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**Alberta Plastics Data Project Request for Proposals  
Issued: January 27, 2021  
Submission Deadline: February 10 @ Noon MT**

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## Alberta Plastics Data Project Request for Proposals

### 1. BACKGROUND

The use and management of plastic has become an increasingly important topic on the agenda of many public and private organizations as they look for ways to reduce and recycle plastic materials. The chemical industry, businesses, institutions, and the general public are concerned with how to manage the materials they generate and use every day. While many of these groups recognize the benefits of plastics, independently, they do not have the information and resources to understand the full complexity of end markets and recycling opportunities to address the issues.

In Alberta, we do not have a good understanding of how much post-use plastic is being generated, where this generation occurs or what types of plastic feedstocks exist. The first step of good management is good measurement. **In order to advance a circular economy, we need the data to understand the regional supply and demand picture for post-use plastics.** The result of this knowledge has the potential to open doors for expansion of existing as well as new investment opportunities for recycling post-use plastic and feedstocks into higher valued consumer products or other materials. This in turn creates the potential for new opportunities in the province to diversify plastic resources and reduce the amount of post-use plastic sent to landfill.

A data gathering project focused on industry and institutions from the Alberta Industrial Heartland region (NE of Edmonton) will increase awareness of the potential issues and opportunities associated with post-use plastic. The data will be used in a variety of areas that include:

- Providing industry and organizations with an understanding of the generation of post-use plastic to better design the current processes from a linear, take-make-dispose model, into a circular economy, where products are used to their highest value;
- Building the understanding of plastic feedstock and volumes from the industrial sector and institutions to create a business case for recycling operations and markets to drive economies of scale and capital investment in Alberta;
- Understanding current management practices to determine the diversion and landfill rates of plastics and resulting opportunities; and,
- Creating a base for further research projects and collaboration with academic institutions and industry.

Our planned collaboration will provide a data set that will benefit research participants and partnering organizations, as well as the industry as a whole.

This Project is one of [14 selected from across Canada](#) to receive funding under the Zero Plastic Waste Initiative by Environment and Climate Change Canada (ECCC).

The Project's Advisory Committee is made up of the grant applicant, the Alberta Plastics Recycling Association (APRA) and partners and funders including: the Recycling Council of Alberta (RCA), Alberta's Industrial Heartland Association (AIHA), the Northeast Capital Industrial Association (NCIA), and the Northern Alberta Institute of Technology (NAIT), Dow and Inter Pipeline.

The project will gather data in a specified area in Alberta where large investments are being made to grow the chemical industry, Alberta's Industrial Heartland (map available here: <https://industrialheartland.com/wp-content/uploads/2018/08/2017-Heartland-Industrial-Guide-FINAL.pdf>). Alberta's Industrial Heartland is Canada's largest hydrocarbon processing regions, and therefore has benefited from eco-industrial clustering - using one facility's waste stream as another industries' input. Post-use plastic has been identified as another possible opportunity for business development through plastics recycling and reuse in the region.

This project will gather data from industrial companies along with one institution within the industrial heartland with the objectives to understand:

- the types of post-use plastic generated;
- specific locations (challenges with transportation/densification);
- characteristics of post-use plastic;
- quality of post-use plastic generated (levels of contamination from other plastics or non-plastics material);
- how materials are currently handled (i.e., recycled, landfilled, or by other means); and,
- quantities generated.

Possible uses of this data include an assessment on the current diversion practices and markets for plastics (for recycling, reuse or energy recovery) in order to understand areas for growth and increased capture.

This project will include the development of a standardized process plan and data-gathering template that could be translated to other parts of the province or other jurisdictions for future data gathering.

A final report and presentation on the data gathered and the identified challenges and opportunities found from the study will be shared amongst stakeholders including funders, partners and the public.

## **2. THE OPPORTUNITY**

APRA is seeking applicants to conduct the field work to gather data on plastics generation in Alberta's Industrial Heartland area.

