

REQUEST FOR PROPOSALS

Phase 2 of an Action Plan to Achieve Zero Plastic Waste Summary and Analysis of Online Survey Comments

Waste Reduction and Recovery Committee Canadian Council of Ministers of the Environment

1.0 BACKGROUND

The Canadian Council of Ministers of the Environment (CCME) is the primary minister-led intergovernmental forum for collective action on environmental issues of national and international concern. The 14 member governments work as partners in developing consistent environmental standards and practices.

In 2018, environment ministers approved in principle the Canada-wide Strategy on Zero Plastic Waste (“the Strategy”), which identified ten result areas where action is needed to address plastic waste and marine litter. To implement the Strategy, CCME’s Waste Reduction and Recovery Committee (WRRC) is developing a phased action plan, with specific actions and timelines. In June 2019 ministers approved phase 1 of the Canada-wide Action Plan on Zero Plastic Waste, which focused on the first 5 result areas and was developed in partnership with organizations which have an interest and expertise on the topic. Phase 2 of the action plan focuses on:

Result Area 6: Canadian households, businesses and institutions are empowered to prevent and manage plastic waste responsibly.

Result Area 7: Plastic pollution generated by aquatic activities is significantly reduced.

Result Area 8: Effective research and monitoring systems inform decision-making and measure performance.

Result Area 9: Effective capture and clean-up of plastic pollution protects Canada’s environment, shorelines and waterways.

Result Area 10: Canadian leadership has accelerated global action to address marine litter and plastic pollution.

WRRC’s Zero Plastic Waste co-leads (hereafter “the Project Team”) will engage with interested parties in business, industry, institutions, environmental and non-governmental organizations, Indigenous organizations, civil society and municipal organizations on phase 2 of the zero plastic waste action plan. It is seeking their advice on the actions federal, provincial and territorial governments could take in the remaining Result Areas 6 through 9, to reach zero plastic waste. Result Area 10 will summarize actions from across Canada that have accelerated global action to address marine litter and plastic pollution and engagement is not needed at this time.

Prior to carrying out in-person engagement activities, the Project Team is conducting an online survey to begin identifying potential actions. To help ensure the subsequent in-person engagement is meaningful, the Project Team needs a summary and synthesis of the online input received, which will provide a foundation to design future engagement.

2.0 STATEMENT OF WORK

The Contractor will collate, organize, summarize and analyze responses from an online survey, and develop a report. The report will have separate sections for each Result Area 6 through 9 and will summarize and analyze the suggested actions obtained by the survey, by participant type and region.

3.0 SCOPE OF WORK

The project will commence by September 26, 2019 and will be completed by October 25, 2019.

The Contractor will have sufficient knowledge of recent and emerging plastic waste and marine litter issues, plastic waste management, water management and stakeholder awareness to be able to provide a meaningful summary and analysis of responses.

The report will be written in plain language for audiences with diverse expertise. The primary audience includes provincial, territorial and federal government policy makers and solid waste managers.

The report will be structured in a concise, organized and user-friendly manner. Tables, charts and graphs will be used where they aid in clarity and comprehension. The report will use consistent formats and metrics to facilitate comparison if needed. The document will be written according to CCME's style guide (to be provided to interested bidders upon request).

The Contractor is not responsible for managing the survey. The Project Team anticipates receiving at least 200 responses.

3.1 Tasks

Without limiting the scope of work, the Contractor shall carry out the main items of work as described herein.

Task 1: Project Initiation Meeting

The Contractor, Project Authority and Contract Authority will meet via teleconference 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.

The Project Authority will provide to the Contractor the results from the online survey and other supplemental materials from the Project Team in advance of the project initiation meeting.

Task 2: Draft report

The Contractor will provide a draft report to the Project Authority and Contract Authority by October 4, 2019.

The draft report will be structured in a concise, organized and user-friendly manner and include:

- well-developed executive summary suitable for briefing purposes
- introduction (brief)
- summary of responses for each of the questions, by respondent type, including:
 - common responses and key themes
 - outlier responses
 - respondent concerns
- prioritization of respondent suggestions and issues with respect to action by governments
- synthesis of any challenges and barriers to actions to reach zero plastic waste identified by respondents
- conclusion (brief).

Due to strict timelines, all elements of the final report must be included in the draft report. The Project Authority will provide Project Team comments on the draft report to the Contractor by October 10, 2019. The Contractor will discuss the draft report with the Project Team by teleconference by October 15, 2019. The Contractor will incorporate Project Team comments on the draft report into the final report.

Task 3: Final report

The Contractor will prepare a final report which incorporates Project Team comments on the draft report.

The Contractor will prepare a PowerPoint presentation deck summarizing key common responses and key themes on each of the result areas for the Project Team to use during in-person engagement sessions.

The Contractor will provide the final report and presentation deck to the Project Authority and Contract Authority by October 18, 2019.

Task 4: Project Close Meeting

The Contractor, Project Authority and Contract Authority will meet by October 25, 2019 to review the project to identify successes, challenges, and opportunities for improvement.

3.2 Payment and Deliverables

Payments will be based upon the Contractor's completion of tasks and 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 CCME, CCME 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. CCME shall not be committed to any other basis of payment by virtue of CCME having requested or received information regarding the Contractor's method of determining its bid for the completion of the Project, including, without limitation, any information regarding estimates of time spent and hourly rates of the Contractor's employees, contractors and agents involved in the Project.

