



Request for Quotation RRCEA Order Operationalization

Issued by:

Resource Productivity and Recovery Authority

[December 13, 2021]

Intent to Respond:

[December 15, 2021]

Response Deadline:

[January 10, 2022]

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1.0 Introduction

The Resource Productivity and Recovery Authority (the Authority) was created in November 2016 by the Government of Ontario to support the transition to a circular economy and a waste-free Ontario.

The Authority is seeking a qualified vendor to provide operational policy support in the form of internal procedure writing and standardized form creation regarding the Authority's enforcement toolkit. Each deliverable may be posted on the Authority's website in the future to promote transparency.

2.0 Background

The Authority is a regulatory body that implements waste diversion regulatory programs in Ontario. The Authority was established through provincial legislation on November 30, 2016 and mandated to play a key role in reducing waste and litter in the province through resource recovery. In addition, the Authority is also responsible for providing digital reporting services for a wider range of waste and resource recovery programs beyond producer responsibility. The Authority is committed to carrying out all of its activities in accordance with its Values and Code of Conduct, which can be found on the Authority's website.

The Authority is overseen by the Ontario Ministry of the Environment, Conservation and Parks and is accountable to the Minister of the Environment, Conservation and Parks. The Authority is mandated to administer the requirements of the [Resource Recovery and Circular Economy Act, 2016](#) (RRCEA) and the [Waste Diversion Transition Act, 2016](#) (WDTA), and their associated regulations.

Under the WDTA, the Authority oversees existing waste diversion programs and their "wind up". Under the RRCEA, the Authority enforces individual producer responsibility (IPR) requirements for collecting and managing waste associated with products and packaging. The Authority also operates an electronic Registry to provide information and assist with the enforcement of laws relating to resource recovery and waste in Ontario.

The Authority's website – www.rpra.ca – is a source of additional information.

3.0 Project Goals

The goals of this project are to create process flows, write procedures, and create standardized form templates to operationalize the (1) compliance order, (2) order of administrative penalty, and (3) entry order provisions found in the RRCEA.

4.0 Expected Deliverables

Vendors will adhere to all guidelines, timelines, and requests specified in this RFP. Deliverables include but are not limited to:

1. Compliance Orders

- Develop a comprehensive process flow including:
 - A diagram that visually describes the *life cycle* of an order from the contemplation stage (e.g., deciding whether to issue an order), verifying compliance with issued orders, the appeal process, and prosecuting orders that have not been complied with.
 - A secondary, risk-based, process flow shall be created to use during periods of irregular operations, that would allow an order to be issued within 24 hours.
 - A mechanism for internal escalations to facilitate managerial review and approval.
- Write procedures (for internal use) including:
 - Describing, in plain language, each step of the process flow described above clarifying areas of responsibility (per job function), effectively using discretion, and indicating the requirements that must be met to progress to the next phase of the process flow.
 - A checklist of essential elements for officers to consider when contemplating the issuance of an order.
 - A process for posting orders on the Authority's public register.
 - Specifying case-specific and ongoing quality assurance practices.
- Creating standardized forms including but not limited to:
 - A tracking document recording reviews, decisions, and approvals throughout the life cycle of an order.
 - Templates to facilitate the posting of orders on the Authority's public register.
 - Outgoing letter templates to standardize the Authority's communications with parties who may be subject to orders.

2. Orders of Administrative Penalty

- Develop a comprehensive process flow including:
 - A diagram that visually describes the *life cycle* of an order from the contemplation stage (e.g., deciding whether to issue an order), verifying compliance with issued orders, the appeal process, and prosecuting orders that have not been complied with.
 - A mechanism for internal escalations to facilitate managerial review and approval.
- Write procedures (for internal use) including:

- Describing, in plain language, each step of the process flow described above clarifying areas of responsibility (per job function), effectively using discretion, and indicating the requirements that must be met to progress to the next phase of the process flow.
- A checklist of essential elements for officers to consider when contemplating the issuance of an order.
- A process for posting orders on the Authority's public register.
- Specifying case-specific and ongoing quality assurance practices.
- Creating standardized forms including but not limited to:
 - A tracking document recording reviews, decisions, and approvals throughout the life cycle of an order.
 - Templates to facilitate the posting of orders on the Authority's public register.
 - Outgoing letter templates to standardize the Authority's communications with parties who may be subject to orders.

3. Training

The vendor shall facilitate at least two training sessions to describe, in practical terms, how each deliverable in the sections above is intended to be operationalized. Each training session shall be at least two hours in length and include an opportunity for learners to ask questions. The training materials used will be provided to the Authority to facilitate future training sessions. The vendor is not expected to provide training in relation to entry orders.