### **Submission of Proposals**

Applicants are requested to submit proposals to [tammy@albertaplasticsrecycling.com](mailto:tammy@albertaplasticsrecycling.com) before 12:00 PM (noon) MST on February 10 or will not be accepted.

APRA reserves the right to accept or reject any or all proposals in whole or in part. Unsuccessful proponents will be notified.

Proposals will be evaluated by the advisory committee and the successful applicant(s) will be contacted to complete next steps in the process. Proponents may be required to participate in an interview to present and/or discuss their proposals. APRA may require additional information from proponents prior to selecting a final candidate.

Proponents (individual or joint submissions) responding to the RFP, who are deemed to be in real or perceived conflict of interest may be excluded from evaluation for this project.

Any questions and correspondence can be sent to Tammy Schwass, Executive Director, APRA, [tammy@albertaplasticsrecycling.com](mailto:tammy@albertaplasticsrecycling.com), 403-835-6467.

### **Proponent Responsibilities**

- Establish the methodology and project plan to gather data on post-use plastic generated from up to 40 industrial companies and one institution (e.g., quantities, characteristics, quality and current management practices).
  - This may include a combination of methods such as a site survey and waste characterizations.
  - Develop a process to keep input data and analysis results confidential and anonymous in the final report (i.e., data won't be attributed to specific companies or sites).
  - Build templates, processes and document resources that could be of use in future projects.
  - Determine other opportunities to gather information that may be useful to the study objectives and determine the feasibility of gathering that information as part of the existing research plan (i.e., information from haulers or waste management companies/landfills the study participants are using).
- Develop time-efficient and cost-effective logistics for all aspects of the project including data collection, development of a project management plan, reporting deliverables and timelines.
- Manage a list of targeted sites and contacts proponents will be given a list from the NCIA, AIHA and APRA to reach and target participants.
- Communicate and report progress and results to the Advisory Committee through APRA on a bi-monthly basis (or as frequently as determined) including attendance at Advisory Committee meetings as requested.
- Conduct data analysis and produce a final report (Microsoft Word) supported by a presentation (PowerPoint). The report is to include an executive summary, methodology, results, and discussion including recommendations and opportunities for improvement and opportunities in any potential future data projects.
- Raw data and supporting analysis, in a format to be agreed-upon with the Advisory Committee (i.e., MS Excel or appropriate format that can be easily accessed).
- Conduct and share an analysis/evaluation of the project successes and opportunities for future program development (can be in the form of a letter, short report or presentation, as agreed upon in advance).

## **Proponent Selection Process**

### **Qualifications**

The successful applicant should:

- Have demonstrated knowledge and competency in management of plastic materials in waste and recycling services, specifically in the Industrial, Commercial and Institutional (ICI) sector and within the Province of Alberta. Specifically, proponents should understand collection and disposal elements as well as economics and logistics.
- Strong understanding of different types of plastics, logistics for managing these materials, uses and end markets. The study objectives do not focus on a detailed focus of end markets, though, if we can capture this information within the other work, it would add to the overall system perspective to have an understanding of existing markets to assess opportunities for further diversion.
- Demonstrated experience conducting waste characterizations, studies, analysis, and reporting.
- Demonstrated ability to develop communications materials and products that present information in a clear and aesthetically pleasing manner (i.e., proven competency in preparing results for presentation to a variety of audiences including government, industry and the public).
- Demonstrated ability to manage time, competing priorities, and meet deadlines.
- Work collaboratively with the Advisory Committee's, partner and participant organizations, and other relevant partners as required.

### **3. PROPOSED TIMELINES**

Under the project plan and proposed timelines, the project will start in February 2021 and be complete in the fall of 2021.

