CIF Administration Support

RFP Bid Submission Form (Bid)

Due date: Friday, May 6, 2022, 12:00 p.m. (noon), EST

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

General Information

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| --- | --- |
| Company Information |  |
| Lead Company Name: |  |
| URL (if applicable): |  |
| Mailing Address: |  |
| Names of Partnering Companies (if applicable): |  |
| Key Contact #1 |  |
| Name: |  |
| Email Address: |  |
| Phone Number: |  |
| Key Contact #2 |  |
| Name: |  |
| Email Address: |  |
| Phone Number: |  |

Scope of Work

Indicate if your bid is for some, or all, of the **Administration Support** categories of workas defined in the RFP. Insert an ‘**X**’ in front of each item you wish to be considered for within each category.

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| **CIF Change Management Planning Survey** | **First Nations Outreach** | **General Administration** |
| * Initial File Engagement * Initial Engagement/ Sign up * Survey Completion Support * Meetings/ CIF Updates | * FN outreach * CIF stakeholder List Management | * Reports * TWG subcommittees * Events |

Knowledge/ Skill Requirements & Work Experience

Provide the appropriate description, where prompted, of relevant work experience that demonstrates the Knowledge/ Skill Requirements listed in the table below. If you are a consultant on out pre-qualified General Administration roster you are not required to fill out the General Admin description box.

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| **Categories** | **Knowledge/ Skill Requirements** | **Description of relevant work experience that demonstrates the Knowledge/ Skill Requirements (50 to 75 words or less). Please be brief and concise; bullet form is preferred.** |
| **Survey** | Knowledge of Ontario’s blue box legislation (old & new), for example: sources, designated material, targets, registration requirements, stakeholders (Munis, PROs, Producers). |  |
| Knowledge of CIF's mandate, role, resources. |  |
| Knowledge of municipal/ FN blue box operations, for example: administration, contracts, capital, special collection arrangements, metrics. |  |
| Resourcefulness: proven ability to work independently, for example: determine key contacts & build out necessary contact list. |  |
| Strong interpersonal skills: proven ability to work effectively with a wide range of stakeholders. |  |
| Strong communication skills: proven ability to communicate effectively in writing and verbally, for example, breakdown/explain complex ideas, understand, and answer questions, prepare written documents with few errors or omissions. |  |
| **First Nations** | Knowledge of First Nations Communities BB programming, for example: governance structure, locations, key contacts, and unique operating circumstances. |  |
| **General Admin** | Report writing as well as meeting and event prep and execution skills. |  |

Availability

Please note we are 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.

1. Are you available to dedicate a minimum of 15 hours a week until the end of 2023? Please indicate yes or no. If no, please indicate your weekly availability (in hours). Are you available for additional hours as needed? Please indicate yes or no. If yes, please indicate your weekly availability (in hours).

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1. Are you available to start as soon as the work is awarded on May 16, 2022? Please indicate yes or no. If no, when are you available to start?

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Capacity

For continuity and time management purposes please tell us how you would deal with an unexpected absence due to illness, or if you were to terminate your administrative support role with the CIF?

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Pricing Information

Provide your hourly rate for the work outlined on in the RFP document.

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| --- | --- |
| **Example** | **Name** |
| **J. Sparkle** |  |
| $XX.XX | $ |

Signature

I certify that the above information is true and correct and agree to be bound by the pricing information submitted for a period of sixty (60) days.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed name)

Date: \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_