

# Request for Qualifications

## Communication & Promotion, & Graphic Design Consulting Services

Posted: May 1, 2009

Response deadline: May 20, 2009 by 4:00 p.m

CONTINUOUS  
IMPROVEMENT  
FUND

CIF

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# **Request for Qualifications (RFQ)** **Communication & Promotion,** **& Graphic Design Consulting Services**

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## **1.0 General Information**

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### **1.1 Introduction**

The Continuous Improvement Fund (CIF) is inviting submissions from qualified firms and individuals capable of providing:

1. communication & promotion services, and/or
2. graphic design consulting services.

Services will be provided for, and on behalf of the CIF on an "as needed basis." It is the intention of the CIF to list selected respondents from this Request for Qualifications (RFQ) on a roster of pre-qualified consultants. The selection of qualified firms will be based on demonstrated competence and professional qualifications according to specific criteria published in this RFQ. The roster is expected to be maintained until the end of the current mandate of the CIF in May 2011, with opportunities to add or remove consultants and amend their information every six months.

A previous Request for Qualifications to Provide Consulting Services was issued by the CIF in November 2008 and closed in December 2008. Submissions were sought for a wide range of consulting services including the category of Promotion & Communication services. The intent of this RFQ is to secure additional and more specialized services within this area of expertise and does not negate the standing of those firms already selected by the previous roster call.

The CIF is a funding program developed through the cooperation of the Association of Municipalities of Ontario, the City of Toronto, Stewardship Ontario and Waste Diversion Ontario. Its purpose is to support improvements to municipal blue box programs in Ontario. The CIF's annual budget for consulting services is approximately \$2 million. The majority of projects are, however, expected to be worth less than \$50,000. More information about the CIF can be viewed at [www.wdo.ca/CIF](http://www.wdo.ca/CIF).

The CIF will endeavour to distribute work equitably amongst firms listed on the roster based on price, qualifications and type of work available. It intends to contract with individuals and firms listed on the roster to complete projects with a value of up to \$50,000 by negotiating scope and cost based on the prices submitted. For projects exceeding \$50,000 and up to \$200,000, the CIF may request quotations from up to three (3) firms on the roster, with the project generally being awarded to the firm with the lowest price. Projects exceeding \$200,000 will be handled through a formal Request for Proposals (RFP) process. Selected firms may be requested to submit more detailed project deliverables with budgets and schedules for projects they are selected to undertake. Firms awarded contracts from the CIF will receive direction from and coordinate their work through assigned CIF staff.

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## 2.0 Nature of Required Services

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CIF projects may require the services of promotion & communications firms and, or graphic design firms. The general nature of this work will be to develop communicate strategies and promotions that will build support for, and inform and educate residents about, blue box recycling programs.

### 2.1 Required Technical Support Services

The CIF is seeking individuals and firms with expertise in the following areas as it relates to operation of blue box programs:

1. Full-service communications (e.g., market research, communication plans, promotion campaigns, social marketing or behavioural change strategies, advertising services, web design, graphic design, etc.).
2. Creative design services for specific promotional pieces (e.g., for graphical design layout, web page development, photography, etc.).

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## 3.0 Instructions to Respondents

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### 3.1 RFQ Process Schedule

The RFQ process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the CIF reserves the right to modify any or all dates at its sole discretion.

Release of RFQ	Friday, May 1, 2009
Inquiry Deadline	Friday, May 8, 2009 by 4:00 p.m.
Submission Deadline	Wednesday, May 20, 2009 by 4:00 p.m.
Notification of Selection	Friday, June 19, 2009

### 3.2 Submission Requirements and Deadline

Submissions shall be made before 4:00 p.m. local time, Wednesday, May 20, 2009. Submissions will be using an online survey form. Be sure to follow the instructions listed under "Submission Tips."

Click here to launch: [CIF Submission form](#)

A direct link to the form is also available at the "Procurement" page of the CIF website.

### 3.3 Questions or Clarification Requests

Direct all inquiries in writing to Anne Boyd at 519-661-2500, ext. 7304 or by email at [aboyd@london.ca](mailto:aboyd@london.ca), before 4:00 p.m. local time, Friday, May 8, 2009 by 4:00 p.m. Responses to clarification requests will be posted as addenda on the WDO web site at <http://www.wdo.ca/cif> by Wednesday, May 13,

#### Using the RFQ submission form

We have designed an online submission form to make it easier for firms to respond to this RFQ. Before you begin, please carefully review and print the "tips" at the first page of the online form.

Of greatest importance:

1. compose blocks of text in a program of your choice; save this material, then copy it over to the form
2. save your work frequently
3. print each page as you complete it
4. print each page to PDF before submitting

Contact Anne Boyd if you have any questions about using this form: [aboyd@london.ca](mailto:aboyd@london.ca).

2009. Any and all changes to the RFQ required before the submission closing will be issued in the form of a written addendum, posted on the same web site. The CIF will assume no responsibility for oral instructions or suggestions.