**Start Date:** February 2021

**Targeted End Date:** December 2021

**Timelines and Project Action Plan**

<b>Process</b>	<b>Lead</b>	<b>Timeline - 2021</b>
Issue Request for Proposal	APRA Project Manager	January 27
Pre-bid Meeting (Register with tammy@albertaplasticsrecycling.com)	Project Manager and Advisory Committee	February 4 at 2:00 pm MT
Deadline for Questions	APRA Project Manager	February 5 at 9:00 am MT
RFP Closes	APRA Project Manager	February 10 at 12:00 MT
Proposal Evaluations Begin	Evaluation Committee	February 10
Short list for Interviews	Evaluation Committee	Week of February 15
Contract with Successful Proponent	APRA/Proponent	February 22
Kick-off meeting with Project Manager	APRA/Contractor	March 1
Initiation of the Project	Contractor	March
Methods and Research Plan Established	Contractor	March
Field Research Conducted	Contractor	April – August
Data Compilation	Contractor	August
Final Draft Report	Contractor	September
Final Report	Contractor	October
Final Report and Presentation	APRA/Contractor	Before December 1

**4. RATED CRITERIA**

The following outlines categories and descriptions of the criteria of the RFP. Each reviewer's scores will be tallied. After a discussion about each category, final scores will be set and averaged across all reviewers. See below for a detailed description of each category.

<b>Category</b>	<b>Max. Score</b>
<b>Experience, qualifications and project team (45 points)</b>	
Team expertise	10
Knowledge and competency in ICI sector	10
Demonstrated characterizations, studies, analysis and reporting	10

Strong understanding of plastics and logistics	5
Communications and project management	5
Demonstrated ability to collaborate with the committee and participants	5

**Project understanding and methodology (45 points)**

Methodology approach and outline	10
Identifies major phases of the project	10
Understands objectives and requirements	10
Identifies challenges and risks	10
Optional/value-added services	5
<b>Pricing (10 points)</b>	
Budget within max amount	5
Budget accurately addresses major expense categories	5
<b>Total of major categories</b>	<b>100</b>

Points will be assigned for each applicable criteria based on the information provided in the response. Points could be modified, depending upon reference checks and other independent information received and confirmed. Scoring shall be awarded on a scale 0-5 or 0-10 depending on the category. Partial scores or scores not defined below will not be used. APRA has the right to exclude incomplete or non-compliant submissions. The range is defined as follows:

Points Ranking (out of 10 or 5)		Definition
0	0	The proponent has failed to demonstrate an understanding of the scope of this requirement or it is not included
1-2	1	The proponent has demonstrated a <b>basic</b> understanding of, but <b>not the ability</b> to fulfill several key expectations of this requirement
3-5	2	The proponent has demonstrated a <b>basic</b> understanding of, but <b>not the ability</b> to fulfill at least one key expectation of this requirement
6-7	3	The proponent has demonstrated a <b>basic</b> understanding of, and the <b>ability</b> to adequately <b>fulfill</b> the scope of this requirement
8-9	4	The proponent has demonstrated a <b>thorough</b> understanding of, and the <b>ability</b> to adequately <b>fulfill or exceed</b> the scope of this requirement

10	5	The proponent has demonstrated <b>extreme</b> insight and an outstanding <b>ability</b> to adequately <b>fulfill or exceed</b> the scope of this requirement, and the ability to provide leadership, world-class guidance and support
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## 5. EXPERIENCE, QUALIFICATIONS AND PROJECT TEAM – 45 POINTS

### Previous Experience

Proponents to provide past experience to assignments of similar scope and complexity carried out by the firm, management staff and key personnel. Details shall be provided on past projects related to research and data gathering, waste characterizations, and familiarity with analyzing and managing data and confidential information, and presenting the results in a final report.

Please include a list of previous projects of the nature listed above and scope, client name and representative contact and roles of key personnel on the project.

Identify references from three individual clients who were directly involved and can substantiate the proponent's claims regarding the projects.

