

## REQUEST FOR PROPOSALS

### Guidance to Reduce Plastics Entering the Environment from Natural Disasters and Spill Events

#### 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 Waste (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 Natural Disasters and Spill Events Project Team (hereafter "the Project Team") seeks to develop guidance to help reduce plastics entering the environment from natural disasters and spill events.

A draft environmental emergencies notifications toolkit was developed by CCME in 2018 to assist in navigating the network of responsibilities held by environmental emergency response agencies and resource trustees and to enhance the collective and individual ability of jurisdictions to respond. This project will build upon this work.

### 2.0 STATEMENT OF WORK

The Contractor will conduct desk research and facilitate a minimum of one virtual workshop to inform the development of a guidance document to help reduce plastics entering the environment from natural disasters and spill events.

### 3.0 SCOPE OF WORK

The project will commence by September 20, 2024, and conclude by April 30, 2025.

The Contractor must have the following knowledge and experience:

- Proficiency in communicating in English and French (read, write and speak). While the Contractor will provide most deliverables in English, the Contractor will be responsible for communicating with stakeholders and interested parties in both English and French.
- Experience working and facilitating meetings with Indigenous communities and federal, provincial, territorial and municipal governments.

The following knowledge and experience will be considered an asset during evaluation:

- plastic pollution sources from spills and natural disasters, and plastic waste management
- environmental emergency response.

All deliverables will be written and structured in a clear, concise and user-friendly manner. The primary audience for the deliverables will be federal, provincial, territorial and municipal governments, as well as Indigenous communities. 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 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 the CCME style guide, the draft CCME notifications toolkit (to be shared only for the purpose of this contract), and a list of recommended documents to be considered in Task 3 (e.g., municipal waste plans, provincial emergency response plans).

#### Task 2: Contact List and Workshop Timing

The Contractor will provide the Project Authority and Contract Authority with a draft list of stakeholders and interested parties to be engaged as part of the survey and workshop(s) by October 11, 2024. The Contract Authority will provide comments on the draft list within two weeks of receipt. A final list of stakeholders and interested parties to be engaged as part of the survey will be provided to the Project Authority and Contract Authority by November 1, 2024.

The Contractor will work with the Project Authority and Contract Authority to confirm a date for the workshop(s) (Task 7) as well as the timing for sending out workshop invitations and materials (Task 6).

In planning the timing for the workshop(s) and survey, the Contractor will consider the capacity of stakeholders and interested parties, as well as any competing priorities.

### Task 3: Desk Research

The Contractor will gather information, including:

- i. A summary of the federal, provincial, territorial, municipal and Indigenous authorities who are mandated to carry out preparedness and response in their respective jurisdictions related to plastics from natural disasters and spill events.
- ii. A scan of how plastic releases and plastic waste are addressed in environmental emergency response plans in Canada (federal, provincial, territorial, municipal and Indigenous).
- iii. A scan of data availability and reporting regarding plastic wastes entering the environment from spills and natural disasters in Canada (federal, provincial, territorial, municipal, Indigenous, and nongovernmental organizations).
- iv. Recognizing that there may be limited examples within Canada for Tasks 3-ii and 3-iii, the Contractor will also look internationally for examples of (1) how plastic releases and plastic wastes are addressed in environmental emergency response plans, and (2) data availability and reporting regarding plastic wastes entering the environment from spills and natural disasters.

The Contractor will meet with the Project Team to present its desk research findings.

### Task 4: Survey

To complement the desk research (Task 3), the Contractor will survey a minimum of 30 representatives from the federal, provincial, territorial, and municipal governments and Indigenous communities to determine what information they would find helpful for planning to limit and manage releases of plastics in natural disasters and spill events.

The Contractor will endeavor to survey representatives from each jurisdiction type in each province and territory to ensure regional representation and a diversity of perspectives are captured through the survey.

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

The Contractor will translate and conduct the survey in both official languages and validate the survey findings at the workshop(s) (Task 7) for incorporation into the draft guidance document (Task 9).

