

## Sample Request for Proposal For IT Asset Retirement – Electronics Recycling Services

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*Cascade Asset Management (Cascade) is a leading IT asset retirement service firm established in 1999 to assist enterprises and institutions with the secure and environmentally sound disposition of their technology assets. From time to time, we are asked by businesses and institutions about how they can put together a formal asset retirement and electronics recycling program that meets their needs and goals. Cascade responds to dozens of Requests for Proposals (RFP) each year, so we've put together this toolkit to help you develop a RFP for soliciting vendors. Please adapt it to your own needs.*

*This sample RFP is organized in a manner used by many in the industry. It identifies the scope and terms of the project, lists the requirements of the institution, and includes forms for the responder to complete. (These forms are not available in the PDF version of this document, but you can download the editable Word version from our website at [www.cascade-assets.com/businessools](http://www.cascade-assets.com/businessools)).*

*You can use the language we provided directly and follow the order as outlined below. We've also offered suggestions on what to include when you need to offer specific details about your organization and its needs. These suggestions are shown in italics.*

### 1.1: Company/Institution Background

*Use this space to provide information about your company or institution and why you are soliciting proposals for IT asset disposition:*

- *Company/institution name and location(s)*
- *Age of organization*
- *Core competencies*
- *Number of employees*
- *Previous experience with IT asset disposition: what have you done so far*
- *Describe why a vendor would want to service you*

### 1.2: RFP Scope

*Use this space to describe the scope of the project or engagement. Please include the following:*

- *What type(s) of equipment will be collected*
- *The volume of equipment generated each week, month, quarter or year*
- *Where the equipment will be located for pick-up*
- *The condition of the equipment*
- *The length of the contract, project, or engagement*

- Any additional on-site services that may be required (inventory, data wiping, hard drive crushing, packaging, inside moves)
- Who is responsible for hauling equipment from the building
- Any special disposition requirements (destroy all equipment, destroy only data storage devices, remarket and resell reusable equipment)

### 1.3: Objective and Vendor Requirements

Identify your objective for the selection process, for example:

“To select a qualified vendor who meets our environmental, security and IT asset disposition requirements, ensures a quality delivery of services, and provides us the best return on investment.”

You should ensure service providers are able to meet established security, environmental disposal or other selection criteria established at your company. It is first important to determine whether your firm must comply with applicable regulations governing information or asset disposal. Check with your risk management department for more details about your institution’s security policy.

First of all, consider if any of the following privacy protection programs apply to your institution:

- HIPAA (Health Insurance Portability and Accountability Act)
- PCI – DSS (Payment Card Industry Data Security Standard)
- FISMA (Federal Information Security Management Act)
- SOX (Sarbanes – Oxley)
- FACTA (Fair and Accurate Credit Transactions Act)
- PIPEDA (Personal Information Protection and Electronic Documents Act)
- GLBA (Gramm-Leach-Bliley Act)
- FERPA (Family Educational Rights and Privacy Act)
- Internally Developed Security and Asset Disposition Requirements
- Other: \_\_\_\_\_

Next, are there any environmental, health and safety disposal requirements that guide how equipment is disposed? If you want to prevent the disposal of unprocessed whole electronics or hazardous waste to developing countries, then require that vendors be e-Stewards certified. It is reasonable for you to require participating vendors to be certified to one of the following industry standards that best protects your reputation and environmental sustainability goals. E-Stewards certification is the most rigorous of all the certification programs. Click on the links for details on what is required in some of these certification programs.

- [E-Stewards](#)
- ISO 14001
- [R2/RIOS](#)

Other: \_\_\_\_\_

### 1.4: Timeline

RFP Timeline as follows:

- Invite Suppliers to participate in RFP process: \_\_\_\_\_
- Completed Confidentiality Agreement and Acknowledgement due: \_\_\_\_\_

- Supplier RFP Clarification Questions due: \_\_\_\_\_
- Responses to Supplier Clarification Questions released: \_\_\_\_\_
- Final Supplier RFP responses due: \_\_\_\_\_
- Clarification Sessions completed: \_\_\_\_\_
- Award and Regret Letters: \_\_\_\_\_
- Contract Execution Date: \_\_\_\_\_

### 1.5: Evaluation Criteria:

It is [insert your organization's name]'s intent to award contract(s) to the supplier(s) who offers [insert your organization's name] the "Best Value." Supplier RFP responses will be comprehensively evaluated on multiple criteria to include the completeness of their response, appropriateness, price, "redlines" to Agreement, references, innovative suggestions, experience, environmental programs, etc.