### **3.4 Confidentiality**

Any submission and all correspondence, documentation and information provided to the CIF by any respondent in connection with, or arising out of this RFQ will become the property of the CIF. The CIF may, at its sole discretion, make public selected respondent's names and any other aspect of any submission. Respondents are advised to identify in their submission any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury. Any such information in the respondent's submission that is not specifically identified as confidential may be treated as public information.

### **3.5 Submission Requirements**

Respondents must complete the Technical Submission and Price Schedule on-line. Submissions shall comply with the Technical Submission Requirements (Section 4) and Price Schedule Requirements (Section 5) of this RFQ. Failure to do so may render the submission non-compliant and result in rejection of the respondent's submission. The CIF reserves the right to accept or reject any or all submissions, and to request and obtain further information not adequately addressed in respondents' submissions or written clarification to address specific requirements from respondents at any time.

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## **4.0 Technical Submission Requirements**

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Technical submission requirements as required in Sections 4.0 and 5.0 are to be completed using the on-line form as noted in Section 3.2 above and available at: [CIF Submission form](#).

### **4.1 Prerequisites for Eligibility**

In order to be eligible to be listed on the roster, respondents must include the following declarations in their Technical Submission:

1. The respondent (both parent and/or subsidiaries, if applicable) is not directly in, or associated with a firm or individual in litigation with the CIF, any of its partners or any municipality in Ontario.
2. The respondent (both parent and/or subsidiaries, if applicable) is not under investigation or actively defending itself against a charge by a government.
3. The respondent has no outstanding bankruptcy, judgment or pending legal action that could impair operations as an ongoing concern.
4. The respondent has read, understands and accepts all the terms and conditions of the RFQ.

## 4.2 Contact Information

Provide the following:

1. Firm name and address
2. Contact name, phone number, website, fax number and email

## 4.3 Organization Background

Section to be completed on-line. Provide the following:

1. A brief description of your firm and services offered.
2. A brief outline of the ownership and structure of the firm.

## 4.4 Areas of Expertise

Section to be completed on-line. Provide the following:

1. State which of the services required, the firm wishes to be considered for:
  - communication & promotion services, and/or
  - graphic design consulting services.
2. Using the Consultant Selection Criteria (Section 6 – Table 1) as a reference, describe your firm's knowledge, experience and ability to deliver the relevant services.
3. Provide three examples from the firm's portfolio of recent and applicable communications and promotions projects and, or design work. If the firm's website has samples of work, a link to the website can be provided instead. See Section 3.2 Submission Deadline for instructions on how to submit this work.

## 4.5 Exceptions

Section to be completed on-line. Respondents are to list any exceptions they wish to take to the terms and conditions of the RFQ and identify the anticipated financial impact to their submission of doing so, to the extent that such quantification is practical.

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## 5.0 Price Schedule Requirements

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This section is also to be completed on-line. Provide the following:

1. Hourly/daily rates to provide the services described in Required Services (Section 2.0) for which your firm wishes to be considered. Where appropriate these should include hourly rates for communication plan development, creative work, and design work.
2. Fees for relevant support services.
3. Fees for travel time and applicable circumstances.

4. Fees for mileage and applicable circumstances.
5. Mark up on disbursements.
6. Any other anticipated charges and their associated rates (e.g., per diem).

All prices and charges quoted for the proposed services shall include all applicable taxes itemized separately. All pricing shall be expressed in Canadian currency. These rates will be used in evaluating submissions and form the basis of negotiations for specific project work. Reasonable adjustments of fees after one year shall be based on the cumulative Consumer Price Index rate (Toronto, All-Items: <http://www40.statcan.gc.ca/l01/cst01/econ45a-eng.htm>) for the immediate preceding year and Revenue Canada rates for mileage.

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## 6.0 Submission Evaluation

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### 6.1 Selection Process

A selection team will evaluate submissions. By responding to this RFQ, respondents agree and acknowledge that the CIF has the sole right of decision to include or exclude a respondent from the proposed roster. The selection criteria below is provided for general guidance only, and the CIF reserves the unqualified right to modify or eliminate any aspect of this process at any time, without notice to respondents.

The submission evaluation will include but not be limited to the following criteria:

**Table 1: Consultant Selection Criteria**

Area	Points
Organization, clarity and detail of submission	5
Portfolio (three submissions)	35
Experience implementing and managing previous municipal communications and promotions projects	5
Qualifications, experience of key staff	25
Price Submission	30
<i>Total points possible:</i>	<i>100</i>

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## 7.0 Terms and Conditions

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### 7.1 Costs Incurred by Respondents

Participation in this process, including the provision of a submission, shall not give rise to any liability, contractual or otherwise, on the part of the CIF or respondent. Similarly, the provision of a submission shall not create any obligation on the part of a respondent to enter into an agreement. Furthermore, the CIF shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of acceptance or non-

acceptance by the CIF of any submission, or by reason of any delay in the acceptance of any submission.

## **7.2 Roster Upkeep**

It is the intention of the CIF to review the proposed roster every 6 months to determine if additional consultants and/or services are required and to review the performance of listed firms who have completed work to date. Qualified consultants can expect to remain listed on the roster for the entire term of the CIF or until use of the roster is discontinued unless they request to have their names removed or are otherwise removed by the CIF. It is the obligation of selected respondents, therefore, to inform the CIF of any change in the nature and cost of the services they provide that would otherwise affect their qualifications and/or ability to complete assigned work.