### Task 5: Decision-tree

The Contractor will prepare a decision-tree, building on the draft CCME notifications toolkit, desk research, and survey responses to assist jurisdictions in:

- determining who needs to be notified
- identifying the lead agencies
- identifying responsibility for response related to plastics from natural disasters and spill events.

To ensure the document does not become out of date quickly, the decision-tree will not reference specific roles, position titles or contact information.

The Contractor will provide a draft of the decision-tree, based on best available information, to the Project Authority and Contract Authority. The Contract Authority will provide comments on the draft within two weeks of receipt. A revised version of the decision-tree will be shared with participants at the workshop(s) for input and validation, and a final version of the decision-tree will be included as an appendix to the final guidance document (Task 9).

### Task 6: Workshop Plan and Materials

The Contractor will provide a workshop plan, including drafts of the agenda, facilitator agenda and workshop materials, to the Project Authority and Contract Authority at least seven weeks in advance of the workshop(s). The Contract Authority will provide comments on the draft list within two weeks of receipt.

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

### Task 7: Workshop(s)

The Contractor will conduct a facilitated virtual workshop(s) to validate desk research and survey findings, and to facilitate knowledge exchange. Participants are expected to include federal, provincial, territorial, municipal, and Indigenous community representatives.

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

### Task 8: Workshop Summary

The Contractor will prepare a one- to two-page workshop summary for workshop participants summarizing the feedback received at the workshop(s) and outlining next steps for the project. The Contractor will provide the workshop summary to the Project Authority and Contract Authority by March 31, 2025.

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

#### Task 9: Guidance Document

The Contractor will prepare a guidance document which builds on the information collected in Tasks 3, 4, 5 and 7 and which responds to Project Team comments on previous tasks. The document (approximately 35 pages) will provide guidance applicable for use by federal, provincial, territorial and municipal governments and Indigenous communities on:

- information to include in environmental emergency response plans to limit plastic releases from spill events and natural disasters and support diversion of plastic waste from these events
- data collection and reporting for plastics.

The guidance document will include an executive summary, and decision-tree (developed in Task 5) for notifications, lead agency determination and responsibility for cleanup of plastics.

#### Task 10: Summary Presentation

The Contractor will provide a short summary presentation on the final results of the project to the Project Team.

#### Task 11: Project Close Meeting

The Contractor, Project Authority and Contract Authority will meet by April 30, 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.

<b>Deliverables</b>	<b>Payment Amount</b> (% of contract value, inclusive of all applicable taxes)	<b>Target Date</b>
Survey and decision-tree (Tasks 1 to 5)	33%	Bidders must include a proposed target date in their proposal
Workshop, and workshop summary (Tasks 6, 7 and 8)	33%	March 31, 2025
Guidance Document, Summary Presentation and Project Close Meeting (Tasks 9, 10 and 11)	34%	April 30, 2025

The Contractor agrees to initiate work on the project by September 20, 2024.

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 \$60,000.00 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, complete schedule of activities (including all tasks and deliverables, as well as timelines for review), 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, August 19, 2024; 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

Sarah Cumberbirch  
Environment and Climate Change Canada 351 Saint Joseph Blvd.  
Gatineau, QC, K1A 0H3  
Tel: (873) 499-1144  
Email: Sarah.Cumberbirch@ec.gc.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

<b>TECHNICAL PROPOSAL</b>	<b>Score</b>
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

<b>MANAGEMENT PROPOSAL</b>	
Experience and qualification of Program/Project Manager including experience working and facilitating meetings with Indigenous communities and federal, provincial, territorial and municipal governments.	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 including experience working and facilitating meetings with Indigenous communities and federal, provincial, territorial and municipal governments.	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 sources, plastic waste management, and - environmental emergency response.	10
Experience of organization in similar assignments	10
Ability to communicate effectively and to provide leadership/ coordination/ management under multi-partnership team setting	10
Value for money	10
<b>COMPLETENESS OF PROPOSAL</b>	
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 13, 2024. 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](http://www.ccme.ca), on the What's New page.