CONTINUOUS IMPROVEMENT FUND

Project Synopsis

CIF Project # 750 - Municipal Recycling RFP Development Training Workshop

Background

This course was developed for municipal staff involved in developing requests for proposals (RFP) for recycling services. This course was particularly important since nearly two thirds of Blue Box related services are contracted out to the private sector. RFPs can often last for five or more years and have significant financial impact. This course was offered to ensure each program receives services at a fair and competitive price. John Smith from exp Services and Mike Birett from CIF worked together on the course development. Gary Everett from The Emerald Group and Mike Birett delivered the course. The main objective of the course was to teach participants to build RFPs that encourage bids & competition and learn how to bundle service requests as well as assess and share risk. It taught staff to plan for change such as unforeseen price changes or service interruptions. Ultimately, the course gave participants the confidence to create a transparent and level playing field for bidders.

Summary of Results

This training workshop has proven to be one of the most popular courses offered by the CIF. The course was developed to support municipal efforts to procure and manage services more effectively through the development of best practice compliant RFPs, contracts and contract management. Participants learned to clearly define what an RFP is and identify RFP components. They are able to describe the RFP process and develop an RFP. They also learned to develop criteria for evaluating proposals and finally, evaluate proposals themselves.

Financials

CIF originally approved $15,300 for course development and execution. The budget was increased to $19,200 to cover additional development costs.

Learnings

One of the key benefits of the course was the opportunity for municipalities to share experiences and gain confidence in knowing what was acceptable and normal practice in other jurisdictions such as the use liquidated damages and bonding.