



**Request for Proposals
Inbound Contamination Definition and Impact Analysis**

**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

1.0 Scope of Services

1.1 Background

China's implementation of its National Sword Policy, which banned the importation of various post-consumer recyclables, resulted in export and domestic markets tightening their demands and specifications for post-consumer commodities. These restrictions resulted in various municipalities and MRF operators identifying inbound contamination levels as a core issue that needed to be addressed in both collection and sorting in order to be able to meet these requirements. This issue was central to most contract performance discussions in 2018 and 2019.

During these discussions, it was identified that contamination can be classified into one of three categories:

1. Prohibitive and unsolicited materials (e.g. dirt, rubber hoses, wood waste)
2. Recyclable but difficult to sort or market materials (e.g. black plastics, polystyrene, bottle caps, coffee cups, pods, small fibre size, fibre strength, laminated/poly-lined fibre, plastic/laminated pouches, and tissue/wrapping paper)
3. Degraded or contaminated recyclable materials (e.g. wet fibre, fibre coated with organic material, product in a container)

Category 1, "prohibitive and unsolicited" materials are easily identified as they are typically the result of residents placing materials in recycling bins that are explicitly not accepted in the recycling program. Category 2 and Category 3 materials are often more difficult to define and/or identify. Some MRF operators may not have the equipment or market(s) to allow them to successfully sort and market Category 2 materials. They will, as a result, often claim such materials are not recyclable. In other instances, certain packages may be incorrectly promoted by brand owners as recyclable. Processors may also have different market and contractual tolerances to Category 3 materials due to the presence of contaminants such as dirt, grease and moisture.

Focusing on Categories 2 and 3, the main objective(s) of this project is to define contamination and provide guidance on how to quantifiably assess the financial impact of differing levels and types of contamination for contract management purposes. For example, excessive oil or grease can prevent fibres such as corrugated cardboard from being successfully marketed. The goal of this project would be to, amongst other things, model the corresponding decline in the value of cardboard with increasing levels of grease contamination, and identify when it would be considered unprocessable or unmarketable. Additionally, it should provide guidance on compensation to the processor at varying levels of contamination. Based on this information, the successful proponent will develop an audit methodology and compensation model(s) that can be utilized by municipalities and their contractors or inserted into new or existing contracts to ensure transparency and fairness.

1.2 Scope of Services

The proposed scope of work is as follows:

1. Defining Inbound Contamination

- Develop clear definitions of contamination, and provide appropriate thresholds including moisture levels based on industry standards (e.g. ISRI, NAPCOR) and real-world application (e.g. can a piece of paper with a liquid stain realistically be sorted into a fibre commodity bale at the MRF and will it get pulped at the mill?) and provide examples where applicable. Focus should be given to materials that are within Categories 2 and 3 as noted above.
- The developed definition should be corroborated through surveys and calls with municipalities, MRF operators, industry associations (e.g. OWMA), brokers, end markets and other relevant stakeholders. Multiple stakeholders must be contacted.
- Prepare a summary document on how the various stakeholders define, assess and measure contamination.

2. Develop an Audit Methodology

- Develop an audit methodology(ies) to measure contamination and moisture levels based on the definitions and thresholds prepared in Task 1: Defining Inbound Contamination. The methodology(ies) must address variations in program service delivery (single vs. dual stream) and identify where the data is to be collected, sample size, photographs/diagrams and appropriate material categories with clear definitions (e.g. a 600 mL PET bottle is considered contamination if it contains 'x and over' amount of liquid).
- Consider and identify the levels at which a material would be considered contaminated (i.e. affects processing costs and/or market revenue) and the point the material would be typically considered unrecoverable.

3. Develop a Compensation Model

- Develop a compensation model for commonly marketed materials.
- The model will consider and identify the range in the value of common commodities across the range of contamination identified in Task 2: Develop an Audit Methodology and separately overlay the impacts on processability at varying levels of contamination as required.

4. Ground Truth the Draft Methodology and Model

- Undertake a ground-truthing of the developed audit methodology and compensation model to ensure its practicality and functionality.
- Gather industry/participant feedback and make modifications to the proposed methodology and model as required.

5. Guidance and Deliverables

- Prepare a final report that provides a clear definition of contamination, audit methodology and compensation model, by common commodity, along with clear evidence that it has been satisfactorily ground-truthed and can be used on an ongoing basis in typical Ontario Blue Box operations. A summary of key observations and recommendations must also be included within the report.

2.0 Timing & Deliverables

Project timing and deliverables are as follows:

- Project initiation - confirmation of project scope with CIF working group late January 2019 – early February 2020;
- Complete parts 1, 2 and 3 of the Scope of Work identified in Section 1.2 above. Document work completed work in an interim report to be presented¹ to the CIF working group by mid-April 2020;
- Building on the interim document, update the report to include the initial findings from part 4 of the Scope of Work identified in Section 1.2 to be submitted to the working group by early May 2020;
- Complete part 4 of the Scope of Work identified in Section 1.2 above. Update the report and submit to the working group by July 2020; and
- Complete and present¹ the final delivery (part 5) by late August - early September 2020.

Note:

- 1) The CIF will provide the online meeting, desktop sharing service for presentation purposes – travel will not be required for working group presentations.

3.0 Instructions

Consultants interested in responding to this RFP are responsible for reviewing these instructions in their entirety prior to completing the appropriate sections below.

- 1) Complete **General Information** section within the **RFP Submission Requirements** 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.
- 2) Complete the **Approach** section within the **RFP Submission Requirements** below by providing the proposed steps required for completing each phase and identifying the appropriate deliverables at each phase. **Proponents should pay particular attention to providing adequate detail on their approach to ground-truthing the deliverables as noted in Task 4 above.**
- 3) Complete the **Team Member Details** section within the **RFP Submission Requirements** below for at least one team member in order to demonstrate your company has the knowledge and experience required to provide the required service.

- 4) Complete the **Relevant Project Experience** section within the **RFP Submission Requirements** below that describes your teams experience in conducting similar work to complete the project.
- 5) Complete the **Pricing Information** section within the **RFP Submission Requirements** below.
- 6) Submit completed and signed forms to procurement@thecif.ca no later than: **Friday, January 24, 2020 at 12:00 p.m. (noon) ET. NOTE: Submissions will not be evaluated until after the due date.**

4.0 Submissions Evaluation Criteria

The table below presents the distribution of the evaluation scoring.

Criteria	Scoring Weight
Approach Demonstrated an understanding of the issue and provided a clear approach to address the issues outlined within the Scope of Services.	35%
Team Member’s Experience and Knowledge Demonstrated recency and relevancy as well as depth and breadth of experience associated with the required service.	25%
Relevant Project Experience Demonstrated evidence of the company’s suitability and capacity to complete the project.	15%
Price Overall Cost	25%
TOTAL	100%

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