



REQUEST FOR PROPOSAL

February 1, 2011

Research on Unaccounted, Regulated Waste (End-of-Life) Electronics in British Columbia

Section 1: Introduction, Objectives & Reference Documents for this RFP

1.1 Introduction

- 1.1.1 Canada's electronics and retail industries have spear-headed the development of industry-led and managed end-of-life electronics stewardship programs in response to provincial environmental regulations.
- 1.1.2 Currently, four not-for-profit, industry-led programs are operational in Canada: SWEEP in Saskatchewan; ESABC in British Columbia; ACES in Nova Scotia, and; OES in Ontario.
- 1.1.3 The Electronics Stewardship Association of British Columbia (ESABC) has been operating a provincially-approved product stewardship program for selected end-of-life electronics since August of 2007. Phase I obligated products (computers, selected peripherals, desktop printers and display devices) were included in the program at its onset, and in July of 2010 Phase II obligated products (audio visual and selected telecommunications equipment) were added to the program.
- 1.1.4 The ESABC program has a network of more than 100 accessible collection depots across the province for the convenient "drop-off" of ESABC's covered products. In addition, there are voluntary return-to-retail and special collection events. For large waste electronics generators, the program offers a large volume offering where special collection arrangements can be scheduled.
- 1.1.5 Since the program's launch in 2007 more than 40,000 metric tonnes of regulated end-of-life electronics has been collected from BC residents, businesses and organizations, diverting those products from landfill or illegal export, and responsibly recycling these into valuable raw materials.
- 1.1.6 In response to a June 2010 ESABC presentation of a harmonized core suite of nine key performance measures the program committed to report on an annual basis, the BC Ministry of the Environment requested the program research and report in 2011 on the identification and examination of current practices for handling or disposing of regulated end-of-life electronics **not** collected by ESABC and thus "unaccountable" to ESABC. A similar research report was undertaken by the stewardship program for used motor oil in BC in 2006 (see section 1.3.6 of this RFP).

1.1.7 There are a number of other controls in place to help ensure end-of-life electronics in BC are managed responsibly. The ESABC program utilizes a stringent recycler vendor qualification program for all processors of their collected products which prohibits illegal export, the use of prison labour and requires full downstream accountability to a third-party environmental auditor. Landfill bans on electronics exist in a number of key communities in BC, while the federal department of the Environment has legislation in place to prevent the illegal export of electronic waste to developing nations.

1.2 Objective of this RFP

- 1.2.1 The objective of this RFP is to select individuals or organizations to define, research, quantify and report on unaccounted, regulated waste/end-of-life electronics in the province of British Columbia.
- 1.2.2 A response to all of the requirements defined in the RFP is required.
- 1.2.3 ESABC ,their heirs or assigns is to be considered the “Contracting Authority” for this RFP.

1.3 Reference documents (hyperlinks to associated documents)

- 1.3.1 The websites for both ESABC and the Return-it-Electronics program contain key program information, including annual reports, links to provincial regulations, etc: ESABC < www.esabc.ca > & Return-it-Electronics < www.encorp.ca/electronics >.
- 1.3.2 British Columbia’s [Recycling Regulation](#)
- 1.3.3 Environment Canada’s [Export and Import of Hazardous Wastes and Hazardous Recyclable Material Regulations](#)
- 1.3.4 EPSC [Recycler Qualification program \(RQP\)](#) which defines the minimum requirements for end-of-life electronics (EOLE) recyclers to be considered for use under the provincial electronics stewardship programs in Canada.
- 1.3.5 Harmonized [Product Definitions & Clarifications](#) for Phase I & II Regulated Electronics
- 1.3.6 BC Used Oil Management Association (BCUOMA)’s “[Unaccounted Used Oil Study](#)”

Section 2: Submitting a Response

2.1 General information on response submission

- 2.1.1 All proposals must be sent by e-mail in either Microsoft Word or PDF format to: Jay@estewardship.ca
- 2.1.2 All proposals must be received by the **RFP closing date of 5pm EST, Monday February 28, 2011**. All bidders will be notified within three business days upon receipt of their e-mail submission.
- 2.1.3 Bidders must prepare a concise proposal which addresses all requirements detailed in the RFP.

