

REQUEST FOR PROPOSALS

FRAMEWORK AND IMPLEMENTATION PLAN FOR A PACKAGING AND PRINTED PAPER STEWARDSHIP PROGRAM ACROSS ATLANTIC CANADA

Issued by Recycle NB on August 30, 2013



1.0 BACKGROUND

Recycle NB is the agency that manages waste reduction programs for materials designated under the provisions of the *Clean Environment Act* and provides environmental stewardship for New Brunswick. As an agency, our vision is to have all waste materials in New Brunswick managed in a sustainable and environmentally responsible way and we work with stakeholders and our federal and provincial counterparts to make our vision a reality.

The four Atlantic stewardship agencies (**Recycle New Brunswick (Recycle NB)**, **Resource Recovery Fund Board (RRFB) of Nova Scotia**, **Multi Materials Stewardship Board (MMSB) of Newfoundland and Labrador**, **Environment Division, Prince Edward Island Department of Environment Labour and Justice**) have an interest in developing a packaging and printed paper stewardship plan and have agreed to cooperate through this project to determine what a harmonized stewardship plan for the region would look like.

Recycle NB is contracting a study to provide a potential framework and implementation plan for a packaging and printed paper stewardship program which could be adapted to the needs of each of the four Atlantic Provinces.

The study will provide a jurisdictional review of existing programs and best practices in Canada, United States, European Union and Australia, describe the framework for a stewardship plan, provide an implementation plan for each province outlining any beneficial adaptations that each of the provinces may have to make to adopt the framework and implementation plan tailored for their jurisdiction.

For the purpose of this study packaging will be defined as:

“A material, substance or object that is used to protect, contain or transport a commodity or product, or attached to a commodity or product or its container for the purpose of marketing or communicating information about the commodity or product”.

For the purpose of this study printed paper will be defined as:

“Paper that is not packaging, but is printed with text or graphics as a medium for communicating information, and includes telephone directories, but does not include other types of bound reference books, bound literary books, or bound text books.”

2.0 STATEMENT OF WORK

The contractor will:

1. Develop a current jurisdictional review of stewardship programs and best practices (federal, provincial/state, territorial and municipal) in Canada, United States, European Union and Australia.

2. Develop a proposed framework for a packaging and printed paper stewardship program for Atlantic Canada. The framework will be based on the findings of the jurisdictional review and will note any adaptations that any of the other Atlantic Provinces may have to make to adopt the program.

3. Develop an implementation plan for a packaging and printed paper stewardship program in New Brunswick and note any adaptations that any of the other Atlantic Provinces may have to make to adopt the plan.

3.0 SCOPE OF WORK

The work will involve five tasks as described below, and may require consultations in both of Canada's official languages in some instances.

3.1 Tasks

Without limiting the scope of the work, the contractor shall indicate how it will carry out the main items of the work as described in this document.

Task 1: Project Initiation Meeting

The Contractor, Project Authority and Contract Authority shall meet within a week of the signing of the contract to discuss and agree upon the scope of the project, expectations for deliverables and periodic reports, format of deliverables and expected timelines.

Task 2: Jurisdictional Review Table

The Contractor shall conduct a jurisdictional review of current packaging and printed paper stewardship programs (federal, provincial/state, territorial and municipal) in Canada, United States, European Union and Australia. The Contractor will also review any cases of best practices. The review will document where packaging and printed paper stewardship programs exist in Canada and note any recent updates to regulations and other policy instruments needed to develop a comprehensive framework for a packaging and printed paper stewardship program.

This shall be accomplished by internet search and, where required, consulting via telephone or e-mail with jurisdictions that have shown leadership or best practices.

The jurisdictional review should:

- Clearly outline any relevant program design options
- Outline funding mechanisms within each option (related to administration, program delivery and compliance as well as indicating any potential pros/ cons for each program)
- Indicate any possible strengths or weaknesses for each program

- Indicate the economic efficiency of the program (including Initial cost effectiveness, continuous improvement and the use of competitive markets)
- Describe the details surrounding program financing and what fee structures might be adopted (flow of funds, how fees might be set, other funding issues)
- Address the fee structure and the effectiveness of programs in encouraging design for the environment
- Describe the program's approach for adapting to difficult-to-recycle packaging (e.g. laminate packaging)
- Describe the program's approach for packaging that is contaminated and packaging that is diverted through composting facilities
- Indicate which sectors are included (e.g. residential, industrial, commercial and institutional)
- Indicate the effectiveness for providing pollution prevention results (e.g. program goals and environmental benefits)

The review shall include publically available information on packaging and printed paper stewardship (e.g. research, legislation) and will provide useful examples for the development of the stewardship framework and implementation plan.

