

REQUEST FOR PROPOSALS

Policy options and best practices for end-of-life fishing and aquaculture gear

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.

Environment ministers are committed to taking action within their jurisdictions and through CCME to continuously improve Canada's record on reducing and recycling waste. CCME's Waste Reduction and Recovery Committee (WRRC) is developing guidance to assist federal, provincial and territorial (FPT) jurisdictions to increase the collection, end-of-life management and reuse, repair and recycling of fishing and aquaculture gear.

Ministers approved the *Canada-wide Action Plan on Zero Plastic* (CAP-ZPW) in 2019 ([phase 1 action plan](#)) and 2020 ([phase 2 action plan](#)). Together the two phases contain concrete actions to implement the 2018 *Strategy on Zero Plastic Waste*. To support the implementation of CAP-ZPW, WRRC's Policy Options for Fishing and Aquaculture Gear Project Team (hereafter the "Project Team") seeks to evaluate best policy options to increase collection and end-of-life management of fishing and aquaculture gear.

2.0 STATEMENT OF WORK

The Contractor will conduct a virtual engagement session and prepare a report that evaluates policies and best practices to increase collection and end-of-life management of fishing and aquaculture gear in Canada.

3.0 SCOPE OF WORK

The project will commence by September 27, 2022 and conclude by May 17, 2023.

The Contractor will have:

- knowledge of waste management plans, policies and procedures
- skills in researching, developing and writing strategy documents, technical guides, publications, presentations, and discussion papers
- experience facilitating meetings with Indigenous groups, and public and private sector stakeholders.

Experience in advising on waste management practices as they relate to fishing and aquaculture gear, and material recovery schemes will be considered an asset during evaluation.

All deliverables will be written and structured in a clear, concise and user-friendly manner to inform a broad audience of FPT authorities. A secondary audience is the fishing and aquaculture industry, gear manufacturers and distributors, waste management practitioners, and municipal governments. Information will be presented in a consistent format and use tables, charts, graphs, figures, diagrams and pictures to facilitate clarity and comprehension. All deliverables will follow the CCME style guide, which will be provided to the Contractor. Unless otherwise specified, the deliverables will be provided in English.

Draft deliverables will be prepared and submitted with the same content and quality as if they were final, including grammar, tone, logical process flow, proper citation, consistency and technical contents.

3.1 Tasks

Without limiting the scope of work, the Contractor shall carry out the main items of work as described herein. All draft and final deliverables must be submitted to the Project Authority and Contract Authority.

Given that several of the tasks could be conducted concurrently, bidders are asked to provide a detailed description of the approach that will be taken to meet the timelines identified in Table 1.

Table 1. Task Timelines

Date	Milestone	Task
By September 27, 2022	Project initiation meeting	Task 1
By December 20, 2022	Assessment, inventory and shortlist	Task 2*, 3* and 4*
By seven weeks (draft) and two weeks (final) before the workshop	Workshop plan and materials	Task 5*
By February 22, 2023	Workshop	Task 6
By March 29, 2023	Final workshop summary	Task 7*
By May 10, 2023	Final report and slide deck	Task 8*

By May 17, 2023	Project close meeting & project end date	Task 9
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*The Project Team must be provided with an opportunity to review and provide comments on complete draft deliverables prior to receiving the final deliverable for each task. A minimum of two weeks is required for the Project Team to review and provide comments for each draft deliverable. Bidders may include in their approach, check in points to meet with the Project Team to discuss draft deliverables and comments from the Project Team.

Task 1: Project Initiation Meeting

The Contractor, Project Authority and Contract Authority will meet via videoconference 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 the Contractor with a list of documents to be considered in Task 2, and a list of stakeholders and interested parties who may be engaged (in Tasks 2 and/or 6) to fill gaps in published information or validate findings. The list of stakeholders and interested parties will include fishing associations, Indigenous fishing councils, gear manufacturers and distributors as well as waste management practitioners and federal, provincial, territorial and municipal governments.

Task 2: Assessment of fishing and aquaculture gear

The Contractor will prepare an assessment that characterizes the types and amounts of fishing and aquaculture gear in Canada, how and where they are used, where they end up (collected; reused; repurposed; repaired; recycled; landfilled and incinerated; abandoned, lost or discarded), and what existing value recovery infrastructure and capacity is in place. Sources of information are expected to include, but will not be limited to, published academic literature, white papers from reputable organizations, reports and personal communications.

