

CIF Project #787 – RFP and Contract Support for Transition

Background

In 2018, the CIF approved funding for municipalities to develop, test, and adopt new clauses and better practices in procurement and contract management activities. With uncertainty about the transition of the Ontario Blue Box Program to Individual Producer Responsibility (IPR) and issues resulting from changing market conditions, municipalities were seeking support to develop RFPs and contracts that addressed these concerns.

Summary of Results

In the first phase of this work, Broadfoot Co. was contracted to review several RFP and contract templates with the goal of creating master versions of each with consistent wording and clauses. Paula Lombardi, of Siskinds LLP, was then hired to review the draft documents and ensure the provisions related to transition were included and comprehensive.

A sample collection/processing RFP with annotations, as well as the individual key clauses and other resources developed, were posted to the CIF website for use by CIF stakeholders.

The scope of work for Siskinds LLP also included direct support and resources to assist individual municipalities with these important functions on an as-needed basis. Through this option, the City of London received support to develop its most recent RFP for collection and processing services using the CIF's latest program transition related clauses.

Financials

The CIF approved funding of \$50,460 including tax for this project. The final cost was \$9,610.57.

Learnings

Demand from municipalities for the provision of support by the CIF in developing RFPs and contracts for waste management-related services has grown steadily year over year. The funds set aside for this purpose under CIF Project #787 allowed CIF staff to access legal and consulting support to ensure the effective development of tools needed by municipalities seeking to procure services in a challenging and uncertain environment. The project came in under budget because of the ability of staff to provide outreach services directly rather than contracting consultants to undertake the required work.