### Project Team and Qualifications

Identify the individuals and balance of professional, technical, senior and junior staff including any sub-consultants. In cases with a collaboration of firms or organizations, please identify the lead roles and consultants and the responsibilities of each firm, including:

- Team structure and each member's role;
- Resumes (including 1 page overview/summary for each team member);
- Availability of team members through the project timeline;
- Identification of sub-consultants; and,
- Estimated hours and tasks with the total budget (schedule 1 and 2).

## 6. PROJECT UNDERSTANDING AND METHODOLOGY – 45 points

Describes the proponent's recommended approach to the project (as listed above in the Responsibilities and Qualifications sections). Consideration is to be given to whether the consultant has effectively identified major phases of the project and understands the project objectives and requirements, has a keen comprehension of the challenges and risks associated with these projects and can ensure the client receives a high value during the delivery process.

- Outline the methodology proposed to meet the project goals;
- Describe and address possible risks, identify major issues and challenges;
- Identify all services included in the submittal along with any optional, excluded or services assumed to be provided by others; and,
- Identify proposed method and major steps and timeframe for activities considering the project timelines proposed above.

**7. BUDGET – 10 points**

- The project has an established a budget which includes funding for program management, contractor payment and expenses to complete the work, not to exceed value of CAD \$150,000 including all expenses and taxes.

**8. MANDATORY SUBMISSION REQUIREMENTS**

- Response to 5.0 and 6.0 above along with references – Please keep responses as concise as possible.
- Complete Schedule 1 – Excel document with detailed budget.
- Complete Schedule 2 – Tasks and estimated hours.

**References**

Potential References
Identify up to <b>three</b> contacts and organizations who can provide a strong reference:
Name/title/organization:
Complete Address (Include mailing address, phone, and email):
Description of project completed and key dates:

**9. OVERSIGHT**

Contracting for the Data Project is with APRA and a such final accountability and decision-making rests with APRA. Execution success rest with the Contractor. The RFP process and related business will be overseen by the Advisory Committee who include:

- Tammy Schwass (Project Manager) – APRA
- Laurie Danielson – NCIA
- Christina Seidel – RCA
- Debbie Pietrusik – NAIT
- Dan Morrison – IPL
- Stephen Tong – Dow
- Brian Nicholson/Christina Kehrig – AIHA

Members of the Advisory Committee are responsible for administering the process, liaising with short-listed proponents, identifying resource requirements, and reporting back to funders and partners.

**10. CONSIDERATIONS FOR THE FORMAL CONTRACT**

We have a standard contract that we will request the successful proponent to sign. It will include some of the following clauses that are non-negotiable as they are conditions to Project funding.

**Persons Not to Benefit**

The proponent warrants that:

- a. no current or former public servant or public office holder to whom the Conflict of Interest Act, the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Service applies shall derive direct benefit from this Agreement unless the provision or receipt of such benefit is in compliance with such legislation and codes;
- b. no member of the Senate or the House of Commons shall be admitted to any share or part of this Agreement, or to any benefit arising from it, that is not otherwise available to the general public;
- c. no bribe, gift, or other inducement has been paid, given, promised or offered to any person for, or with a view to, the obtaining of this Agreement by the Recipient;
- d. it has not employed any person to solicit or secure this Agreement upon any Agreement for commission, percentage, brokerage or contingent fee; and,
- e. it and any person lobbying on its behalf to obtain the contribution under this Agreement or any benefit hereto related and who is required to be registered pursuant to the Lobbying Act, is registered pursuant to that Act.

### **Conflict of Interest**

The proponent confirms and warrants that it has, for the duration of this Agreement, no interest, pecuniary or otherwise, in any business matter that would put it in a real and/or apparent conflict of interest.

