



Request for Quote

to establish a vendor of record (VOR) arrangement for project management services

Issued by:

Resource Productivity and Recovery Authority

April 26, 2024

Intent to Respond:

5:00 pm on May 1, 2024

Response Deadline:

3:00 pm on May 17, 2024

Table of Contents

1.0 Introduction	2
2.0 Background	2
3.0 RFQ Objective	2
4.0 Scope of Work	2
4.0 RFQ Guidelines	3
5.1 Key RPRA Contact	3
5.2 Announcement of Intent to Respond	3
5.3 RFQ Timeline	3
5.4 Acceptance of Quote	4
5.5 Follow-On Agreements	4
6.0 Quote Requirements	4
6.1 Declaration of No Conflict of Interest	4
6.2 RFQ Submissions	4
7.0 Evaluation Process and Criteria	5
7.1 Technical and Financial Criteria	5

1.0 Introduction

The Resource Productivity and Recovery Authority (RPRA) is seeking qualified and experienced vendors to provide quotes for project management services.

RPRA is procuring project management services on a non-exclusive and “as needed basis” with no guarantee of any volume of work. RPRA seeks to qualify vendors for a Vendor of Record (VOR) list by assessing qualifications, capabilities, and hourly rates.

2.0 Background

RPRA is the regulator mandated by the Government of Ontario to enforce the province’s circular economy laws and play a key role in reducing waste and litter through resource recovery. RPRA is overseen by the Ontario Ministry of the Environment, Conservation and Parks and is accountable to the Minister of the Environment, Conservation and Parks. RPRA 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. In addition, RPRA is responsible for providing digital reporting services for a broader range of waste and resource recovery programs.

Under the RRCEA, RPRA enforces individual producer responsibility requirements for collecting and managing waste associated with products and packaging. RPRA also operates an electronic registry to provide information and assist with enforcing laws relating to resource recovery and waste in Ontario.

RPRA is committed to carrying out all its activities per its values and code of conduct.

RPRA’s website – www.rpra.ca – is a source of additional information.

3.0 RFQ Objective

The objective of this RFQ is to identify one or more vendors that can provide high quality project management services to RPRA.

The successful candidate must fulfill the following criteria:

- At least five years’ experience providing project management services.
- Experience leading projects in complex environments, including change management, human resources, and budget allocation.
- Background in one or more of the following areas: extended producer responsibility, regulatory compliance, or the waste management sector.
- Proven operational management and leadership including extensive experience in leading, mentoring, and training.

4.0 Scope of Work

Vendors will adhere to all guidelines, timelines, and requests specified in this RFQ.

Desired project management services include but are not limited to:

- Creating departmental roadmaps against corporate objectives, taking into account key activities and resource considerations and planning.
- The development of tracking and reporting mechanisms (e.g., dashboards) against key activities to be reported at management level, c-suite level, and board level.

- Providing project management support to special projects and initiatives in the compliance and registry department, for example:
 - Creation of a department learning and development program
 - Creation and/or review of Registry Procedures, Compliance Bulletins and Reporting Guides
 - Audit and verification support, such as assisting the team in developing annual project goals and scope, including documentation of associated tasks, or providing support to a specific audit (e.g., an audit of a large company)
 - Customer service standards operationalization
- Providing project management support to projects and initiatives within other departments at RPRA, as required.

4.0 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 May 1, 2024.

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



APPENDIX A. Intent to Respond.docx

5.3 RFQ Timeline

All timelines shown are Eastern Standard Time (EST).

Milestone	Scheduled Date	Time
RFQ Issuance	April 26, 2024	No later than 5:00 p.m. EST
Intent to Respond Due	May 1, 2024	No later than 5:00 p.m. EST
RFQ Responses Due	May 17, 2024	No later than 3:00 p.m. EST

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

5.4 Acceptance of Quote

All quotes must include a statement of authorization to submit a quote signed by a principal of the vendor.

The solicitation of quotes does not in any way commit RPRA to accept any quote or to commence negotiations with any vendor, and the submission of a quote does not constitute a legally binding agreement between RPRA and any vendor.

On completion of the evaluation process, negotiations may be undertaken, at the sole discretion of RPRA, with any compliant proponent(s). The intent of negotiations would be to discuss and finalize commercial and operational details to best meet RPRA's objectives. No proponent shall have any rights or remedies against RPRA arising from such negotiations.

RPRA 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.

RPRA reserves the right to:

- not award a contract as a result of this RFQ
- award contracts to one or more vendors
- modify the tasks based on negotiation with vendors and/or reduce scope based on proposed costs or any other reason
- award a contract to the same vendor(s) for multiple years

5.5 Follow-On Agreements

RPRA reserves the right to negotiate directly with the successful proponent(s) through a follow-on agreement for additional services directly related to the scope of work in this RFQ.

6.0 Quote Requirements

6.1 Declaration of No Conflict of Interest

The vendor must declare any real, potential, or apparent conflict of interest related to the preparation of a quote or working on this project in their submission.

6.2 RFQ Submissions

Submit an electronic copy of your quote to the contact as indicated in section 5.1. All responses must be received on or before 3:00 p.m. EST on May 17, 2024.

The vendor's quote **must** include and address the following:

a) **An Executive Summary**

The vendor shall provide an executive summary with its quote. The executive summary shall briefly summarize the key aspects of the quote and the primary contact person for the prospective vendor.

- b) **Separate Submission of Technical and Cost Information** The vendor must submit their quote in two separate and distinct PDF electronic documents. One electronic document, to be marked “Technical”, must contain details of the proposed solution, services, and approach (i.e., no cost information or reference thereto) and the second electronic document, to be marked “Financial”, must contain only cost information.

i. Technical Quote:

The technical quote must include the following:

- Introduce the vendor.
- Complete the Vendor Conflict of Interest Declaration in the form attached as Appendix B.



APPENDIX B. Vendor Conflict of Interest De

- Provide a description of the vendor’s history, experience, and recent relevant clients
- Identify the person(s) who would be involved in providing the services, their proposed roles, and their experience and qualifications (include resumes)
- Provide at least three client references who may be contacted to confirm the satisfactory delivery of service by key team member(s) on previous assignments. This information must include referee contact details (names, phone numbers, and email addresses) and nature/details of the engagement.
- A description of vendor’s approach to satisfying RPRA’s requirements in a timely, cost effective, and effective manner.

When developing the quote, it is recommended that vendors refer to section 4.0 (Scope of Work).

ii. Financial Quote:

Vendors must submit their hourly blended rate for all project activities. All amounts must be stated in Canadian dollars. Vendors must note any payment terms and conditions in their financial quote.

7.0 Evaluation Process and Criteria

The evaluation process to determine the successful vendor(s) will involve both qualitative and quantitative elements. As a general framework, all quotes presented by vendors will be evaluated in the context of the overall value that it brings to the initiative. While cost is a significant part of the evaluation criteria, it will not be the sole determinant.

7.1 Technical and Financial Criteria

Quotes will be reviewed and ranked on the following criteria as follows:

Technical Ranking Criteria	Percentage
Technical	40%
Financial	60%
Total Technical & Financial	100%

End of Document