

**CONFIDENTIAL**  
*Not to redistributed without the approval of SWEEP*

---

***Request for Proposal***

***Environmental Auditing Services  
of Electronic Recycling Processors for  
Saskatchewan's Waste Electronic Equipment  
Regulation***

Issue Date: Friday, July 7, 2006

Closing Date: Monday, August 7, 2006

## Request for Proposal

### ***Environmental Auditing Services of Electronic Recycling Processors for Saskatchewan's Waste Electronic Equipment Regulation***

#### **1.0 Introduction**

- 1.1 The Saskatchewan Ministry of Environment has passed the Waste Electronic Equipment Regulation (E-10.21 Reg 4) which obligates “first sellers” of electronic equipment to operate a province wide program for the collection and recycling of waste electronic equipment or end-of-life electronics (EOLE) in Saskatchewan.
- 1.2 In response to the regulation, leading information technology and consumer electronics companies together with other stakeholders have developed the Saskatchewan Waste Electronic Equipment Program (SWEEP). SWEEP is Saskatchewan-based, not-for-profit entity.
- 1.3 SWEEP submitted its stewardship plan to Saskatchewan Environment for approval on Feb. 1, 2006 and received approval from The Minister of the Environment on May 24, 2006 to develop and implement the stewardship program.
- 1.4 Under the SWEEP proposal, EOLE will be collected from consumers at SARCAN depots throughout the province with primary processing being done by SARC under contract with SARCAN (SARC is the parent company of SARCAN) with the resulting materials being sent by SARCAN to downstream vendors for further processing.
- 1.5 SWEEP will require that all processors of EOLE and the downstream processors through to the point of final processing comply with the Electronics Recycling Standard (ERS) developed by Electronic Product Stewardship Canada (EPSC). The ERS defines the minimum requirements a processor must meet in managing EOLE.
- 1.6 SWEEP will require the auditing and assessment process to be conducted in accordance to the Recycler Qualification Process (RQP) developed by EPSC.
- 1.7 The SWEEP program will include the auditing of all applicable processors of EOLE to ensure that they meet and satisfy the requirements of the ERS.
- 1.8 The timing of the commencement of the processor audit function depends upon the date of SWEEP completing the work agreement with SARCAN. It is intended that the processor audit function will be initiated prior to the commencement of processing operations.

#### **2.0 Objective of the RFP**

2.1 The objective of this RFP is to select individuals or organizations to provide auditing services for the audit of SARC processing facilities and the downstream vendors used to process the material generated from the SARC processing activities to ensure processing is done in accordance to the ERS.

### **3.0 Reference Documents (attached to RFP)**

3.1 Saskatchewan's Waste Electronic Equipment Regulation (E-10.21 Reg 4), dated October 12, 2005.

3.2 Proposal for a Product Management Program for Saskatchewan Waste Electronic Equipment (February 1, 2006)

3.3 EPS Canada's Electronics Recycling Standard, version 2.1, approved March 27, 2006

3.3.1 The ERS defines the minimum requirements for managing EOLE and is intended to be used for determining if EOLE products are managed in an environmentally sound manner that safeguards worker health and safety and the environment from the point of primary processing to final disposition. All applicable EOLE processors will be audited to the requirements of this standard as determined through the Recycler Qualification Process.

3.4 EPS Canada's Guidance Document, version 2.1, approved March 27, 2006

3.4.1 The Guidance Document supports the ERS by providing background information to auditors and processors on the environmental, health and safety concerns associated with processing EOLE and acceptable industry best practices.

3.5 EPS Canada's Recycler Qualification Process, version 2.1, approved March 27, 2006

3.5.1 The RQP outlines how the auditing and assessment process will be managed and will serve as a guidance document for the development of auditing proposals.

**The above reference documents are strictly confidential and may not be redistributed without permission of EPS Canada.**

### **4.0 Proposals**

4.1 All proposals must be sent by e-mail in either Microsoft Word or Adobe PDF format to the following: [contact@sweepit.ca](mailto:contact@sweepit.ca)

4.2 All proposals must be received by 16:00 Central Standard Time on the RFP closing date of August 7, 2006. All bidders will have their responses acknowledged upon receipt of their submission.

4.3 Bidders must prepare a concise proposal which addresses all requirements detailed in the RFP. 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 vendor's proposal.

- 4.4 EOLE stewardship programs are being developed in other provinces and territories. Bidders not interested in this RFP who may be interested in future RFPs for other provincial EOLE stewardship programs, are encouraged to respond stating their interests in other jurisdictions.
- 4.5 SWEEP shall not be obligated nor bound to accept any bid nor the lowest bid quoted in any response.
- 4.6 SWEEP shall not be obligated to disclose any information about the winning bid.
- 4.7 SWEEP shall not be responsible for any costs incurred by bidder in preparing a response to the RFP.
- 4.8 The awarding of any contract as a result of this RFP will be at the sole discretion of SWEEP.
- 4.9 This document does not constitute an offer, nor promise to offer to enter into any business agreement or relationship, nor should any intent to enter into a contract, agreement or relationship be construed. This document is meant as a guideline to be used in the creation of proposals to be presented to SWEEP for the auditing the performance of electronic recycling processors in Saskatchewan.