4. Entry Orders

- Develop a comprehensive process flow including:
 - A diagram that visually describes the *life cycle* of an order from the contemplation stage (e.g., deciding whether to issue an order), to prosecuting persons who obstruct the execution of orders.
 - A mechanism for internal escalations to facilitate managerial review and approval.
- Write procedures (for internal use) including:
 - Describing, in plain language, each step of the process flow described above clarifying areas of responsibility (per job function), effectively using discretion, and indicating the requirements that must be met to progress to the next phase of the process flow.
 - A checklist of essential elements for officers to consider when contemplating the issuance of an order.
 - Specifying case-specific and ongoing quality assurance practices.

- Creating standardized forms including but not limited to:
 - A tracking document recording reviews, decisions, and approvals throughout the life cycle of an order.
 - Templates to be used in the same manner as an *information to obtain a search warrant* to simplify interactions with Justices of the Peace.
 - Outgoing letter templates to standardize the Authority's communications with parties who may be subject to orders.

Note: Every deliverable should be achieved with a view to the provincial interest found in Section 2 of the RRCEA, and in keeping with *modern regulator* principles found here: <https://www.ontario.ca/page/regulators-code-practice-integrity-pursuit-compliance>.

5.0 RFQ Guidelines

5.1 Key RPRA Contact

Sajee Ranasinghe will be the sole RPRA contact for this project. Direct all inquiries related to this RFQ to Sajee Ranasinghe. Contact information is as follows:

Sajee Ranasinghe:

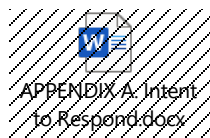
Email: SRanasinghe@rpra.ca
cc: procurement@rpra.ca

Tel: 416-730-2304

5.2 Announcement of Intent to Respond

All vendors must indicate their intent to respond to RPRA by returning Appendix A: Announcement of Intent to Respond. This form must state whether you will or will not be responding to the RFQ. Please complete and submit this form via e-mail to the key RPRA contact as noted above by 5.00 p.m. (EST) on December 15, 2021.

Should you choose not to participate, please delete all electronic copies you have received.



5.3 RFQ Timeline

All timelines shown are Eastern Standard Time (EST).

Milestone	Scheduled Date	Time
RFQ Issuance	December 13, 2021	2:00 p.m. EST

Intent to Respond Due	December 15, 2021	5:00 p.m. EST
Final Date for Vendors to Submit Questions	December 17, 2021	3:00 p.m. EST
RPRA responds to Questions by	December 21, 2021	3:00 p.m. EST
RFQ Responses Due	January 10, 2022	3:00 p.m. EST
Evaluation & Vendor Selection	January 17, 2022	TBD
Contract Negotiation	Week of January 24, 2022	TBD

RPRA reserves the right to modify the schedule as circumstances may warrant.

5.4 RFQ Questions and Answers

Each Vendor is solely responsible for ensuring that it has all the information necessary to prepare its proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect this proposal. All inquiries related to the RFQ shall be directed to the contact listed in section 6.1.

Vendors are given a specific timeline during the overall process for submitting questions regarding the RFQ content and requirements. Vendors must complete the attached spreadsheet (**QuestionLogTemplate.xls**) with any questions they have and submit the document by the deadline outlined in section 6.4.

****Note: Please, do not call with questions, as they will not be answered by phone.***



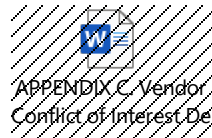
5.5 Follow-On Agreements

The Authority reserves the right to negotiate directly with the successful Proponent through a Follow-On Agreement for additional Services directly related to the Scope of Work in this RFQ.

6.0 RFQ Submission

6.1 Declaration of No Conflict of Interest

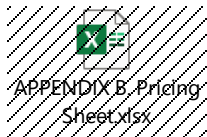
The Vendor must declare any real, potential or apparent conflict on interest related to working on this project in their submission. Complete the Vendor Conflict of Interest Declaration in the form attached as Appendix C.



6.2 RFQ Submissions

Submit an electronic copy of your proposal to the contact as indicated in section 6.1. All responses must be received on or before 3:00 p.m. EST on January 10, 2022.

- 1. All vendors must provide their fixed pricing on Appendix B: Pricing Sheet. Please specify pricing in Canadian dollars exclusive of taxes (i.e. taxes extra). Your standard payment terms must be stated in the Pricing Sheet.**



- 2. Master Rate Card**
Vendors must also include a master rate card for all project activities listed in the deliverables. All amounts must be stated in Canadian dollars.

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