



## REQUEST FOR PROPOSALS:

### CIF Administration Support

**Posted:** Monday, April 25, 2022

**Bid deadline:** Friday, May 6, 2022, no later than 12:00 p.m. EST (noon)



**Request for Tender:** Administration Support

**Issued by:** The Continuous Improvement Fund (CIF)

**Release Date:** Monday, April 25, 2022

**Closing Date & Time:** Friday, May 6, 2022, no later than 12:00 p.m. EST (noon)

Bids are to be submitted electronically, via email to Jessica Landry at [jlandry@thecif.ca](mailto:jlandry@thecif.ca).

Failure to submit a Proposal by this date and time will result in it being disqualified. Once received, Proposals will be acknowledged by email.

## 1.0 Background

On June 3, 2021, the Ontario government announced their new [Blue Box regulation](#) making producers responsible for Blue Box materials under the Resource Recovery and Circular Economy Act, 2016. They finalized amendments to Regulation 101/94: Recycling and Composting of Municipal Waste to sunset municipal obligations to run Blue Box systems after transition to Full Producer Responsibility (FPR).

In early 2021, to support municipal and First Nations groups in planning for the changes ahead, the CIF partnered with AMO's Municipal Resource Recovery and Research Collaborative (M3RC) to develop and launch a Transition Working Group (TWG). The objective of this group is to develop a range of resources, tools, templates, and training/workshop packages that will help prepare all Ontario municipalities and First Nations communities to transition their Blue Box Programs to the new FPR framework.

## 2.0 Objective

CIF is seeking consultant(s) to help fulfill its transition planning support mandate. Consultants retained will be working with CIF staff to conduct outreach to municipalities and First Nations staff as well as to provide administrative support to the development of resources and reports.

### 3.0 Scope of Work

The table below breaks the scope of work into three administrative support categories: CIF Change Management Planning Survey, First Nations Outreach, and General Administration. It also provides a general description/ task for each category.

Categories	General Description / Tasks
<b>CIF Change Management Planning Survey</b>	<b><i>Initial File Engagement</i></b> <ul style="list-style-type: none"> <li>• Orientation time needed for reviewing/understanding CIF's survey initiative</li> </ul>
	<b><i>Initial Engagement/Sign Up</i></b> <ul style="list-style-type: none"> <li>• Contacting communities to inform them about CIF, transition, and the survey</li> <li>• Encouraging participation and sign up upon interest in completing the survey (i.e., sending instruction email with the survey link)</li> <li>• Updating sign up tracking list</li> </ul>
	<b><i>Survey completion support</i></b> <ul style="list-style-type: none"> <li>• Contacting participating communities to answer questions &amp; to support the completion of the survey (e.g., zoom meetings working on the survey together)</li> <li>• Updating check in tracking list</li> </ul>
	<b><i>Meetings/ CIF Updates</i></b> <ul style="list-style-type: none"> <li>• Weekly updates (via email), or work plan discussion meetings with appointed CIF Staff, on an as needed basis</li> <li>• Continued updates over email/ phone as progress occurs</li> </ul>
<b>FN Outreach</b>	<b><i>First Nations Outreach</i></b> <ul style="list-style-type: none"> <li>• Develop &amp; confirm strategy to increase CIFs engagement &amp; transition support with First Nations communities</li> <li>• Working with CIF staff to set schedule and content</li> <li>• Other tasks as needed</li> </ul> <b><i>CIF Stakeholder List Management</i></b> <ul style="list-style-type: none"> <li>• Maintain database list of First Nations Contacts</li> </ul>

Categories	General Description / Tasks
<b>General Admin</b>	<p><b><i>Reports</i></b></p> <ul style="list-style-type: none"> <li>• Information gathering</li> <li>• Writing</li> <li>• Editing</li> </ul> <p><b><i>TWG subcommittees</i></b></p> <ul style="list-style-type: none"> <li>• Supporting breakout sessions (participant recruitment, scheduling)</li> <li>• Information gathering, collating, and filing</li> </ul> <p><b><i>Event Supports</i></b></p> <ul style="list-style-type: none"> <li>• Registration / Invitation planning and monitoring</li> <li>• Attendance tracking/ reporting</li> <li>• Online in class support (i.e., zoom administration)</li> </ul>

## 4.0 Instructions

Proponents interested in responding to the RFP are responsible for reviewing these instructions in their entirety, prior to completing each section. If any of the information requested is already on file with the CIF, please indicate that on the appropriate section of the form.

Please note: 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 the work will be assigned to a single consultant.

- 1) Complete **General Information** section within the **RFP Bid Submission Form** (word document) 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 [jlandry@thecif.ca](mailto:jlandry@thecif.ca).
- 2) Complete the **Scope of Work** section within the **RFP Bid Submission Form** (word document) to indicate if your bid is for some, or all, of the Administration Support categories of work as detailed in section 3 above.
- 3) Complete the **Knowledge/ Skill Requirements & Work Experience** section within the **RFP Bid Submission Form** (word document). Provide the appropriate description, where prompted, of relevant work experience that demonstrates the Knowledge/ Skill Requirements listed in the table.
- 4) Respond to the questions about your **Availability** within the **RFP Submission Bid Form** (word document) to let us know how soon you can begin and whether you are available for the minimum hours of work anticipated. Please note CIF is seeking a candidate who can offer a minimum of 15 hours a week. However, there may be weeks where there is less than 15 hours of work required, and weeks where we may seek more than 15 hours, should you be available. Scheduling time with the successful proponent(s) will be done on a task-by-task basis.
- 5) Complete the **Capacity** section within the **RFP Bid Submission Form** (word document). For continuity and time management purposes CIF is seeking your feedback on how you would deal with an unexpected absence due to illness, or if you were to terminate your administrative support role with the CIF.
- 6) Complete the **Pricing Information** section within the **RFP Bid Submission Form** (word

document). CIF is seeking a cost-effective solution to its administrative support needs. As such we have bundled our administrative needs into this RFP to achieve the best value for price.

- 7) Please save the document in a **PDF format**. Please use the following naming convention when saving and submitted the RFP Bid Submission Form: first initial, last name, cifbidsubmission, date.

Example: jsparklecifbidsubmissionmay62022

- 8) RFP Bid Submissions must be received by no later than 12:00 p.m. EST (noon), Friday, May 6, 2022.

## 5.0 Submissions Evaluation Criteria

The table below presents the distribution of the evaluation scoring.

Criteria	Points
<b>Scope of Work</b> Applicant has demonstrated willingness to complete all categories outlined	5
<b>Knowledge/Skill Requirement &amp; Work Experience</b> Applicant has demonstrated recency and relevancy as well as depth and breadth of experience associated with the role assigned.	40
<b>Capacity and Redundancy</b> Demonstrated evidence of the company's capacity to complete the project (i.e., sufficient staffing redundancy to prevent lost time in the event of staffing changes).	5
<b>Availability and Ability to Meet Deadlines</b> Preference will be given to Bidders ready for an immediate start and with a demonstrated capability to be available to complete work as outlined by CIF staff. CIF reserves the right to include penalties for missed deadlines which are within the control of the vendor.	25
<b>Value and Price</b> CIF is seeking a cost-effective solution to its administrative support needs. As such we have bundled our administrative needs into this RFP to achieve the best value for price.	25
<b>Total</b>	<b>100</b>

**Please complete the accompanying RFP Bid Submission Form (word document).**