## **5.0 RFP Clarification**

- 5.1 It is the responsibility of bidders to request clarification of any details related to the RFP process by contacting [contact@sweepit.ca](mailto:contact@sweepit.ca) in writing. Verbal requests for clarification will not be entertained.
- 5.2 Inquiries received less than 3 business days prior to RFP closing date cannot be guaranteed a response.
- 5.3 Notice of significant inquiries and replies to such inquiries will be provided to the persons to which this RFP has been sent.

## **6.0 Confidentiality**

- 6.1 The information contained in this RFP is SWEEP “Confidential Information” and it is requested that this information not be shared with any party outside of your organization. The information contained under this RFP is solely for the purpose of assisting proponents in the submission of a response to this RFP.

## **7.0 Scope of Work**

- 7.1 SWEEP seeks qualified auditors with expertise and experience in environmental and compliance auditing for the auditing of EOLE processors in Saskatchewan. Although the processor arrangements and number of vendors may change by the time of implementing the auditing program, please base the proposal on the assumptions outlined below.

### **7.1.1 Primary Processing**

7.1.1.1 EOLE will be collected at SARCAN collection depots, consolidated at SARCAN facilities, and sent for primary processing at up to four SARC facilities under contract with SARCAN.

7.1.1.2 SARC will manually dismantle EOLE into sub-components and send the materials back to SARCAN where for marketing to downstream vendors for further processing.

7.1.1.3 All four SARC processing sites are based in Saskatchewan and will require onsite audits to ensure compliance with the ERS.

## 7.1.2 Downstream Processors

7.1.2.1 Downstream vendors could be located in Saskatchewan, other jurisdictions within Canada and the USA.

7.1.2.2 Up to 20 downstream vendors may be used to process materials, with more than one downstream vendor processing a given material prior to it reaching the point of final processing and disposition.

7.1.2.3 A combination of onsite and document audits will be conducted to ensure compliance of the downstream vendors to the ERS, as determined through the RQP.

7.1.2.4 It is anticipated that approximately four downstream onsite audits will be required with the remaining being document audits.

7.2 The audit process will include all required activities to perform the initial assessment, either document or onsite audit, and activities required to follow-up on identified deficiencies.

7.3 The selected auditing service provider will work closely with a designated committee of SWEEP to provide guidance and address any issues or obstacles that may arise through the auditing process.

## 8.0 Proposal Submissions

8.1 The proposal must contain the following information:

8.1.1 **Audit Process:** An outline of the actions required, expected milestones, and fee schedule for the following auditing and assessment activities as outlined in the RQP:

8.1.1.1 Stage 1: Mapping the Downstream Flow of Materials

8.1.1.2 Stage 2: Vendor Information and Document Gathering

8.1.1.3 Stage 3: Document Audit (including mass balance assessment)

8.1.1.4 Stage 4: Onsite Audits (primary and downstream processors)

8.1.1.5 Stage 5: Final Assessment

- 8.1.2 **Travel:** A fee schedule for travel based on the onsite audit assumptions outlined in section 7.0.
- 8.1.3 **Additional Audits:** A fee schedule for additional document audits, onsite audits, material map updates, deficiency closure, and mass balancing should there be changes after final assessment has been completed, such as changes in vendors or other circumstances.
- 8.1.4 **Ability:** Evidence and outline of ability to manage this project; detailing relevant experience, support infrastructure, etc.
- 8.1.5 **Roles and Responsibilities:** An outline of qualifications, roles and responsibilities of key personnel to be involved in this project.
- 8.1.6 **Certification:** Evidence of CEAA accreditation for auditors that will be involved in the audit and assessment process.
- 8.1.7 **Insurance:** Evidence of errors and omissions insurance
- 8.1.8 **Multi-Jurisdictions/Harmonization:** Outline how your organization is able to ensure efficient and cost effective onsite auditing in multiple jurisdictions, based on the assumptions outlined in section 7.0. Identify opportunities to harmonize the audit process with other provincial EOLE programs.
- 8.1.9 **Additional costs:** Include a fee schedule and an outline of any other anticipated costs to manage this program.

## 9.0 Qualifications

9.1 The qualified auditor is defined as per the definition of “Qualified Auditor” in EPS Canada’s Electronics Recycling Standard, version 2.1, approved March 27, 2006 and is deemed as an individual trained and certified through an authoritative body to be an environmental auditor, and possesses a strong understanding of the ISO 14 010 – ISO 14 012 Standards, the regulatory requirements in the jurisdiction of the processor, the Electronics Recycling Standard, and the Electronic Recycling Standards Guidance Document.

## 10.0 Contact information for the SWEEP bid manager:

Mannie Cheung  
Product Care Association / SWEEP Inc.  
Phone: 604-592-2972 ext. 203  
Email: [contact@sweepit.ca](mailto:contact@sweepit.ca) or [mcheung@productcare.org](mailto:mcheung@productcare.org)