



# **Request for Proposals**

**For the development of a  
Performance Verification Audit Procedure  
for Tire Management and Resource Recovery  
under the Tires Regulation**

Issued by:

Resource Productivity and Recovery Authority

November 30, 2018

Proposal Deadline:

5 p.m. (EST) on December 27, 2018

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# 1.0 Introduction

The Resource Productivity and Recovery Authority is seeking proposals from qualified consultants for the development of a Performance Verification Audit Procedure for Tire Management and Resource Recovery under the Tires Regulation – O. Reg. 225/18.

## 2.0 Background

The Authority is a not-for-profit, industry-funded regulator that oversees Ontario's recycling programs and plans and helps support the transition to a circular economy in Ontario. The Authority's website ([www.rpra.ca](http://www.rpra.ca)) is a key resource and source of information.

Starting January 1, 2019, the current Used Tires Program operated by Ontario Tire Stewardship (OTS) will be replaced by a new individual producer responsibility framework for tires overseen by the Authority. This new framework is outlined in the [Tires Regulation](#).

Under the [Tires Regulation](#), tire producers are required to meet mandatory collection and management targets, where collection refers to collecting used tires at their end of life and management refers to reusing, retreading, or processing used tires after they have been collected. A producer's annual collection target is based on the producer's tire supply and the tire management target is calculated based on what a producer actually collects in the year. The tire collection and management targets must be met in accordance with the Tires Regulation. Producers have the option of setting up and managing their own collection and management systems to achieve their targets or engaging the services of a producer responsibility organization (PRO) to set up and manage the required collection and management systems.

Section 26 of the Tires Regulation requires that an audit of the performance of each producer's management system be completed by an independent auditor who is licensed or holds a certificate of authorization under the *Public Accounting Act, 2004* and in accordance with the procedures set out in the document entitled "[Registry Procedure – Audit](#)".

This RFP is for the development of a Performance Verification Audit Procedure for Tire Management and Resource Recovery which will be used to amend the existing [Registry Procedure](#). The first audit report must be submitted by producers on or before October 31, 2020, for the 2019 performance year, and audit reports must be submitted annually after that.

The Registrar is also considering the development of audit procedures to apply to the producer requirement to report tire supply data annually and the requirement to carry out a verification audit by those producers and retailers that charge separate resource recovery charges to consumers. These procedures are not part of the scope of this RFP.

## 3.0 Project Objective

The Authority is seeking qualified vendors to develop a Performance Verification Audit Procedure for Tire Management and Resource Recovery to be applied and followed by an auditor retained by a producer to meet the requirements of section 26 of the Tires Regulation.

The procedure must:

- Provide direction to allow for consistent verification of the performance data reported annually by producers or their PROs, including the performance data identified in section 26 of the Tires Regulation
- Allow producers to fully meet the verification audit requirement with as little administrative burden as possible, taking into account the number of tires producers supply into the Ontario market, while providing the Registrar with reasonable assurance that a producer has met its performance targets

## 4.0 Expected Deliverables

Deliverable	Timeline
<b>Support and participate in RPRA Stakeholder Consultation (including three webinars and reviewing written submission)</b> <ul style="list-style-type: none"><li>- The subsequent drafts should take into consideration stakeholder comments</li><li>- The vendor is also responsible for a consultation report which summarizes the comments received and the consideration given to the comments</li></ul>	<b>January to March 2019</b>
<ol style="list-style-type: none"><li>1. First draft Performance Verification Audit Procedure for Tire Management and Resource Recovery</li><li>2. Consultation report summarizing comments received and how the consultation results were taken into account</li></ol>	<b>January 28, 2019</b>
<ol style="list-style-type: none"><li>1. Revised draft Performance Verification Audit Procedure for Tire Management and Resource Recovery and initial Stakeholder Consultation Report</li><li>2. Consultation report summarizing comments received</li></ol>	<b>February 13, 2019</b>
<ol style="list-style-type: none"><li>1. Final Performance Verification Audit Procedure for Tire Management and Resource Recovery and</li><li>2. Final stakeholder consultation report</li></ol>	<b>March 18, 2019</b>

## 5.0 General Instructions to Proponents

### 5.1 General Invitation to Submit Proposals

The Authority is seeking proposals for the development of a Performance Verification Audit Procedure for Tire Management and Resource Recovery.

