



**Request for Quotation - Consulting Services  
Next Generation Technologies: Solutions to  
Operating & Market Challenges**

**Scope of Services, Instructions to Proponents &  
Evaluation Criteria**

Enquiry Deadline: Friday, January 10, 2020 at 12:00 p.m. (noon) ET

Closing Date: Friday, January 24, 2020 at 12:00 p.m. (noon) ET

Submit completed forms to: [procurement@thecif.ca](mailto:procurement@thecif.ca)

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## 1.0 Scope of Services

### 1.1 Background

The CIF, working in partnership with the Regional Public Works Commissioners of Ontario (RPWCO) Solid Waste Sub Committee, is proposing to carry out an initiative to collect, consolidate, analyze and evaluate information on next generation recycling collection and processing technologies.

With the growing cost to manage the changing mix of recyclables and the demand from end markets to improve marketed material quality, program operators face complex decisions in determining whether investments in sometimes unproven and costly technologies are warranted. Understanding technology performance capabilities, costs and payback potential is fundamental for making informed decisions related to program changes and investments. This is especially important for municipalities now as they seek to maintain the efficiency and effectiveness of their operations while awaiting their time to transition their Blue Box programs to an Individual Producer Responsibility (IPR) model within the 2023 – 2025 timeframe identified in the [Minister of Environment's letter of August 15](#).

The CIF and its project partner RPWCO, are seeking one or more consultants to develop a list of collection and processing technologies to be investigated. The consultant(s) will then short list and make recommendations to the project steering committee\* to undertake performance and financial analysis of the identified technologies and report consolidated information back to the group and provide a summary report of each technology. A PowerPoint presentation summarizing the findings will also be expected. The consolidated information (report and PowerPoint) will then be posted to the CIF website and shared out publicly through upcoming blogs and meetings.

The purpose of this work is to undertake research and analysis to provide strategically important knowledge and/or tools to help municipalities evaluate potential investments in advance and after transition. The successful consultant(s) will be expected to have demonstrated knowledge of current technology trends for collection and, or processing. They will also be expected to have access to information regarding its performance capabilities (and limitations) as well as its costs and, or other appropriate financial data along with observed operational insights in order to arrive at, and substantiate, their conclusions.

Consultants will be required to have a demonstrated knowledge of Ontario Blue Box operations (collection and processing), in both rural and urban settings, advanced understanding of the associated financial costs, and basic abilities in developing reports, presentations and supporting cost analysis in MS Office based software.

### 1.2 Methodology

Consultant(s) will be contracted to participate in and carry out the following as part of the successful completion of this project:

1. Kick off meeting with project leads<sup>1</sup> to review and confirm understanding of the scope of work, timelines, and deliverables (i.e. presentations and reports).

2. Create a list of next generation recycling collection and processing technologies that could be researched.
  3. Create a draft of the performance and cost evaluation framework/criteria by which each piece of technology will be evaluated.
  4. Short list (recommend) which of the technologies is to be included in the study.
  5. Present the long list and subsequent short list recommendations to the steering committee<sup>1</sup> via an online meeting, desktop sharing service<sup>2</sup>. Provide rationale for technologies recommended and not recommended for study. Review and finalize the technology performance and cost evaluation framework/criteria to be used in analyzing the technology.
  6. Initiate research (i.e. collection and consolidation of tech information) and the analysis (i.e. distillation of key performance and cost data) on the technologies selected by the steering committee. Ideally for the technologies that will be studied, the research will produce the following for the final report:
    - Photographs / videos of the technology in operation;
    - Material flow schematic for the unit;
    - Summary of technology (the mechanics behind how it achieves the work it's doing);
    - Preferred up-stream / down-stream configuration (if any) – e.g. if metals could damage the equipment, indicate that there should be a magnet / eddy current ahead of it.; and
    - Maintenance requirements and anticipated life of equipment
- NB: your RFQ submission should address the company's ability to deliver against this requirement.
7. Prepare and present an interim report to the steering committee via an online meeting, desktop sharing service<sup>2</sup>. The interim report shall serve as the first draft of the final report. During the interim report meeting, steering committee members will share their feedback and requests for edits and, or additions to the report.
  8. Complete the research and analysis incorporating edits and, or additions requested by the steering committee.
  9. Complete and present the final report to the steering committee members for their approval.
  10. Complete and submit a final PowerPoint presentation detailing key findings along with the final report.