Winning suppliers will be required to demonstrate their flexibility to meet the ongoing requirements and needs as [insert your organization's name]'s business changes. The suitability of price review mechanisms proposed and the degree to which they provide the best value over the lifetime of the contract will also be a component of the overall RFP evaluation.

### 1.6: General Instructions and Conditions:

- All quotes submitted in response to this RFP will be valid through \_\_\_\_\_.
- The inclusion of unnecessary and unsolicited marketing materials should be avoided.
- All responses must be submitted in electronic format via email with completed Exhibits reinserted into the original RFP and emailed to the contact listed in Section 1.7.
- The Supplier should include a separate cover letter (Word format) with company and contact person names, addresses, emails, and telephone numbers.
- The Supplier should regard this communication and [insert your organization's name]'s process of evaluating Suppliers as a strictly confidential business matter.
- [insert your organization's name] reserves the right to negotiate any or all terms and conditions, and to cancel, amend or resubmit this RFP in part or entirety at any time.
- [insert your organization's name] is not responsible for any Supplier costs associated with this RFP, Supplier responses or any contract discussions or negotiations. Nor is [insert your organization's name] responsible for any indirectly related costs.
- No statement by [insert your organization's name] should be viewed as a request by [insert your organization's name] or justification for Supplier to increase or change inventory, staff, facilities, business relationships with its suppliers, or internal business processes.
- All actions by Supplier in response to this RFP or subsequent discussions or negotiations should be taken with the clear understanding that neither this RFP nor subsequent actions or omissions by [insert your organization's name] obligate or commit [insert your organization's name] to pay or reimburse Supplier for any costs or expenses they incur.
- This RFP is not an offer to enter into a contract.

- None of the terms and conditions of this RFP can be revoked or amended in any way by Supplier without the prior written agreement of [insert your organization's name].
- All communications regarding this RFP must go through the Contact named in Section 1.7.
- Any responses received which fail to comply with any of the foregoing may be disregarded.

### 1.7: Contact Information:

[Insert your organization's name] contact for this RFP is listed below. All communications related to this RFP are to be directed in writing to:

Name  
Organization  
Street Address  
City, State Zip  
email@company.com

## 2. Exhibits

### 2.1: Exhibit 1: Clarification Questions Template

Exhibit 1 contains the Clarification Questions Template. Please write questions in the table provided and responses will be provided by the date indicated in Section 1.2. All queries and responses from any one Supplier will be communicated anonymously to all Suppliers. Please send your questions to the contact indicated in Section 1.7.



Exhibit 1 -  
Clarification Question

### 2.2: Exhibit 2: Narrative Response Section

Exhibit 2 contains a set of questions for the supplier to write their responses to our requirements. The supplier is encouraged to be as detailed as possible, so additional data may be attached to this document as a supplement.

Exhibit 2 - Narrative  
Section.doc

### 2.3: Exhibit 3: Pricing Template

Exhibit 3 contains the RFP Pricing Template. Pricing should be provided in the format requested in the Pricing Template. For some commodities, you may bid a fixed price or a price adjusted with the listed traded commodity price. Bid settlement values separately from processing costs. Prices must be valid through [insert date].

Exhibit 3 - Pricing  
Template.doc

### 2.4: Exhibit 4: Agreement for Supplier

Exhibit 4 contains a draft Agreement for Supplier to review. Please note that [Insert your organization's name] will control this document in any subsequent negotiation. Supplier is requested to “redline” the Agreement and reinsert into their response.

Exhibit 4 - Draft  
Agreement.doc