Proposals specifically marked “Proposal for the Development of a Performance Verification Audit Procedure” must be submitted to:

Kiara Barrett  
Manager of Administration  
Via email to: [kbarrett@rpra.ca](mailto:kbarrett@rpra.ca)

Proposals will be accepted until **5:00 p.m. December 27, 2018**. Late proposals will not be accepted.

Prospective Vendors must provide their proposal electronically in PDF file format on or before the specified submission deadline.

**All proposal amounts shall be indicated in words and figures and shall include applicable taxes and any other associated costs the Vendor(s) will identify.**

## 5.2 Complete Proposals

The requirements that each proponent must follow and include in its proposal submission are outlined in section 6 of this RFP. The Authority reserves the right to determine, in its sole and unfettered discretion, whether any proposal meets the mandatory requirements. Proposals shall address all the requirements as outlined in this RFP in addition to any perceived or anticipated requirements determined by the Vendor.

## 5.3 Negotiation

The Authority reserves the right to negotiate with any or all Vendors including those Vendors that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.

## 5.4 Request for Information

Each Vendor is solely responsible for ensuring that it has all 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 RFP shall be directed to Kiara Barrett, Manager of Administration, at [kbarrett@rpra.ca](mailto:kbarrett@rpra.ca)

## 5.5 Acceptance of Proposals

**The Authority reserves the right to reject any or all proposals or to accept the proposal deemed most favourable to the Authority. All proposals must include a statement of authorization to submit a proposal signed by a principal of the Vendor.**

Following the evaluation of the submitted proposals, the Authority will consider entering into negotiations for a contract with a prospective Vendor(s) it believes best meets the needs and expectations and offers the best overall content and value. The solicitation of proposals does not in any way commit the Authority to accept any proposal or to commence negotiations with any Vendor.

## 6.0 Proposal Requirements

### 6.1 No Conflict of Interest

The Vendor must identify any real or apparent conflict of interest relating to working on this project.

### 6.2 Executive Summary

The Vendor shall provide an executive summary with its proposal in addition to the minimum requirements/expectations as outlined. The executive summary shall briefly summarize the key aspects of the proposal and the primary contact person for the prospective Vendor.

### 6.3 RFP Submissions

The RFP minimum requirements below should not exceed 20 pages. Submissions shall:

- Introduce the Vendor.
- Provide a statement declaring the Vendor has no conflict of interest.
- Provide a description of the Vendor's history, experience and recent relevant projects.
- Demonstrate understanding of the scope and complexity of the required work.
- Description of Vendor's abilities related to the development of procedures to verify both financial and non-financial data. Clearly outline if any services will be outsourced.
- Identify the person(s) who would be involved in the project, their proposed role on the project, and their experience and qualifications to fulfill that role. Clearly outline if any services will be outsourced.
- Describe any professional and technical services that will be called upon to assist in the project.
- Provide a detailed description of processes and deliverables.
- Provide a proposed timeline for each component of the project and provide assurance that the proponent's ability to meet the timelines as set out herein.

Submissions must include:

- Project specific content:
  - the proposed work plan and timeline
  - the methodology proposed to complete the Performance Verification Audit Procedure for Tire Management and Resource Recovery
- Cost quotation including:
  - planning time
  - meeting time
  - development time

## 7.0 Request for Proposal Process

### 7.1 General Information

The submission of a proposal does not constitute a legally binding agreement between the Authority and any Vendor. It is part of an overall selection process intended to enable the Authority to identify a potential successful Vendor for the provision of services described herein. The goal of this RFP process is to identify those Vendors who offer the best delivery of service and value and demonstrate the highest degree of capability for providing and implementing the functions and objectives of the project.

A contract will be entered into between the successful Vendor and the Authority. The Authority is not bound to negotiate with the lowest cost or any Vendor and may, in its sole discretion, discontinue the RFP process and/or cancel the initiatives as outlined prior to the execution of the contract.

