

Questions and Answers

This includes any questions and answers provided at the December 6 Information Session hosted by RPRA.

In some cases, vendor questions were revised to avoid duplication.

1	<p>Question: Does RPRA have a budget or upper limit on the value of the services/deliverables to be provided?</p> <p>Answer: The final budget will be negotiated with the successful vendor.</p>
2	<p>Question: Can you please confirm that RPRA is looking to have a fixed fee submitted with the proposal? Or would RPRA be open to a time and material basis for this engagement (i.e. submission of rates only with the proposal which will be billed on actual hours incurred)?</p> <p>Answer: A fixed fee is required for the proposal.</p>
3	<p>Question: If a tire is not reused, retreaded or processed (i.e., if it is land disposed) then it cannot be used towards a producer's recovery target?</p> <p>Answer: Correct – tires that are not reused, retreaded or processed do not count towards a producer's recovery target and must be reported as land disposed.</p>
4	<p>Question: Do you have a target for the percentage of producers you want to audit?</p> <p>Answer: We are not auditing producers. The independent audit requirement is a mandatory requirement that each producer must meet. All producers will be required to submit an audit of their performance in accordance with the Performance Verification Audit Procedure. It is likely most producers will contract with a producer responsibility organization (PRO) and the PRO will arrange for the independent audit to be prepared on behalf of the producers.</p>
5	<p>Question: Will there be specific documents required to demonstrate the retreading, reuse and processing of tires?</p> <p>Answer: The expectation is that the auditor has access to any documentation required for them to be able to verify information. The Performance Verification Audit Procedure should provide the minimal documentation required.</p>
6	<p>Question: Can the Authority require producers to demonstrate that the tire was reused, retreaded or processed when the tire was sent outside of Ontario for reuse, retreading or processing?</p>

	<p>Answer: It is important that when producers and their PROs contract for reuse, retreading and processing of tires that they include audit access regardless of the location.</p>
7	<p>Question: Request to clarify timelines in RFP – how can the final report be due (March 18) before the last webinar (March 20)?</p> <p>Answer: Table 7.2 in the RFP is amended to reflect that the Final Performance Verification Audit Procedure for Tire Management and Resource Recovery, and final consultation report, is no longer due to RPRA on March 18. The Final Performance Verification Audit Procedure for Tire Management and Resource Recovery, and final consultation report, is now due to RPRA by March 27.</p>
8	<p>Question: Is this meant to be one Performance Verification Audit Procedure that takes into consideration the size of the producer or is it meant to be multiple procedures?</p> <p>Answer: One Performance Verification Audit Procedure considers the differences among producers, including size.</p>
9	<p>Question: Does the schedule in the RFP mean that there are only six days to produce the first draft of the Performance Verification Audit Procedure after first stakeholder meeting?</p> <p>Answer: We expect the development of the first draft of the Performance Verification Audit Procedure will start after the kick-off meeting with the Authority on January 7 and we will work with the successful vendor to begin shaping the draft and framework immediately following the kick-off.</p>
10	<p>Question: What happens to the \$5 fee that retailers and producers charge to consumers?</p> <p>Answer: The visible fee, or Tire Stewardship Fee, is not in scope for this audit procedure.</p>
11	<p>Question: Can you confirm that the vendor is delivering a Performance Verification Audit Procedure that any auditor would use to conduct the verification procedure that every producer must perform (or that a PRO arranges to be performed)?</p> <p>Answer: That is correct. This will be a set of instructions to an auditor for content, format and the opinion that must be provided to verify the producer’s performance. This exercise will create a procedure so that all audits can be done in a consistent way.</p>
12	<p>Question: Is the vendor delivering the consultation report and audit procedure?</p> <p>Answer: Correct.</p>
13	<p>Question: How long will the webinars be?</p> <p>Answer: They will not exceed 2 hours.</p>

