxics use and/or hazardous waste. In these states, there are government agencies and private consultants and vendors that play an important role in helping firms comply with these P2 requirements. The materials use and profitability tool will greatly assist companies and others in accomplishing P2 planning.

Nationally this project will provide support for the Green Suppliers Network that EPA Headquarters and the Regions are promoting. The Green Suppliers Network (GSN) is a collaborative venture among industry, the Environmental Protection Agency, and 360vu, a leading provider of technical assistance to manufacturers through the Commerce Department's 60 Manufacturing Extension Partnership Centers. Green Suppliers work with all levels of the manufacturing supply chain to improve processes and minimize waste generation. Through on-site Green Supplier Reviews, suppliers continuously learn ways to increase energy efficiency, identify cost-saving opportunities, and optimize resources and technologies to eliminate waste. The result can be more effective processes and products with higher profits and fewer environmental impacts.

Commercially available environmental software tools are often expensive, and they are tailored for the high-end marketplace, such as large-scale chemical production. The small or medium-

sized companies that routinely seek assistance from the state-sponsored pollution prevention programs or who hire consultants do not typically have this software and cannot afford to buy it.

NEWMOA and MA OTA have conducted two surveys of potential EMFACT users to obtain information on any existing systems that small and medium-sized companies tend to utilize for materials and energy tracking and their interest in EMFACT and advice on what it should do. The results of these surveys are available at www.newmoa.org/prevention/emfact .