### 7.2 Proposed Schedule & Submittal Information

Milestone	Scheduled Date
Release of Request for Proposal (RFP)	November 30, 2018
Information session	December 6, 2018, 3:00 to 4:30 p.m.
Deadline for questions	December 13, 2018, 5 p.m.
Deadline for RPRA to post response to questions	December 18, 2018
Proposals due	December 27, 2018, 5 p.m.
Selection of firm	January 2, 2019
Project Start Up meeting	January 7, 2019
First consultation webinar	To be scheduled January 22, 2019 (RPRA to host)
First draft Performance Verification Audit Procedure for Tire Management and Resource Recovery, and consultation report, for RPRA review	January 28, 2019
First draft published for consultation	February 4, 2019
Stakeholder consultation webinar on first draft	To be scheduled February 6, 2019 (RPRA to host)
Revised draft, and consultation report, for RPRA review	February 13, 2019
Revised draft published for consultation	February 15, 2019
Stakeholder consultation webinar on revised draft	To be scheduled March 20, 2019 (RPRA to host)
Deliver Final Performance Verification Audit Procedure for Tire Management and Resource Recovery, and final consultation report, to RPRA	March 18, 2019

The Authority reserves the right to modify the schedule as circumstances may warrant.

## Other Information

### ***Confidentiality of Information***

The Authority will require the successful Vendor(s) to enter into a confidentiality agreement with the Authority that protects all information provided to the Vendor(s) by the Authority or by any party contacted by the Vendor(s) in order to complete this project.

### ***Questions and information sessions***

Questions about proposal preparation should be forwarded by email to [kbarrett@rpra.ca](mailto:kbarrett@rpra.ca).

An information session will be held on December 6, 2018 at the Authority's offices. Notify [kbarrett@rpra.ca](mailto:kbarrett@rpra.ca) with your intention to attend either in person or virtually.

Electronic participation will be made available and information provided to attendees will be made available upon request.

### ***Reporting***

The successful respondent(s) will report to Patrick Moran, Registrar.

### ***Support from the Authority for Successful Vendor(s)***

The Authority will assign one or more staff to be an information resource to the Vendor on this project.

## Project Schedule and Charge for Late Delivery

The Authority requires this project to be completed no later than March 18, 2019. The fees for the project will be reduced by 5% if the project is not completed by then.

## Vendor's Responsibilities

The Vendor will:

- Complete the scope of work;
- Schedule in-person meetings with the Authority;
- Provide required reporting to the Authority (weekly updates, project milestone reports);
- Complete required deliverables.

## 8.0 Duration of Offer

Proposals will be accepted up until December 27, 2018 at 5:00 pm. Late proposals will not be considered. The Authority also reserves the right to extend the RFP deadline.

## 9.0 Evaluation Criteria

### 9.1 Submission Evaluation

The evaluation process to determine the successful Vendor(s) will involve both qualitative and quantitative elements. As a general framework, each proposal presented by Vendors will be evaluated in the context of the overall value that it brings. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed and ranked on the following criteria and scored out of a 100-point total, as follows:



Ranking Criteria	Percentage
Demonstrated understanding of project goals	15%
Approach and methodology	20%
Innovation and creativity in approach	15%
Qualifications of project team and firm's relevant experience	25%
Extent of value in relation to proposed cost	10%
Project timelines	15%

The Authority reaffirms its right to make any selection it deems prudent and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The Authority reserves the right to:

- not award a contract as a result of this RFP;
- award contracts to one or more respondents;
- modify the tasks based on negotiation with respondents and/or reduce scope based on proposed costs;
- award a contract to the same Vendor(s) for multiple years.

## 10.0 Clarifications/ Interpretations

Each prospective Vendor shall be responsible for conducting its own due diligence on the data and information upon which their proposal is based. Prospective Vendors shall be deemed to have gathered all information necessary to perform their obligations under the RFP.

Information referenced in this RFP, or otherwise made available by the Authority as part of this RFP, is provided for the convenience of the prospective Vendor only and the Authority does not warrant the accuracy or completeness of this information. Prospective Vendors that find discrepancies or omissions in the information provided, or that have questions as to the meaning or intent of various aspects of the project, shall at once notify Kiara Barrett ([kbarrett@rpra.ca](mailto:kbarrett@rpra.ca)), who will, if necessary, send written instructions, clarifications, or explanations to all prospective Vendors who have responded to this RFP.

### Project Billings and Budget

Based on the scope of work contained within the submitted proposal, the successful Vendor(s) will be expected to submit a detailed breakdown of all fees relative to the specific project components as well as related expenses. A tally of all costs will be provided as a total lump sum fee.

Respondents may propose to invoice on a milestone or hourly basis. Regardless of the method used, invoices must clearly identify the associated costs.