14	<p>Question: What is the total number of registrants?</p> <p>Answer: As of this date [Dec 6], there are approximately 630 producers, 118 haulers, 12 retreaders, 30 processors and 3,900 collectors.</p>
15	<p>Question: What is the consultant's responsibility during the consultations? Will all comments need to be fully disclosed?</p> <p>Answer: The Authority will record webinars and organize the consultation logistics. The consultant will reflect dominant themes and questions to inform the production of each draft.</p>
16	<p>Question: Do you envision this to be the framework for other materials?</p> <p>Answer: We expect that an audit procedure will be required for other materials. The tires program is the first iteration.</p>
17	<p>Question: Will the output of this activity potentially set a framework for an accredited standard for Canada?</p> <p>Answer: This is for the use of the Authority in Ontario.</p>
18	<p>Question: Would the successful vendor be precluded from conducting the audit for the producers?</p> <p>Answer: The vendor who develops the Performance Verification Audit Procedure will not be precluded from conducting audits.</p>
19	<p>Question: Is there a definition for what constitutes reuse and retreading?</p> <p>Answer: There will be further detailed instructions issued on this to be included in the Performance Verification Audit Procedure. At a high-level:</p> <ul style="list-style-type: none"> • Reuse is when the tire is sold for reuse for either its original purpose without modification or for a new purpose without modification (e.g., bumper car tracks). • Retreading is when the tread of a tire is completely removed and replaced. It does not include when you repair a portion of the tire.
20	<p>Question: Are the dates of the webinars and posting of the drafts subject to revision?</p> <p>Answer: Yes, the Authority will work with the successful vendor to confirm dates of webinars. The dates will not be earlier than stated in Table 7.2. The January 22 webinar date is set.</p>
21	<p>Question: We understand that the schedule was discussed at the Information Session held earlier this month but would like some clarification on the sequence of the last two milestones in the table on page 6. Can you confirm the order/dates of these two milestones?</p>

	<p>Answer: A webinar is to be scheduled on (or around) March 20. Table 7.2 in the RFP is amended to reflect that the Final Performance Verification Audit Procedure for Tire Management and Resource Recovery and final consultation report is no longer due to RPRA on March 18. The Final Performance Verification Audit Procedure for Tire Management and Resource Recovery and final consultation report is now due to RPRA by March 27.</p>
23	<p>Question: Will resumes, samples of work, reports or references count toward the 20-page minimum?</p> <p>Answer: No, that would be considered separate from the 20-page limit.</p>
24	<p>Question: Would it be possible for some of the details of the information session to be forwarded to those who could not attend the session?</p> <p>Answer: Please see this Q & A and the slide show attached to this addendum.</p>
25	<p>Question: Is it anticipated that the producers will join to create a new entity that will gather and submit the audit data on their behalf, as seen in other provinces?</p> <p>Answer: It is expected that most producers will contract with a producer responsibility organization (PRO) and that the PRO will arrange for the independent audit to be prepared on behalf of those producers.</p>
26	<p>Question: Will the external audit firms of the largest producers be conflicted out of proposing?</p> <p>Answer: This will not disqualify a vendor from making a proposal. Any real, potential or perceived conflict of interest should be disclosed in the proposal.</p>
27	<p>Question: Has a decision been made about the type of audit report to be required of the producers? Or is recommending an appropriate audit report type a deliverable of this engagement?</p> <p>Answer: The successful vendor is expected to make this recommendation as a deliverable.</p>
28	<p>Question: The turnaround time between the due date and award date is very short. Is this accurate?</p> <p>Answer: Yes. We want the audit requirements available to producers and PROs as early as possible in 2019.</p>
29	<p>Question: What are your expectations around how you want the vendor to support and participate in the RPRA Stakeholder Consultation webinars? Will the vendor develop the webinars or will RPRA?</p> <p>Answer: The Authority will be developing the webinars with feedback from the successful vendor. The Authority will manage all logistics and present. The successful vendor is required to attend, contribute to the development of the webinar content and deliver consultation reports.</p>

30	<p>Question: My understanding is that you are looking for audit procedures, but your deliverables also states consultation reports – are you looking for the vendor to write the consultation reports as well?</p> <p>Answer: Yes, the successful vendor will be responsible for delivering consultation reports that summarize the comments received and the consideration given to the comments.</p>
31	<p>Question: Are the timelines firm, or is there flexibility? As the first webinar is only one week before the first draft report is due.</p> <p>Answer: There is some flexibility with the webinar dates. Other dates in Table 7.2 have been adjusted as outlined above, but the first webinar will not change. It is expected that the successful vendor will begin work after the kick-off meeting.</p>
32	<p>Question: In examining the ranking criteria in Section 9.1 of the RFP, how will the “extent of value in relation to proposed cost” be determined?</p> <p>Answer: It is determined by assessing the most advantageous combination of cost, quality and sustainability to meet the deliverables in the RFP.</p>
33	<p>Question: Is RPRA looking for an outline of how the Performance Verification Audit Procedure will look like? (i.e. what will be expected of the audits and what the whole process for the producers will look like?)</p> <p>Answer: The Performance Verification Audit Procedure will be a set of instructions to an auditor for format, content and the opinion that must be provided to verify the producer’s performance. This engagement will create a procedure so that all audits can be done in a consistent way.</p>
34	<p>Question: In section 6.3 of the RFP, it asks the vendors to provide a “detailed description of process and deliverables”; it also asked for “the methodology proposed to complete” the procedure. Are these different concepts or a re-wording of the same statement?</p> <p>Answer: It is a re-wording of the same requirement.</p>

Information Session Meeting

Reviewed slide show attached.



Info Session Tires
Audit RFP 2018.12.0