

REQUEST FOR PROPOSALS

Guidance for monitoring and data on plastics in the environment

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 Plastics Monitoring and Data Project Team (hereafter "the CCME Project Team") seeks to facilitate consistent environmental monitoring and data across Canada by identifying the essential plastic pollution environmental monitoring and data needs of federal, provincial and territorial (FPT) governments and, for each environmental monitoring and data need identified, compile and provide existing guidance including approaches for environmental monitoring and data collection.

2.0 STATEMENT OF WORK

The Contractor will prepare a report that identifies FPT government needs for environmental monitoring and data of plastic pollution for macro- and micro-plastics in and entering the environment, and provides guidance on the most appropriate monitoring approaches and protocols to meet these needs.

3.0 SCOPE OF WORK

The project will commence by April 19, 2025, and conclude by November 29, 2025.

The Contractor must have knowledge and expertise in plastic pollution, environmental monitoring, and managing and synthesizing data. Proficiency in communicating in both official languages is required (read, write, speak), as the Contractor will be responsible for communicating with FPT governments in both English and French. Some materials will only be available in French.

Knowledge and expertise in plastic pollution monitoring approaches for the environment will be considered an asset.

All deliverables will be written and structured in a clear, concise and user-friendly manner. The primary audience for the deliverables will be FPT governments. 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 citations, 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.

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.

Prior to the project initiation meeting the Project Authority will provide the Contractor with a draft list of jurisdictional contacts, and a preliminary list of materials to consider as part of the work.

Task 2: Lists of Sources and Contacts

The Contractor will provide the Project Authority and Contract Authority with a draft list of materials to be reviewed and a proposed list of contacts to be surveyed and/or interviewed in Task 3. The list of contacts should include one or more representatives from each FPT government (likely between 20-30 individuals in total).

The Project Authority will provide CCME Project Team comments on the lists by May 10, 2025. The Contractor will update the draft list of materials, and list of contacts based on comments from the CCME Project Team and will provide revised lists by May 24, 2025.

Task 3: Jurisdictional Scan, Survey and Interviews

To develop a list of monitoring objectives and data needs that are essential for Canadian FPT governments on macro- and micro-plastics in and entering the environment (see Task 4), the Contractor will conduct a jurisdictional scan of Canadian FPT jurisdictions, conduct a survey of FPT jurisdictions, and interview a minimum of one representative from each FPT jurisdiction. Interviews may be individual, or group interviews by jurisdiction.

The Contractor will provide a draft of the survey questions to the Project Authority and Contract Authority by May 10, 2025. The Contractor will provide a revised set of survey questions, which addresses comments provided by the CCME Project Team, to the Project Authority and Contract Authority by May 24, 2025.

The Contractor will translate and conduct the survey in both official languages and incorporate the resulting information into the summary of Canadian FPT monitoring objectives and data needs (Task 4).

Task 4: Summary of Monitoring Objectives and Data Needs

The Contractor will prepare a summary of the essential Canadian FPT monitoring objectives and data needs for macro- and micro-plastics in the environment based on the research conducted in Task 3. Monitoring objectives include, but are not limited to: the sources (e.g., mismanaged waste, industrial discharges, leakage) and pathways through which plastics enter the environment in all mediums (e.g., wastewater, stormwater, litter); identifying and tracking impacts and environmental and human exposure; and measuring progress of policies to reduce plastic waste and pollution over time and across jurisdictions. Data needs include but are not limited to the size and character of particles, and other elements that are necessary to characterize plastics in the environment. The Contractor will also include a basic analysis of the results, noting similarities, differences and gaps.

The Contractor will provide a draft of the summary as well as the raw survey results and interview data collected in Task 3 to the Project Authority and Contract Authority by July 5, 2025.

The Project Authority will provide the Contractor with CCME Project Team comments on the summary by July 19, 2025. The Contractor will revise the summary based on comments from the CCME Project Team and will provide a final version by July 26, 2025.

