

**Establishment of a qualified bidders list
For the provision of management and administrative services
Nova Scotia end-of-life electronics waste management program
23 February 2007**

Note: Response required by close of business, 07 March 2007.

Introduction

The Nova Scotia government has introduced regulations requiring industry led and managed end of life stewardship programs for a wide range of electronics.

Electronics Product Stewardship Canada intends to respond to the regulation by submitting a stewardship plan on behalf of our 22 member companies for the first phase of products (computers, printers and televisions). It is intended that the EPS Canada program will be managed locally and be open to all obligated corporations.

The purpose of this document is to establish a bidders list of individuals, organizations, corporations, or partnerships interested in being considered as the local provider of program management and administrative services.

The regulation

- Requires a program to be developed within the first 12 months for computers, printers, and televisions.
- Places responsibility for program development on brand owners and first importers.

The role of EPS Canada

EPS Canada will play a leading role in initial program development and implementation and will submit the program plan to government. EPS Canada intends to transition the responsibility for program management to a locally based not for profit corporation which will be established once the program plan has been approved. It is not anticipated that EPS Canada will have a day to day role in the running of the stewardship program once it is fully operational.

The anticipated requirement for management and administrative services.

Reporting initially to a Nova Scotia advisory committee (yet to be created), and subsequently to a not for profit corporation established for the purpose, the management and administrative function will be responsible for all aspects of program development, implementation, and management. The function is expected to include, but not be limited to, the following:

- All aspects of the day to day management of the program including liaison with Nova Scotia stakeholders and the Nova Scotia government.
- Management of contracts with the collection, environmental audit, and recycling service provider(s).
- Identification, registration, and auditing of obligated suppliers. Tracking compliance and working with the province to manage enforcement.
- Collection and disbursement of stewardship fees through a process which ensures confidentiality of data.
- Program communications.
- Interface with the public and with parties contracted under the program.
- Preparing the public annual report.
- Defining the performance management targets for the program including the plan for continuous improvement.
- Working closely with the advisory committee and subsequently the board of directors.
- Providing, through internal resources, the financing necessary to carry out all activities defined in the program plan until such time as the program funding mechanism is in place. (This will exclude the direct costs of collection and recycling of designated products). Note that all costs incurred directly related to the Nova Scotia program development and management may be reimbursed from future program revenues.

Additional requirements

In any subsequent request for proposal process, qualified bidders will be expected to provide a detailed response to all of the above requirements as well as providing the following :

- A brief background on your company or organization outlining your qualifications and experience in managing stewardship programs and associated governance.
- A brief outline of your experience in managing subcontractors including contract negotiations and any experience directly related to the electronics and electronics recycling industry.
- Evidence of your ability to provide the necessary financing prior to collection of program revenues. Exact costs are yet to be determined, however, bidders will need to provide evidence that a minimum of \$200,000 in financing could be obtained.

- Each bidder must provide evidence of support from their board of directors or senior management to take on this responsibility. Acceptable evidence would include a board resolution or a statement from the Chief Executive Officer on company letterhead.

Time frames and conditions of this request

This request is issued solely to establish a bidders list of potentially qualified individuals or corporations interested in proceeding to the next step of the process. The next step is expected to include a formal request for proposal.

The above information is subject to change and may or may not be included in any subsequent RFP process.

Respondents who wish to be included on the bidders list must respond to EPS Canada by email (dave@epsc.ca) on or before March 07, 2007 with a brief statement which:

- 1) Confirms your interest in being included on the bidders list
- 2) Confirms your ability to receive board/senior manager support for your bid
- 3) Confirms your ability, in principle, to provide the necessary financing of activities undertaken in advance of the funding mechanism being in place. Respondents should assume this financing will be a minimum of \$200,000.