Task 3: Inventory of government policies and industry best practices

The Contractor will provide an inventory of government policies and industry best practices in use in Canada and internationally for end-of-life management of fishing and aquaculture gear, as well as relevant policies and best practices that have worked in other sectors and may be relevant to fishing and aquaculture gear.

Task 4: Shortlist of government policies and industry best practices

The Contractor will prepare:

- a) a set of criteria for short-listing policies and practices from the inventory developed in Task 3 to identify policies and practices that are suitable for implementation in Canada, and

- b) a draft short-list of policies and practices based on those criteria.

Task 5: Workshop plan and materials

The Contractor will prepare a workshop plan including drafts of the following materials: agenda, facilitator agenda, invitation list, and workshop materials at least seven weeks in advance of the workshop. Workshop materials will include criteria for shortlisting policies and practices (Task 4a), and the draft short-list of policy options (Task 4b).

A final workshop plan, attendee list, and workshop materials will be provided to the Project Authority and Contract Authority, prior to circulating to the workshop participants and at least two weeks before the workshop.

Task 6: Workshop

The Contractor will conduct a facilitated virtual workshop with up to 60 stakeholders and interested parties by February 22, 2023. The purpose of the workshop is to gather feedback on the criteria for shortlisting policies and practices, the draft short-list of policy options, and potential barriers to the implementation of these options in Canada.

CCME is able to host the workshop using MS Teams, however bidders are welcome to propose other platforms, provided that bidders will be responsible for hosting and technical support.

Task 7: Workshop summary

The Contractor will prepare for Project Team review, a one- to two-page document for workshop participants summarizing the feedback received at the workshop and outlining next steps for completion of the report on policy options and best practices.

After receiving sign-off from the Project Authority, the Contractor will circulate the workshop summary to the workshop participants by March 29, 2023.

Task 8: Report and slide deck on policy options and best practices

The Contractor will prepare a report that assesses the challenges and gaps associated with the implementation of each shortlisted policy option and best practice (e.g., infrastructure that is required, existence of end markets, origins of gear), identifies which practices are suitable for implementation in Canada, and provides information on what would be required to implement these policies and best practices. The Contractor will revise the criteria for shortlisting policies and practices, and revise the shortlist of policy options as needed based on the comments received during the workshop in Task 6.

The report will also include a summary of the assessment of fishing and aquaculture gear (Task 2).

The Contractor will prepare an accompanying PowerPoint slide deck summarizing findings of the report (internal to government, not to be published).

The finalization process for the report and slide deck should include two rounds of Project Team review of the completed report, with the second draft and final report and slide deck incorporating comments from the Project Team.

The Contractor will provide the final report and slide deck to the Project Authority and Contract Authority by May 10, 2023.

Task 9: Project Close Meeting

The Contractor, Project Authority and Contract Authority will meet by May 17, 2023 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.

Table 2. Payment Schedule

Deliverables	Payment Amount (% of contract value, inclusive of all applicable taxes)	Target Date
Project initiation meeting, assessment, inventory and shortlist (Task 1, 2, 3, and 4)	30%	December 20, 2022
Workshop plan and materials, workshop facilitation and workshop summary report (Tasks 5, 6 and 7)	30%	March 29, 2023
Final report, slide deck and Project close meeting (Tasks 8 and 9)	40%	May 17, 2023

The Contractor agrees to initiate work on the project by September 27, 2022.

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 \$40,000.00 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, August 26, 2022; 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.
- 5.5.5 Any company that is ineligible to bid on federal, provincial or territorial government contracts.

6.0 CONTACTS

Prospective bidders should direct questions to the Contract Authority.

6.1 Contract Authority

Charlotte Thrift
 Canadian Council of Ministers of the Environment
 123 Main Street, Suite 360
 Winnipeg, MB R3C 1A3
 Tel: (204) 793-0291
 Email: clthrift@ccme.ca

6.2 Project Authority

Barry Jackson
 Prince Edward Island Department of Environment, Energy and Climate Action
 11 Kent Street, Charlottetown, PE C1A 7N8
 Tel: (902) 368-5173
 Email: bajackson@gov.pe.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
COMPLETENESS OF PROPOSAL	
All information described in section 4.1 has been provided	10

8.0 AWARD OF CONTRACT

The Project Team will determine award of the contract by September 16, 2022. 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.