Task 5: International Jurisdictional Scan

The Contractor will conduct a scan of international jurisdictions for environmental monitoring and data programs in place or recommended (e.g., California, Chesapeake, International Joint Commission) to identify and list essential monitoring objectives and data needs for macro- and micro-plastics in the environment. The Contractor will provide at least one example each of national, supranational and subnational (including municipal) environmental monitoring and data programs. Essential monitoring objectives and data needs may include, for example, identifying sources and pathways through which plastics enter the environment, identifying and tracking impacts of environmental and human exposure, and measuring progress of policies to reduce plastic waste and pollution over time, across jurisdictions, and emissions.

The Contractor will provide a tabular summary of monitoring objectives and data needs for non-Canadian jurisdictions to the Project Authority and Contract Authority by August 9, 2025. The Project Authority will provide the CCME Project Team's comments on the summary to the

Contractor by August 23, 2025. The Contractor will revise the summary based on the comments from the CCME Project Team and provide the final summary to the Project Authority and Contract Authority by August 30, 2025.

Task 6: Annotated Table of Contents

The Contractor will submit a draft annotated table of contents for the guidance document (Task 7) to the Project Authority and Contract Authority by August 9, 2025. The Project Authority will provide the Contractor with CCME Project Team comments on the annotated table of contents by August 23, 2025. The Contractor will revise the annotated table of contents based on comments from the CCME Project Team and will provide a final version by August 30, 2025.

Task 7: Guidance Document and Slide Deck

The Contractor will identify and compile guidance on monitoring protocols and data standards for each of the identified monitoring objectives and data needs from Task 4. The intent is not to reproduce protocols and standards, but rather to direct FPT governments to existing resources where possible. The compilation of guidance will include:

1. Reviewing and evaluating existing environmental monitoring and data management protocols that may support FPT monitoring needs.
2. Writing a guidance document on environmental monitoring and data management protocols for each need, including a rationale for guidance and brief descriptions. The intent is to support FPT governments in decision making on environmental monitoring and data management by directing them to the appropriate protocols.
3. Developing recommendations for FPT governments (e.g., on gaps and opportunities) that will be included in an Appendix to the report.

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

The finalization process for the guidance and slide deck should include two rounds of CCME Project Team review of the completed report, with the second draft and final report and slide deck incorporating comments from the CCME Project Team. A minimum of two weeks is required for the CCME Project Team to review and provide comments for each round of review.

The Contractor will provide the final guidance document and slide deck to the Project Authority and Contract Authority by November 22, 2025.

Task 8: Project Close Meeting

The Contractor, Project Authority and Contract Authority will meet by November 29, 2025 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 (Task 1), lists of sources and contacts (Task 2) jurisdictional scan, survey and interviews (Task 3), and summary of monitoring objectives and data needs (Task 4)	50%	July 26, 2025
International jurisdictional scan (Task 5), annotated table of contents (Task 6), guidance document and slide deck (Task 7), and project close meeting (Task 8)	50%	November 29, 2025

The Contractor agrees to initiate work on the project by April 19, 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 CCME 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 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 Daylight Time, March 21, 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

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

Samuel Belliveau
Environment and Climate Change Canada
443 University Ave,
Moncton, New Brunswick E1A 3E9
Tel: (506) 851-6244
Email: samuel.belliveau@ec.gc.ca

7.0 PROPOSAL EVALUATION

All assessments and weighting of criteria is at the sole discretion of CCME. The CCME 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	20
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:	
(a) qualifications of team members	10
(b) depth and breadth of the team's experience	10
(c) depth and breadth of individual team members experience in similar assignments	10
(d) proficiency in communicating in English and French (read, write and speak)	10
(e) depth and breadth of the team's subject matter expertise or knowledge on plastic pollution, environmental monitoring, and managing and synthesizing data	10
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 CCME Project Team will determine award of the contract by April 11, 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.