

Request for Proposal - June 29, 2007

For the provision of program plan development services in support of a proposed Ontario Waste Electrical and Electronic Equipment (WEEE) diversion program

1.0 Introduction, objective of the Request for Proposal (RFP), and reference documents

1.1 Introduction

- 1.1.1 The Ontario government has introduced regulations requiring the development of an industry led and managed end of life stewardship program for computers, printers, and televisions.
- 1.1.2 EPS Canada, working with the Retail Council of Canada (RCC) and in conjunction with other industry partners and stewards, intends to form an Industry Funding Organization (IFO) and submit a stewardship plan on behalf of our member companies and other obligated stewards for the consideration of Waste Diversion Ontario (WDO) and the Ontario Ministry of Environment (MOE).
- 1.1.3 The selected individual(s) or organization(s) will work with a group of stewards that will form the board of directors of the established WEEE IFO.

1.2. Objective of the RFP

- 1.2.1 The objective of this RFP is to select individuals or organizations to develop a WEEE stewardship program plan and assist in seeing the plan through to program approval by the MOE. The plan must be in accordance with and satisfy the requirements of the Waste Diversion Act, the Minister's designation letter, and the requirements of WDO.
- 1.2.2 A response to all of the requirements defined in the RFP is required.
- 1.2.3 Bidders should be aware that EPS Canada and its partners may not be the only organization submitting a stewardship plan to the government. The regulation does not prohibit the submission of proposals from individual corporations nor from other organizations representing obligated stewards. It is also possible that EPS Canada's proposal will not be accepted by the WDO or Minister of the Environment.
- 1.2.4 Bidders should be aware that responsibility for any EPS Canada submitted and approved plan will, in time, be transferred to the established WEEE IFO which will be established as the governance authority for the program in Ontario.

1.3. Reference documents

- 1.3.1 Minister's final program request letter, dated June 11, 2007
(<http://www.wdo.ca/news/?id=175867>)
- 1.3.2 Waste Diversion Act, 2002
(http://www.e-laws.gov.on.ca/DBLaws/Source/Statutes/English/2002/S02006_e.htm)
- 1.3.3 WDO WEEE Workshop #1 presentation, dated June 26, 2007
(<http://www.wdo.ca/news/?id=175898>)
- 1.3.4 WDO WEEE Study (<http://www.wdo.ca/content/?path=page80+item38686>)
- 1.3.5 EPS Canada's Electronics Recycling Standard, Guidance Document and Qualification Process
(www.epsc.ca/recycle)
- 1.3.6 BC's industry-led product stewardship plan for end-of-life electronics – made available as a guide as to the type of program, with the necessary modifications to address local conditions, etc:
(<http://www.env.gov.bc.ca/epd/epdpa/ips/electronics/index.html>)

2.0 Submitting a response

2.1 General information on response submission

- 2.1.1 All proposals must be sent by e-mail in MS Word format to the following address: Jay@epsc.ca
- 2.1.2 All proposals must be received by 4 PM Eastern time on the RFP closing date of July 16, 2007. All bidders will be notified upon receipt of their email submission.
- 2.1.3 Bidders must prepare a concise proposal which addresses all requirements detailed in the RFP.
- 2.1.4 Although the bidder may choose to structure their proposal in the manner they deem to be the most effective, it is strongly recommended that the proposals follow the same format and numbering as the RFP.
- 2.1.5 EPS Canada shall not be obligated nor bound to accept any bid nor the lowest bid quoted in any response
- 2.1.6 EPS Canada shall not be obligated to disclose any information about the winning response.
- 2.1.7 Failure to comply with the terms and conditions specified in the RFP could lead to the response being considered non responsive with no further evaluation of the vendors proposal.
- 2.1.8 EPS Canada shall not be responsible for any costs incurred by the bidder in preparing a response to the RFP.
- 2.1.9 This RFP may be made available in French upon request.

2.2 Requests for RFP clarification

- 2.2.1 It is the responsibility of bidders to request clarification of any details related to the RFP process by contacting jay@epsc.ca in writing. Verbal requests for clarification will not be entertained.
- 2.2.2 Inquiries received less than 3 working days prior to the RFP closing date cannot be guaranteed a response.
- 2.2.3 EPS Canada will provide, to the persons to which this RFP has been sent, notice of significant inquiries received and the reply to such inquiries, without revealing the source of such inquiries.
- 2.2.4 EPS Canada will not meet with any individual bidders prior to the RFP closing date on matters pertaining to this RFP.

2.3 EPS Canada bid manager

Jay Illingworth
Vice President
EPS Canada
Email: Jay@epsc.ca
Tel: 613 238 4822 (225)

3.0 Statement of Work

The statement of work covers program plan development and submission to the MOE, and includes the requirements outlined in Section 3.0 as well as three additional mandatory requirements outlined in Section 4.0.

- 3.1. Brief description of the bidding organization and a summary of experience developing other stewardship program plans.
- 3.2. Outline of the staff and other support infrastructure required to develop the program plan, including roles, responsibilities and qualifications.
- 3.3. Strategy for executing the WDO approved consultation process to support the program plan development, including the identification of key stakeholders and the evaluation of comments received.
- 3.4. Outline how the requirements of the Minister's final program request letter, the Waste Diversion Act, and WDO will be addressed during program plan development, including the need for data collection and addressing product reuse requirements.
- 3.5. Identify potential legal issues and the strategy / execution plans for addressing them.
- 3.6. Outline the strategy for developing the key program plan elements of:
 - 3.6.1. Collection;
 - 3.6.2. Consolidation and transportation;
 - 3.6.3. Recycling, including the identification of recycling infrastructure;
 - 3.6.4. Public awareness communication, and;
 - 3.6.5. Program funding.
- 3.7. Plan for identifying key issues and working with key stakeholders, such as the pre-IFO working committee, WDO and MOE to ensure successful program plan development and submission.
- 3.8. Detailed schedule of activities and timelines required until plan submission.
- 3.9. Detailed budget of the anticipated costs to develop and submit the plan to the MOE.

4.0 Mandatory requirements

The following requirements must be met or a bid will be considered non compliant.

- 4.1 Each bidder must provide a response for each item of the statement of work. A nil response will not be considered as meeting this requirement.
- 4.2 Each bidder must provide evidence of their ability to provide the necessary financing to support program plan development. Costs incurred which are directly related to the WEEE program plan development and submission may ONLY be recovered from future program revenues. However, bidders should assume they will receive no financing support until full program operation. Acceptable evidence would include financial statements demonstrating sufficient unencumbered funds, correspondence from a financial institution committing to the financing, etc.
- 4.3 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 on company letterhead.

5.0 Evaluation process

- 5.1 Bids will be rated through a numerical scoring system with points provided for each section of the statement of work.
- 5.2 Proposals received will be evaluated so as to achieve the greatest value.
- 5.3 Proposals received will be evaluated by an evaluation team of the IFO proponent members.
- 5.4 The awarding of any contract as a result of this RFP will be at the sole discretion of the IFO proponents.
- 5.5 Bids not meeting the mandatory requirements will not be rated.
- 5.6 The evaluation team reserves the right to award a contract to a bidder other than the bidder receiving the highest scoring.