Payment will be made by CCME via electronic funds transfer (TelPay is CCME's current provider) 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 and received by CCME. The Contractor will provide all necessary information to enable electronic funds transfers before initiating work on the project. If the electronic payment information provided by the contractor is incorrect and results in a returned payment, the Contractor will be responsible for reimbursing CCME for the service fees charged by CCME's electronic funds transfer provider.

Deliverables	Payment Amount (% of contract value, inclusive of all applicable taxes)	Target Date
Task 1, Task 2, Task 3, Task 4 (draft report, final report and project close meeting)	100%	October 25, 2019

The Contractor agrees to initiate work on the project by September 26, 2019.

The Contractor must provide all deliverables in electronic format to the Project Authority and Contract Authority no later than 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.

All deliverables are the property of CCME and CCME reserves the right to publish them. The copyright in all materials produced as a product of the services shall belong exclusively to CCME. 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 under separate cover.

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 and the Project Team.

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

3.3 Budget

The maximum budget for this project is \$12,000.00 Canadian, inclusive of all fees, expenses and applicable taxes; proposals in excess of the maximum budget will not be considered. Proposed professional fees must be inclusive of all office and administrative costs. Project-specific expenses such as travel costs, where required, must be estimated and included in the total estimated cost of the project. These project-specific expenses 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-related expenses must follow *CCME Guidelines for Reimbursement of Expenses*.

Bidders from HST jurisdictions are advised that CCME’s office is located in Winnipeg, Manitoba and accordingly only GST should be applied.

4.0 PROPOSALS

4.1 The proposal shall not exceed a maximum of 10 pages in length, excluding appendices. 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 contingent procedures and personnel to be used if key team members become 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 contact information of three references.
- Include as an appendix *curricula vitae* and contact information of key team members.
- Include as an appendix:
 - the bidder’s legal name and mailing address
 - the name and contact information of the bidder’s authorized signing officer
 - the name and contact information for the bidder’s administrator of the contract if different from the signing officer
 - the bidder’s GST registration number or if exempt, proof of exempt status.

4.2 Personal information requested above is required to enable CCME 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 CCME, subcontract any obligation of the Contractor.

5.0 CONDITIONS

5.1 CCME reserves the right in its sole discretion to consider or reject any and all proposals. CCME 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. CCME has made every effort to ensure the completeness and accuracy of the information contained in this RFP. CCME 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 CCME. CCME will not pay any compensation for the preparation of the proposal and all proposals become the property of CCME.

5.2 The successful bidder is required to agree to a professional services contract with CCME. A sample CCME professional services contract is posted with this RFP. Bidders must identify in their proposals any changes requested to CCME's sample professional services contract and CCME reserves the right in its sole discretion to consider, accept, reject or amend such requested changes. CCME further reserves the right to revoke any offer to enter into a professional services contract. As part of a commitment to environmentally-sound business practice, it is CCME's practice to prepare, sign and transmit contracts electronically.

5.3 Proposal Deadline

The Contract Authority must receive proposals no later than 12:00 noon Central, Thursday, September 12, 2019; proposals received after the deadline will not be considered. The time stamp on CCME's email server shall be deemed to be conclusive evidence of time of receipt.

5.4 Method of Submission

Bidders must submit proposals by email to the Contract Authority in an unsecured electronic format, file size to be no larger than 5.0 MB, compatible with MS Word or Adobe Acrobat.

5.5 Ineligible Bidders

The following organizations and individuals, and organizations proposing such individuals as part of a project team, are ineligible to bid on this project:

- 5.5.1 Federal, provincial and territorial governments and all their departments and ministries and Crown corporations, boards, commissions and agencies and any officials and employees of them.

- 5.5.2 Members of the House of Commons and provincial and territorial legislative assemblies.
- 5.5.3 Persons providing administrative and related services to the CCME group responsible for the project.
- 5.5.4 Members and participants of CCME committees and groups, and for a period of six months after such membership ends.

6.0 CONTACTS

Prospective bidders should direct questions to the Contract Authority.

6.1 Contract Authority

Laura Crawford
Canadian Council of Ministers of the Environment
123 Main Street, Suite 360
Winnipeg, MB R3C 1A3
Tel: (204) 948-2281
Email: lcrawford@ccme.ca

6.2 Project Authority

Jennifer Chambers
Manitoba Sustainable Development
200 Saulteaux Crescent
Winnipeg, MB R3J 3W3
Tel: (204) 794-4652
Email: jennifer.chambers@gov.mb.ca

7.0 PROPOSAL EVALUATION

All assessments and weighting of criteria is at the sole discretion of CCME. The Project Team will evaluate proposals based on the following criteria:

Technical and Management Proposal Evaluation Criteria

TECHNICAL PROPOSAL	Score
Demonstrated understanding of the project scope and objectives	10
Technical approach and methodology to meet project objectives	10
Work plan feasibility and organization	10

Recognition of possible problems, proposed solutions and additional innovative suggestions	10
MANAGEMENT PROPOSAL	
Experience and qualification of Program/Project Manager	10
Experience and qualifications of project team members, and alternate team members in case of unforeseen availability:	10
(a) qualifications of team members	
(b) depth and breadth of the team's experience	
(c) depth and breadth of individual team members experience in similar assignments	
Experience of organization in similar assignments	10
Experience working with a range of stakeholders	10
Ability to communicate effectively and to provide leadership/ coordination/ management under multi-partnership team setting	10
Value for money	10

8.0 AWARD OF CONTRACT

The Project Team will determine award of the contract by September 19, 2019. The lowest or any bid will not necessarily be accepted.

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

Contractors can view the status of this project on the CCME website, www.ccme.ca, on the What's New page.