

CIF Project #717 - Recycling Collection & Processing Contract Template Update

Project Background

One of the single biggest points of influence over the effectiveness and efficiency of the Blue Box Program is the procurement of contract services. CIF Project 122 was undertaken to assist municipalities with the development of RFPs and contracts that conformed with known better practices at the time. The work included development of template documents which were subsequently made available publically on the CIF website.

Project 717 was initiated to update the materials developed under Project #122 and to address feedback received about the usability of the original templates.

Summary of Results

Several new template RFP's were developed including documents to procure collection and processing services and variations involving the procurement of services for operation of processing facilities owned by a municipality. The documents included both sample templates as well as explanations of the rationale for the better practice clauses because past experience through Project 122 revealed that the legal and procurement departments of the municipalities using the original templates were discarding the better practice clauses because they did not understand their purpose.

The draft documents developed under Project 717 were never completed because initial testing with users suggested the draft materials were too lengthy and complex and that users simply wanted template documents they could cut and paste. This preference, while 'user friendly', did not address the underlying issue discovered through the experiences of Project 122 with the better practices not being supported by other municipal departments. As a result, Project 717 was terminated without completion of the final documents and a different approach was developed by CIF.

The learnings of Project 122 and 717 highlighted the need for, and resulted in a decision by CIF to develop, training for municipalities under the CIF Centre of Excellence in contract management and RFP/contract writing so they would better understand the value of the better practice clauses in these key documents and the importance of properly structured procurement documents and contracts. CIF staff also committed to taking a 'hands on'

approach to assisting municipalities with the development of their procurement materials which has proven to be successful.

The aforementioned training packages (CIF Projects 720 and 750) are still under development but are being successfully introduced to municipalities since 2013. It is believed this training coupled with outreach support by the CIF will allow municipal staff to use template materials without the loss of key components as was experienced under Project 122.