### **Confidentiality**

- a. “Confidential Information” means confidential, private or secret information in all material forms and however fixed, stored, expressed or embodied (and includes, without limitation, samples, prototypes, specimens and derivatives) that is disclosed by the Parties to each other during discussions, telephone calls, meetings, tests, demonstrations, correspondence, any other exchange, communication or otherwise under this Agreement and includes, without limitation:
  - all scientific, technical, business, financial, legal, marketing or strategic information;
  - information that is non-public, protected, privileged or proprietary in nature, which may have actual or potential economic value, in part, from not being known; and
  - information that is related to activities pursuant to this Agreement, irrespective of whether or not such information is specifically marked confidential or identified as confidential at the time of disclosure.

The responsibility rests with the disclosing Party to clearly mark all Confidential Information as “confidential”, “private”, “secret”, “protected”, or equivalent wording.

- b. Confidential Information disclosed under this Agreement shall remain the exclusive property of the disclosing Party and the disclosure of the Confidential Information to the receiving Party shall in no way be deemed to be a grant of a license or a proprietary right.

- c. The receiving Party shall use the Confidential Information solely for the purposes for which it is disclosed, as indicated in writing by the disclosing Party at the time of disclosure, and for no other purposes.
- d. Unless the disclosing Party gives to the receiving Party its prior written consent to disclosure, the receiving Party shall keep confidential, hold in confidence, safeguard and not disclose the Confidential Information to third parties.
- e. The receiving Party shall use all reasonable efforts and take such action as may be appropriate to prevent the unauthorized use or disclosure of, and to preserve the confidentiality of, all Confidential Information, including, without limitation:
  - ensuring that the Confidential Information is disclosed only to those: who have a need to know for the purposes of this Agreement; who are subject to a contractual duty of confidentiality; and who are properly instructed to maintain the Confidential Information in confidence; and
  - safeguarding all Confidential Information against theft, damage or access by unauthorized persons by all reasonable means, including, without limitation, visitor control, controlled photocopier access, computer firewalls, secure computers, and physical security of facilities and computer networks.
- f. The receiving Party shall promptly notify the disclosing Party in writing if it has reason to believe that unauthorized use, possession, acquisition, dissemination or disclosure of any Confidential Information has occurred, and the receiving Party shall use its reasonable endeavours to cooperate with any appropriate action taken by the disclosing Party to protect such Confidential Information.
- g. Upon termination of this Agreement or upon either Party's request, all Confidential Information in any form, including without limitation, any hard or electronic copies, shall be promptly returned to the disclosing Party or destroyed without reviewing any copies or excerpts thereof. The receiving Party shall have no right to continue any use of or disclose the Confidential Information in any way, whatsoever.

### **Privacy and Personal Information**

The Parties shall conduct their activities in accordance with applicable legislation dealing with the protection of the privacy and personal information of individuals. Employees, agents and contractors are fully aware of their obligations to protect personal information.

### **Intellectual Property Rights**

“Intellectual Property Rights” means any and all intellectual property rights recognized by law, including but not limited to intellectual property rights protected through legislation.

- a. Any Intellectual Property Rights created by the proponent in association with the Project including templates, tools and reports, shall vest in and remain the property of the project lead (APRA).
- b. Environment and Climate Change Canada (ECCC) as a project funder is granted a non-exclusive, unconditional, irrevocable, perpetual, worldwide, royalty-free right to exercise all Intellectual Property Rights that vest in project lead, that vest in the

above bullet, for any public purpose except commercial exploitation in competition with the project lead. ECCC's license includes the right to use, produce, publish, translate, reproduce, adapt, modify, disclose, share, distribute, and broadcast the intellectual property.

- c. The proponent shall provide a written permanent waiver of moral rights (as this term is defined in the Copyright Act, R.S.C., c. C-42), from every author that contributes to the intellectual property which is subject to copyright protection.

### **Travel**

The project lead is held accountable for travel reimbursement to ECCC's National Joint Council Travel Directive and that guideline will be outlined in the final contract and will be the basis for expense reimbursement for the proponent.