

REQUEST FOR PROPOSALS

Facilitation of Air Quality Management System Stock-take

Air Quality Management 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.

Since 2012, CCME's Air Management Committee (AMC) has overseen the development, implementation and review of the Air Quality Management System (AQMS). AMC is undertaking a retrospective stock-take of AQMS to evaluate the outcomes achieved to date, identify areas for improvement, and capture lessons learned to inform the strategic prioritization of next steps in the ongoing development and implementation of AQMS.

Approaches to implementing AQMS vary across Canada due to diverse economic, geographic and regional contexts. In preparation for this review, a subset of AMC (hereafter "the Project Team") has identified priority topics and emerging issues (to be provided on request to inform prospective bidders). Building on this prior work, the consultant will engage AMC members and other interested parties as identified by the Project Team and prepare recommendations to guide CCME's work with AQMS in the future.

2.0 STATEMENT OF WORK

The Contractor will design and facilitate a participatory stock-take process. The process will inform the development of a report containing practical and prioritized recommendations on:

- the design and overall effectiveness of AQMS in meeting the needs of CCME member governments
- future CCME work.

3.0 SCOPE OF WORK

The Contractor will have experience collecting and summarizing feedback from diverse groups and facilitating groups with diverse individual interests to come to consensus on collective focus areas. Familiarity with CCME and AQMS is an asset.

The Contractor will be responsible for communicating, reviewing materials, and interviewing in both English and French. Workshops will be held in English; however, some participants may prefer to speak in French.

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.

The project will commence by September 2, 2025 and conclude by March 13, 2026.

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 initiation meeting will also serve as an opportunity to review the background of AQMS and the results of discussions the Project Team has completed on the retrospective stock-take. The Project Team will share relevant resources to assist in understanding AQMS and CCME's work on air quality.

Prior to the project initiation meeting the Contract Authority will provide the Contractor with the report on priority topics and emerging issues, a summary of AMC's response to the report and a draft list of contacts to be engaged in the retrospective stock-take.

Task 2: Engagement Preparation and Information Gathering

Informed by the materials provided by the Project Team in Task 1 and CCME's *Canada's Air* webpage, the Contractor will prepare and provide a draft engagement plan, to be implemented in Task 3, to the Project Authority and Contract Authority by September 16, 2025.

The draft engagement plan will include an elaboration on the engagement approach (e.g., draft survey/interview questions) outlined in the bidder's proposal, drafts of the workshop agendas, workshop questions, workshop materials and a list of information needs.

The purpose of the engagement is to:

- explore key challenges and successes related to AQMS with a focus on the priority topics provided by the Project Team
- encourage reflection and generate ideas for improvement and/or enhancement of AQMS
- develop key recommendations to improve the design and overall effectiveness of AQMS in meeting the needs of CCME members and guide future workplanning.

Engagement will include at least four workshops, as outlined in Task 3, with AMC members focusing on the themes of the overall goals, structure and effectiveness of AQMS and the review and development process of Canadian Ambient Air Quality Standards.

Bidders should indicate in their proposal if they intend to use additional engagement tools such as one-on-one interviews, written response tools (e.g., surveys, discussion templates), presentations by AMC members, and/or other methods to support the engagement conducted through the workshops.

The Project Authority will provide Project Team comments on the draft engagement plan by September 29, 2025.

By October 9, 2025 the Contractor will provide to the Project Authority and Contract Authority the final engagement plan and workshop materials.

The Contractor is not responsible for logistics of the workshops (e.g., canvassing for dates or arranging distribution of material to participants).

Task 3: Engagement and Facilitation of Workshops

The Contractor will implement the engagement plan approved in Task 2, including facilitating at least four interactive virtual workshops of AMC between mid-October 2025 and late-January 2026.

The Contractor will attempt to achieve consensus from AMC on recommendations and will ensure that the perspectives from each AMC member is heard and that the recommendations that arise from the workshops are summarized accurately.

Task 4: Draft Report and Recommendations

By January 26, 2026 the Contractor will provide to the Project Authority and Contract Authority a draft report. The report will include:

- a summary of methods and participation
- a summary of the key outcomes of the workshops and any other engagement, such as:
 - key challenges and successes related to AQMS
 - ideas for improvement and/or enhancement of AQMS
- practical and prioritized recommendations to improve the design and overall effectiveness of AQMS in meeting the needs of CCME members and guide future work planning.

The Project Authority will provide Project Team comments on the draft report by February 9, 2026.

The Contractor will provide to the Project Authority and Contract Authority a revised draft report by February 20, 2026.

The Project Authority will provide Project Team comments on the revised draft report by February 27, 2026.

Task 5: Final Report: Summary and Recommendations

By March 6, 2026 the Contractor will revise the report as needed and provide to the Project Authority and Contract Authority the final report along with a summary of reflections on the retrospective stock-take, highlighting relevant observations or insights gained from the Contractor's role as a facilitator.

Task 6: Project Close Meeting

The Contractor, Project Authority and Contract Authority will meet by March 13, 2026 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 |
|--|--|--------------------|
| Tasks 1 and 2: Project initiation meeting, proposed engagement approach and workshop materials | 25% | October 7, 2025 |
| Tasks 3 and 4: Engagement, workshops and draft report | 35% | January 26, 2026 |

| | | |
|---|-----|---------------|
| Tasks 5 and 6: Final report and project close meeting | 40% | March 6, 2026 |
|---|-----|---------------|

The Contractor agrees to initiate work on the project by September 2, 2025.

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 and provided 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 \$50,000.00 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 22, 2025; 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 *Microsoft 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

Megan Krohn
Canadian Council of Ministers of the Environment
123 Main Street, Suite 360
Winnipeg, MB R3C 1A3
Tel: (204) 793-6373
Email: mkrohn@ccme.ca

6.2 Project Authority

Priya Mathur
Ontario Ministry of Environment, Conservation and Parks

6th floor, 135 St Clair Ave W
 Toronto, ON M4V 1P5
 Tel: 437-217-0897
 Email: Priya.Mathur@ontario.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 qualifications 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 or knowledge of CCME and/or other intergovernmental tables | 10 |
| Value for money | 10 |
| COMPLETENESS OF PROPOSAL | |
| All information described in section 4.1 has been provided | 10 |

| | |
|--|----|
| Demonstrated understanding of the project scope and objectives | 10 |
| Technical approach and methodology to meet project objectives | 10 |
| Work plan feasibility and organization | 10 |

8.0 AWARD OF CONTRACT

The Project Team will determine award of the contract by August 28, 2025. 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.