- 2.1.4 Although the bidder may choose to structure their proposal in the manner they deem to be the most effective, it is strongly recommended that the proposals follow the same format and numbering as the RFP.
- 2.1.5 The Contracting Authority shall not be obligated nor bound to accept any bid nor the lowest bid quoted in any response
- 2.1.6 The Contracting Authority shall not be obligated to disclose any information about the winning response.
- 2.1.7 Failure to comply with the terms and conditions specified in the RFP could lead to the response being considered non responsive with no further evaluation of the vendors proposal.
- 2.1.8 The Contracting Authority shall not be responsible for any costs incurred by the bidder in preparing a response to the RFP.
- 2.1.9 The Contracting Authority will consider joint bids.
- 2.1.10 All responses received will be treated as confidential unless otherwise directed by a proponent. Information provided will not be used by any party other than the bid manager and his/her RFP Evaluation Team.

2.2 Requests for RFP clarification

- 2.2.1 It is the responsibility of bidders to request clarification of any details related to the RFP process by contacting jay@estewardship.ca in writing. Verbal requests for clarification will not be considered.
- 2.2.2 Inquiries received less than 3 working days prior to the RFP closing date cannot be guaranteed a response.
- 2.2.3 The Contracting Authority will provide, to the persons to which this RFP has been sent directly and who provide the bid manager with a valid e-mail address within 5 business days of its posting, notice of significant inquiries received and the reply to such inquiries, without revealing the source of such inquiries.
- 2.2.4 The Contracting Authority will not meet with any individual bidders prior to the RFP closing date on matters pertaining to this RFP.

2.3 RFP bid manager:

Jay Illingworth
Director of Harmonization, ACES / ESABC / SWEEP
e-mail: jay@estewardship.ca

2.4 Project Costing Details

- 2.41 The contracting authority will not provide budget estimates for this project. All bidders should respond to the Statement of Work in a format or staging that identifies those costs directly associated with each of the requested items.

Section 3: Statement of Work

The statement of work covers data research, regulatory issue identification, methodology development and implementation and must include all the requirements outlined below, as well as the additional mandatory requirements outlined in Section 4.0.

We require:

- 3.1. A brief description of the bidding entity and a summary of experience working on environmental product stewardship, electronics supply chain and/or waste management research projects;
- 3.2. An outline of staff and other resources / support infrastructure required to successfully produce the required deliverables under this contract, including roles, responsibilities and qualifications;
- 3.3. A proposed analysis of what constitutes “unaccounted end-of-life electronics” for Phase I & II regulated electronics, as covered by the ESABC program;
- 3.4. A detailed research methodology and strategy for defining and reviewing current:
 - 3.4.1 - Potential channels/destinations for EOLE (*where is it going?*);
 - 3.4.2 - Range of final uses (*what is happening to it?*)
 - 3.4.3 - Quantities of this non-ESABC collected EOLE (*how much of it is there?*);
- 3.5. A detailed schedule of activities and timelines required for this work;
- 3.6. An outline of proposed final report, including major chapter headings/titles, and;
- 3.7. Details for consulting fees to be charged in conducting this research, including total hours and hourly rate charged.

Section 4: Mandatory Requirements

The following requirements must be met or a bid will be considered non compliant:

- 4.1 Each bidder must provide a response for each item listed in Section 3, the Statement of Work. A nil response will not be considered as meeting this requirement.

Section 5: Evaluation process

- 5.1 Bids will be rated through a numerical scoring system with points provided for each section of the statement of work.
- 5.2 Proposals received will be evaluated so as to achieve the greatest value.
- 5.3 Proposals received will be evaluated by an evaluation team comprised of the Executive Director and selected staff from the ESABC program. The awarding of any contract as a result of this RFP will be at the sole discretion of the Contracting Authority.
- 5.4 Bids not meeting the mandatory requirements will not be rated.
- 5.5 The evaluation team reserves the right to award a contract to a bidder other than the bidder receiving the highest scoring.

<p>* RFP Submission Deadline * 5:00pm EST, Monday, February 28, 2011</p>
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