REVIEW COMMITTEE

All of the deliverables as outlined in section 3.2 will be reviewed by a committee comprised of one or more persons from each of the following agencies:

1. Recycle NB
2. RRFB Nova Scotia
3. MMSB Newfoundland and Labrador
4. PEI Department of Environment, Labour and Justice

The Contractor will compile the results of the review in the form of a summary table. The summary table will be submitted to the Project Authority in accordance with Deliverables section 3.2 below. The Review Committee will provide comment on the summary table to the Contractor no later than 2 weeks after it was received by the Project Authority. The Contractor will address any Review Committee comments on the summary table and provide a final summary table in accordance with Deliverables section 3.2 below.

Task 3: Development of a Packaging and Printed Paper Stewardship Framework

The Contractor shall develop a proposed packaging and printed paper stewardship framework for the Atlantic Provinces modeled on the results of the jurisdictional review, as summarized in the jurisdictional review table.

The framework should

- Outline the primary drivers for action by governments on proper management of packaging and printed paper
- Explain why this model works best with regard to the factors evaluated in the Jurisdictional Review above

- Describe any best practices for governments to address the proper management of packaging and printed paper (e.g. general policy, included materials, material sources, etc.)
- Acknowledge any jurisdictional issues with the management of packaging and printed paper and recommend best practices to address them in each case

Task 4: Development of an Implementation Plan

The Contractor will develop a draft implementation plan for each province which will provide the general path for how to efficiently develop a program in each jurisdiction.

The implementation plan should

- Suggest a strategy for change management , consultation and communication with brand owners and the public
- Outline what program related infrastructure already exists in each province and suggest how to use it most efficiently (e.g. Atlantic approach vs. individual provincial programs)
- Indicate potential material volumes in each jurisdiction and what impacts it might have on waste diversion for the province
- Suggest the packaging and printed paper program delivery principles
- Suggest a program performance strategy (e.g. material management hierarchy, possible recovery targets, accessibility challenges, product lifecycle management, potential reporting requirements, etc.)
- Specific to reporting requirements, suggest a core suite of Key Performance Indicators (KPIs) that the industry association(s) representing the responsible stewards should use in annual reporting to the regulator and other key stakeholders in each province, including the general public

Task 5: Submission of proposed Framework and Implementation Plans

The Contractor shall submit the proposed framework and draft implementation plan to the Project Authority in accordance with Deliverables section 3.2 below. The Review Committee will provide comment no later than 2 weeks after it was received by the Project Authority.

The Contractor shall address any concerns and incorporate comments from the Review Committee in the final proposed stewardship framework and implementation plan and shall submit the final proposed framework and implementation plan to the Project Authority in accordance with Deliverables section 3.2 below

3.2 Deliverables

Payments will be based upon the Contractor's completion of tasks as evidenced by the production of the specified deliverables listed below. Payments will be made only after receipt of such deliverables and acceptance thereof by the Project Authority and the Contract Authority.

Except as otherwise specifically provided for herein or in the professional services contract entered into with Recycle NB, Recycle NB will not be required to pay for partially completed tasks or for any additional work that may be required that the Contractor may not have

budgeted for in its Proposal. Recycle NB must approve in writing any amendments or additions to the contract.

Recycle NB shall make payment to the Contractor according to the following schedule, subject to the deliverables listed below having been received and accepted by the Project Authority and the Contract Authority, and invoices having been submitted by the Contractor, and approved by the Project Authority and the Contract Authority.

Deliverables	Payment Amount (% of contract value, inclusive of all applicable taxes)	Target Date
Project initiation meeting	0%	Week 1
Completion of jurisdictional review and preparation of summary report.	30%	Week 8
Proposed Framework and Implementation Plan	40%	Week 16
Final Proposed Framework and Implementation Plan	30%	Week 25

The Contractor must provide all deliverables in electronic format to the Project Authority in accordance with the dates specified above. All records, including but not limited to documents, reports, briefing notes and correspondence, generated by the contractor during the course of this project must be prepared in English using Microsoft Word for word processing, Microsoft Excel for data management, and Microsoft PowerPoint for presentations and other graphics (version 10 preferred).

All deliverables are the property of Recycle NB and Recycle NB reserves the right to publish them. The copyright in all materials produced as a product of the services shall belong exclusively to Recycle NB. The Contractor shall waive all moral rights to all materials produced as a product of the services. The Contractor must advise the Project Authority of any information provided by a third party on a confidential basis for the purpose of the study and is to transmit the original documents containing any such information to the Project Authority separately.

All discussion papers, reports and correspondence produced by the Contractor are subject to review by people designated by the Project Authority. The Contractor must perform all work to the satisfaction of the Project Authority.

Sufficient flexibility is required of the Contractor to respond to changing schedules and developments.

