

REQUEST FOR PROPOSALS

Guidance to Reduce Plastics Entering the Environment from Biosolids and Organic Waste Processing

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.

CCME 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, the Waste Reduction and Recovery Committee's Organic Waste and Sewage Biosolids Project Team (hereafter "the Project Team") seeks to develop guidance on practices and approaches to reduce plastics entering the environment from biosolids and organic waste processing.

2.0 STATEMENT OF WORK

The Contractor will develop guidance that summarizes how plastics are getting into the wastewater and organic waste processing streams, and best practices and approaches to keep these plastics out of these streams, and ultimately, out of the environment.

3.0 SCOPE OF WORK

The project will commence by September 20, 2023, and conclude by April 29, 2024.

The primary audience for the deliverables will be federal, provincial and territorial (FPT) governments, but the information is also expected to be useful for others, including municipal governments, producers of plastic products and packaging, and treatment facility operators.

The Contractor will have knowledge of plastics contamination in the source separated organics waste management (including methanization and composting treatment) and biosolids sectors, and technical expertise in wastewater management, as well as the markets of end products.

The Contractor will have proficiency in English and French. While the Contractor will provide most deliverables in English, the Contractor will be responsible for communicating and interviewing in both English and French.

All deliverables will be written and structured in a clear, concise and user-friendly manner. Information will be presented in a consistent format. Tables, charts, graphs, or other visuals may be used where they aid in clarity and comprehension. All deliverables will follow the CCME style guide, which will be provided to interested bidders upon request.

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. A complete schedule of activities (including all tasks and deliverables, as well as timelines for review) should be included in the proposal.

Task 1: Project Initiation Meeting

The Contractor, Project Authority and Contract Authority will meet via teleconference by September 26, 2023 to discuss and agree upon the scope of the project, expectations for deliverables and periodic reports, format of deliverables and expected timelines. Prior to the project initiation meeting the Project Authority will provide the Contractor with a preliminary list of contacts related to biosolids and organic waste processing.

Task 2: Draft Report and Slide Deck

The Contractor will develop a report that:

- summarizes how plastics are getting into the wastewater and organic waste processing streams and which sources contribute the most plastics. There should be a focus on industrial, commercial, and residential sources, and an identification of the types of plastics that are problematic.
- identifies options and considerations for how plastics can be handled both before entering the waste stream and within the waste stream (but would not consider options to thermally treat or pyrolyze plastics while they are mixed with organic matter).
- summarizes tools and best practices to keep plastics out of the wastewater and organic waste processing streams. Tools and best practices will focus on upstream options (e.g., consumer behaviour, capture and collection; product design is out of scope) but will also capture options related to processing/treatment, and pre- and post- processing. Tools and best practices will be prioritized based on:
 - (1) their impact on the sources that contribute the highest quantities of plastics

- (2) the efficacy of existing practices, approaches and lessons learned and applicability to Canada
 - (3) what practices and approaches are demonstrably feasible and/or most promising
 - (4) the extent to which these practices and approaches are within FPT and municipal government influence (e.g., via FPT and municipal policies, regulations, educational efforts).
- includes an appendix that will identify recommended practices and tools for implementation by federal, provincial and territorial governments in Canada.

The Contractor will record all gaps identified in the process of preparing this report and provide recommendations on how to fill these gaps.

The Contractor will prepare an accompanying PowerPoint slide deck summarizing report findings (internal to government, not to be published) and present it to the project team.

In developing the report and slide deck, the Contractor will:

- i. Collect and review existing data and literature (e.g., journal articles) focusing on the last 10 years. The list of sources consulted will be included in the report.
- ii. Conduct a minimum of 20 interviews (conducted via video- or teleconference) with stakeholders and interested parties to fill gaps in the literature and ground truth findings. Stakeholders and interested parties will include, but are not limited to:
 - regulators (within Canada and international)
 - industrial treatment facilities
 - municipalities
 - producers and users of plastics including degradable/compostable plastics¹
 - certifying bodies for compostable plastics and compost quality
 - waste consultants
 - not-for-profit waste management organizations.

The contractor will ensure appropriate regional representation and a diversity of perspectives are captured through interviews. The Contractor will conduct interviews in the interviewee's official language of choice.

The Contractor will provide a draft of the interview questions and proposed list of interviewees to the Project Authority and Contract Authority. A minimum of two weeks is required for the Project Team to review and provide comments. The Project Authority will

¹ Degradable plastics are designed to break down more quickly than conventional plastics under specific conditions. Types of degradable plastics include biodegradable, compostable, photodegradable, oxo-degradable, and oxo-biodegradable.

Biodegradable plastics are designed to degrade, in a defined period of time and under specific conditions as a result of natural biological activity (e.g., bacteria, fungi and algae), into carbon dioxide or methane, mineral salts, water and biomass.

Compostable plastics are biodegradable plastic that are designed to break down in the controlled conditions and under the processing timeline of an industrial compost facility and leave no visible, distinguishable or toxic residue in the final compost.

provide the Project Team's comments on the draft interview questions and contact list to the Contractor.

The Contractor will revise the interview questions and list of interviewees based on the comments from the Project Team and provide the final interview questions and list of interviewees to the Project Authority and Contract Authority.

The Contractor will conduct interviews and incorporate responses into the draft report.

- iii. Develop an annotated table of contents structured and organized to deliver the report as described above. The table of contents will be based on the information gathered during Tasks 2-i and 2-ii.

The Contractor will also prepare and include in the appendix a set of criteria for determining which tools and best practices should be recommended for implementation by FPT governments in Canada and a draft list of tools and best practices based on those criteria.

The Contractor will provide the annotated table of contents, as well as the draft criteria and draft list of tools and best practices to the Project Authority and Contract Authority. A minimum of two weeks is required for the Project Team to review and provide comments for each draft deliverable. The Project Authority will provide Project Team comments on the annotated outline and draft criteria to the Contractor. The Contractor will incorporate Project Team comments on the annotated outline into the draft report.

- iv. Prepare a draft report and slide deck for Project Team review. The finalization process for the report and slide deck will include two rounds of Project Team review on the completed report and slide deck, with the second draft and final report and slide deck incorporating comments from the Project Team. A minimum of two weeks is required for the Project Team to review and provide comments for each draft deliverable. The Contractor will meet with the Project Team after delivery of the first draft of the report. The second draft of the report should be delivered to the Project Authority and Contract Authority no later than March 31, 2024.

Task 3: Final Report and Slide Deck

The Contractor will provide the final report and slide deck to the Project Authority and Contract Authority by April 22, 2024.

Task 4: Project Close Meeting

The Contractor, Project Authority and Contract Authority will meet by April 29, 2024 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
Project initiation meeting, collect and review existing data and literature, conduct interviews, annotated table of contents (Tasks 1, Task 2-i, 2-ii, and 2-iii)	50%	January 31, 2024
Draft of report and slide deck (Task 2-iv)	30%	March 31, 2024
Final report and slide deck, Project Close Meeting (Task 3, and Task 4)	20%	April 29, 2024

The Contractor agrees to initiate work on the project by September 20, 2023.

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 31, 2023; 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

Lucie Guichelaar
Ontario Ministry of the Environment, Conservation and Parks
40 St. Clair Ave. West.
Toronto, ON, M4V 1M2
Tel: 647-274-9363
Email: Lucie.Guichelaar@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 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 12, 2023. 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.