**Notes:**

1. *Project Steering Committee Members include:*  
Carrie Nash, CIF, Project PM, **Lead\***  
Erwin Pascual, Peel Region, RWPCO **Lead\***  
Mirka Januszkiewicz, Durham Region, RWPCO member  
Cathy Copot-Nepszy, Essex Windsor Solid Waste Authority, RWPCO member  
Cameron Walsh, City of Guelph, RWPCO member  
Jay Stanford, City of London, RWPCO member  
Sumantra Datta-Ray, Toronto, RWPCO member
2. The CIF will provide the online meeting, desktop sharing service.

Travel is not expected to form part of the work for this project as the successful candidates will be selected on the basis of their ongoing work within the sector. The successful candidates will have

familiarity with new and emerging technologies and have had opportunity to observe them in operation as part of their regular course of work.

Data collected on performance and cost should be aggregate and drawn from both a number of manufacturers as well as from records of actual performance in the course of collection or processing in a municipality or similar set up. Consultants will provide reference for their sources of information so as to substantiate their findings. The CIF and its partners agree not to disclose, publish or share any confidential or commercially sensitive sources.

**Note: The CIF will only pay for work that is completed to the satisfaction of the project steering committee.**

**Timelines:**

Consultants are expected to complete the work within 12 weeks of the kickoff meeting. The various presentations will be scheduled in consultation with the successful candidate(s).

## **2.0 Instructions**

Consultants interested in responding to this RFQ, are responsible for reviewing these instructions in their entirety prior to completing the appropriate submission forms attached below.

Successful proponents will become eligible for all or a portion of the work and will be notified on an invitational basis to undertake work contemplated by the CIF and its project partner, RPWCO. Work may be distributed to one or more consultants based on availability, geographic location, cost or other criteria as solely determined by the CIF.

Work will be compensated on per hour basis. Payments are scheduled to be released upon the completion and acceptance of the deliverables. The CIF reserves the right to assign some, all or none of the work required in its sole discretion. Notification of a successful bid does not guarantee any or all of the work will be assigned to a single consultant.

- 1) Complete the **General Information** section within the **RFQ Submission** form below by providing the company name and website, as well as the Key Contact Person(s) details for your company. All communications regarding submissions and/or work assigned will be provided through the Key Contact Person(s) identified. If you need to change the Key Contact Person(s) at any time after submitting, please contact [procurement@thecif.ca](mailto:procurement@thecif.ca).
- 2) Complete the **Team Member Details** section within the **RFQ Submission** form below for at least one team member in order to demonstrate your company has the knowledge and experience required to provide the required service.
- 3) Complete the **Relevant Project Experience** section within the **RFQ Submission** form below that describes your company's suitability and capacity to complete the project.
- 4) Complete the **Pricing Information** section within the **RFQ Submission** form below.
- 5) Submit completed and signed forms to [procurement@thecif.ca](mailto:procurement@thecif.ca) no later than:  
**Friday, January 24, 2020 at 12:00 p.m. (noon) EST. NOTE: Submissions will not be evaluated until after the due date.**

### 3.0 Submission Evaluation Criteria

The table below presents the distribution of the evaluation scoring. As noted above, work may be distributed to one or more consultants based on evaluation score, availability, cost or other factors as solely determined by the CIF and its project partner.

| <b>Criteria</b>  | <b>Scoring Weight</b> |
|--|-----------------------|
| <b>Team Member’s Experience and Knowledge</b><br>Demonstrated recency and relevancy as well as depth and breadth of experience associated with the required service. | 40%                   |
| <b>Relevant Project Experience</b><br>Demonstrated evidence of the company’s suitability and capacity to complete the project.                                       | 30%                   |
| <b>Price</b><br>Overall unit cost.   | 30%                   |
| <b>TOTAL</b>   | <b>100%</b>           |

**Please complete the accompanying RFQ Submission Forms (MS Word document).**