3.3 Budget

The maximum budget for this project is \$70,000.00 Canadian, inclusive of all applicable taxes. Proposed fees must be inclusive of all office and administrative costs. Other project-specific expenses such as travel costs, where required, must be estimated and included in the total estimated cost of the Project.

Authorized expenses, such as travel costs, may be billed on an “as incurred” (or monthly) basis and payment will be made after written confirmation from the Project Authority that the expenses were authorized and approved. The Contractor must supply reasonable and adequate documentation to support the expense claims. Travel and related expenses must follow and shall be reimbursed according to Recycle NB Guidelines and Schedule for Reimbursement of Expenses.

4.0 PROPOSALS

4.1 Mandatory Criteria

The proposal must:

- Provide an outline of the intended approach including basic tasks, schedule of activities, and budget.
- Describe the personnel of the project team, areas of responsibility, time allotted and charge out rates.
- Document any contingent procedures and personnel used if a key team member becomes unavailable.
- Provide a brief description of any similar projects undertaken. Include the timeframe that the work was undertaken and key individuals involved in its completion.
- Include the names and coordinates of three references.
- Include the company’s GST registration number or if exempt, proof of exempt status.

4.2 Evaluation Criteria

Personal information requested above is required to enable Recycle NB to evaluate the proposal. All individuals noted in the proposal should be advised of and approve the release of personal information for the purpose of the proposal and the bidder is responsible for obtaining such approval.

4.3 The Contractor shall not, without written consent of Recycle NB, subcontract any obligation of the Contractor.

4.4 The successful bidder shall sign a professional services contract with Recycle NB.

5.0 CONTACTS

5.1 Contract Authority

Pat McCarthy
Chief Executive Officer
Recycle NB
277 Main Street
P.O. Box 308 Station A
Fredericton, New Brunswick
E3B 4Y9

5.2 Project Authority

Jamie Seamans
Program Manager
Recycle NB
277 Main Street
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Fredericton, New Brunswick
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6.0 PROPOSAL EVALUATION

All assessments and weighting of criteria is at the sole discretion of Recycle NB.

Based on a rating scale of 1-10, Recycle NB will use the following criteria to evaluate proposals.

TECHNICAL PROPOSAL	POINTS
Demonstrated understanding of the project scope and objectives	10
Approach and methodology to meet project objectives including proposed scope of jurisdictional review	15
Work plan feasibility and organization	10
The proposal must describe how the bidder will ensure that there is an Atlantic perspective and input on the project	15
Recognition of possible problems, proposed solutions and innovative suggestions	5
MANAGEMENT PROPOSAL	
Experience and qualifications of project team and alternate team members including: Depth and breadth of teams experience Individual team members experience in similar assignments	15

Experience of the organization in similar assignments	5
Experience working with a range of stakeholders	5
Ability to communicate effectively and to provide leadership, coordination and management in a multi-partnership setting	10
PROPOSED BUDGET	
Price	10

7.0 NOTIFICATION

Recycle NB will notify the successful proponent by email or regular mail of the acceptance of their proposal following completion of the proposal evaluation process. The evaluation team will treat all proposals with strict confidentiality and comparative information on proposals will not be divulged except where required under the Right to Information Act.

Upon award, the work must proceed as outlined in the table of deliverables. The successful proponent must not commence work until a contract is in place.

8.0 DISCLAIMER

8.1 Recycle NB reserves the right in its sole discretion to consider or reject any and all proposals.

Recycle NB reserves the further right to extend the deadline for proposals and to add, delete and/or change the terms of this Request for Proposals (RFP) and issue corrections and amendments to it.

Recycle NB has made every effort to ensure the completeness and accuracy of the information contained in this RFP. Recycle NB shall not be liable for any errors or omissions or responsible for any bidder interpretations or conclusions regarding the information contained in this RFP.

Contractors who submit proposals will not acquire any legal or equitable rights or privileges whatsoever until a contract is signed with Recycle NB.

Recycle NB will not pay any compensation for the preparation of the proposal and all proposals become the property of the Review Committee members.

8.3 Proposal Deadline

The Project Authority must receive proposals no later than 16h00 (Atlantic Daylight Saving Time), September 27, 2013. Proposals received after the closing date and time specified will not be accepted.

Submissions with errors, omissions and/or discrepancies may be rejected.

8.4 Method of Submission

Bidders must submit proposals in an unsecured electronic format, file size to be no larger than 5.0 MB, format must be in MS Word or Adobe PDF.

Submissions must be completed as stated in the instructions and include all documents and information required.

If requested, bidders must supply evidence to the satisfaction of Recycle NB that the resources are available to fulfill the contract.

8.5 Disqualification

A quote shall be disqualified if any response to Section 4.1 has been intentionally or unintentionally omitted from the Proposal as determined by the Evaluation Committee. Disqualified proposals shall not receive further consideration.