

Response to Questions from Plastics Data Project RFP

1. Question around what is approved for travel.

Our contract with ECC states the following and here is a link to the National Joint Council requirements: <https://www.njc-cnm.qc.ca/directive/d10/en>

ECCC has adopted the rates and guidelines of the National Joint Council Travel Directive as the basis for determining the maximum travel expenditures considered to be Eligible Expenditures.

The Recipient may incur travel expenditures that exceed the Directive's rates and guidelines; however ECCC limits the amount of reimbursement to the Recipient based on these rates and guidelines.

Any travel expenditures that do not correspond to the Directive are ineligible unless approved in writing by ECCC prior to incurring the expense.

The list below is a partial summary of the key limitations and guidelines in the Directive. It is the responsibility of the Recipient to consult the Directive and to seek clarification from ECCC with any questions before incurring any travel expenditures.

- Travel expenditures shall be necessary to the successful completion of the Project;*
- Travelling has to take place by the least expensive means;*
- Air travel for trips fewer than nine consecutive hours are reimbursed at the economy rate;*
- For meals, reimbursement shall be made based on the daily meal allowances set out in Appendix C of the National Joint Council Travel Directive;*
- Kilometre rates for personal-vehicle travel away from the office are Eligible Expenditures, but not for daily commuting. Reimbursement shall be made based on the kilometric rates set out in Appendix B of the National Joint Council Travel Directive;*
- The standard for accommodation is a basic room, in a safe environment and conveniently located. The Recipient should always seek the most reasonable rate.*

2. How will restrictions imposed by Covid-19 impact the ability to complete primary research? Will a schedule extension be allowed or will primary research be eliminated?

All companies who will participate in the study have strict pandemic policies around people coming onto their sites (including their own employees), and in some cases do not allow it at all unless it is essential to the operation of the site. That is something we will have to be sensitive to as this project unfolds. Try to consider non-site visits in the project methodology (to do as much as we can offsite). Some companies may already have extensive data and measurement for post-use plastics in place.

A first order of business would be for the consultant(s) to talk to the appropriate company representatives (virtually) and then determine what follow up steps might be required. NCIA is happy to assist in that process, however we will be required to follow member company pandemic protocols whatever they may be.

All companies are aware that this project is happening and have agreed to participate.

3. Is APRA scoring the proposal, or is scoring completed by the Advisory team?

The project will be scored by the advisory team, see #4 in the RFP: After a discussion about each category, final scores will be set and averaged across all reviewers.

4. Are the "up to 40 industrial companies and one institution" pre-identified?

Yes, from within AIHA and NCIA – some overlap but we've identified approximately 40 companies and work is still required on the institution -we were hoping to work with a hospital site through Alberta Health Services (AHS) but they have been limited due to COVID-19. See the attached list of companies.

There are 23 within NCIA that are confirmed – but up to 40 including those within the AIHA. There may be some that have barriers or other conflicts that will make it difficult for them to participate. 23 include all large and medium industry within the region – mostly industrial, not service companies.

- a. Do any companies have multiple locations?

Yes, there are a handful of member companies have more than one location so 40 is total companies, not total sites. Also summarized in the attached list

5. Does APRA envision the consultant educating and training organizations on data gathering for sites not currently gathering data?

This is not within project scope, but would anticipate our questions and a review of the sites' plastics generation may encourage them to explore measurement further.

6. We are fortunate to have long-standing relationships with many companies in the Heartland. Members of the Advisory Committee are currently our clients. When providing project experience and references, can Advisory Committee members be listed as references?

The proponent should select the references it feels are most appropriate to validate the key attributes/work conducted and if it feels necessary, include a note about real or perceived conflict of interest.

7. Will H2S training be required for those on the property. Are Personal H2S monitors required when on some industry sites?

This is highly unlikely, but may be site-dependent or specific to meet their requirements.

8. Besides hard hats, fire retardant with vest coveralls, safety glasses, steel toe boots, any other PPE requirements?

A site safety orientation will be required, if we are allowed onsite, and accompanied with a site representative. Any visits outside of administrative visits can only be done by folks without facial hair. Contractors need to be clean shaven.

9. Question on the post-use plastic generated onsite and plastic feedstock?

It is a study of the plastic used in multiple capacities, though mostly from the industrial operations. We don't know what the plastic characteristics are at this time. Feedstock is defined as plastic that could be used to be remanufactured into another product.

10. If the audit is taking place onsite that's different than doing a site tour?

It depends on the location and where the audit takes place, if it's taking place in an office building, much more relaxed in terms of PPE requirements but contractors still have to do the safety orientation piece (15-20 mins on most sites) along with a quiz to pass.

The audit can still be conducted onsite and an offsite location will not have to be selected. The challenge will be how much information each site already has available. Some sites may have more than others and require a different level of effort in terms of a more hands-on approach. A paper trail may be available to start the investigation process within an office or admin building.

11. Is there a template to submit the proposal?

There is no template, just drafting your own submission in the clearest format possible.

12. For confidentiality, does the committee want to see specifics for locations or just the aggregate?

Sites can't be identified in the public-facing report, so no attribution to a location or company. In the RFP, APRA has identified that we will keep the raw data.

13. Clarification on budget of \$150,00 – does this include the budget for program management as well?

Total maximum budget available for the proponent is \$150,000.

14. Question from RFP Section 10 c. “The proponent shall provide a written permanent waiver of moral rights...”

APRA wants the proponent to be aware of the conditions we are under in our agreement with ECCC, not a huge concern for the response, but more for contract negotiations.

15. Do you require references from every person on the team and from previous work?

Only three references are required from the entire team (not per person). Use your best judgement as to which you should submit.

16. Due to COVID-19 restrictions, would the companies be available or be able to provide access or information?

This is company-specific and we may need to dig deeper depending on the company. Items to consider include regular stream of generation or only during turnaround. We don't have this info so that is why we suggested a survey first and then identify whether we need to dig deeper with a smaller number of companies.

17. Waste is what the company is producing in waste, not external waste collection or materials brought in?

The study is on items that companies buy and generate on their own – small plastic items all the way up to larger equipment -we don't know the composition yet.

18. Is there consideration for a one-week extension?

We have tight timelines with funding from ECCC requirements before YE of March 31, so no extension will be granted.

19. Is the classification under the resin ID codes?

ID codes will be part of it. We know there are other categories besides 1-7 and so we would be looking for as much detail as possible in terms of composition, as well as types or combinations of plastics within the codes.

20. Will advisory meetings be virtual?

Yes, as much as possible in the near and immediate term. Unless there is specific reason to meet in person.

21. Will there be access to the advisory committee?

Yes, the committee will be engaged and involved in the project so they will be involved and supportive throughout.

22. Could one contractor take the project or combine different groups?

The preference is to keep the proponent as one entity and the main lead/contracted organization, but we're open to partnerships or subcontractors working together so teams can be formed to align skills/expertise.

23. Will there be a single point of accountability on APRA's side?

APRA is the direct contact and is administering the funds and the project management. Execution rests with the contractor. The advisory committee is in a guiding and supporting role.