The CIF reserves the right to amend or discard the roster at any time and/or engage other consultants who may not have made submissions in response to this RFQ. Inclusion of a consultant or firm on the roster is not a guarantee that they will receive any work during the duration of the CIF's mandate.

## **7.3 Contracting with Respondents Listed on the Roster**

An agreement between a successful respondent and CIF will vary, depending on the nature of the work contemplated. Any such agreement will be based on a scope of work provided by the CIF and is not expected to exceed the current term of the CIF which ends in May, 2011. Appendix A contains the CIF agreement template. This template and the successful respondent's submission will be used as a basis for negotiating agreements between successful respondents and the CIF to complete work that exceeds \$50,000 and is required by the CIF and/or its clients. For work under \$50,000 the agreement between the CIF and the selected consultant will take the form of an award letter.

The CIF reserves the right to sign an agreement, if at all, with the respondent(s) that it determines, in its sole and absolute discretion, will offer the best combination of value and service and best meet its requirements by reference to any stated or undisclosed criteria. The CIF reserves the right to enter into negotiations and to do so concurrently or consecutively with one or more respondents, in the CIF's sole and unfettered discretion for the purposes of awarding one or more agreements. If the CIF and the selected respondents are unable to negotiate a mutually acceptable agreement, the CIF may begin or continue negotiations with any other respondent, at any time with no obligation to the unsuccessful respondent. No respondent shall have any rights against the CIF arising from such negotiations.

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## Sample Project Agreement

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### Continuous Improvement Fund Project #XXX

**THIS AGREEMENT** made as of the ■ day of ■ 200X.

**AMONG:**

*Waste Diversion Ontario,*

a corporation without share capital incorporated under the laws of the Province of Ontario, having its place of business at:  
45 Sheppard Ave East, Suite 920, Toronto, Ontario, M2N 5W9

(hereinafter referred to as the “WDO”)

- and -

*Company XXXXXXXX*

a corporation incorporated under the laws of the Province of Ontario, having its place of business located at:

*Address XXXXXX*

(hereinafter referred to as the “Contractor”)

- and –

*Stewardship Ontario,*

a corporation without share capital incorporated under the laws of the Province of Ontario, having its place of business located at:  
26 Wellington Street, East, Suite 601, Toronto, Ontario, M5E 1S2

(hereinafter referred to as “Stewardship Ontario”)

(Collectively referred to as “the Parties”)

**WHEREAS** a waste diversion program plan for blue box wastes has been established through WDO (the **Blue Box Program Plan**) in accordance with all the legislative requirements of the *Waste Diversion Act 2002* (Ontario) (the “**WDA**”);

**AND WHEREAS** a fund known as the “Continuous Improvement Fund” (occasionally herein referred to as the “CIF”) has been established through an agreement dated as of September 6, 2007 among the Association of Municipalities of Ontario, The City of Toronto, Stewardship Ontario and WDO under the Blue Box Program Plan;

**AND WHEREAS** WDO is desirous of entering into an Agreement with the Contractor to undertake a project in connection with certain aspects of the waste diversion program for blue box wastes;

**AND WHEREAS** Stewardship Ontario has been designated under the WDA as the industry funding organization for blue box waste and is responsible for the execution of the Blue Box Program Plan;

**AND WHEREAS** Contractor funding for the Project is to be received from the Continuous Improvement Fund on the terms and subject to the conditions herein set out;

**AND WHEREAS** Stewardship Ontario, as custodian of the Continuous Improvement Fund, is to provide funding from the Continuous Improvement Fund for the Project; and

**AND WHEREAS** the day to day management of the project and Continuous Improvement Fund is being carried out under the supervision of the Director of the Continuous Improvement Fund (the "**Director CIF**").

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the respective covenants and agreements of the Parties contained herein, it is agreed as follows:

#### **ARTICLE I – ENGAGEMENT**

1.1 Retainer. WDO hereby retains the Contractor to undertake Project **XXX** (the "**Project**") as outlined in the following documents (hereinafter referred to as the "**Terms of Reference**"):

- (a) *Scope of Work titled XXX (attached as Appendix A),*
- (b) *Budget (attached as Appendix B).*
- (c) *Payment Schedule (attached as Appendix C).*

The Contractor will provide resources to oversee the Project and to ensure that the final Project report document is practical and usable. The Contractor shall scrutinize and review the progress of the Project and the completion of Project deliverables on an on-going basis and will provide written status reports to CIF as required from time to time, such reports to be in form and substance satisfactory to CIF, acting reasonably.

1.2 Term of Agreement. This Agreement shall remain in full force and effect from the date hereof *until all deliverables are completed and the final report is accepted and approved by the Director CIF*, subject to earlier termination as hereinafter provided (see Section 4.1), with the said term being capable of extension by mutual written agreement of the Parties hereto.

1.3 Provision of Services. The Project shall be carried out by the Contractor in consultation with the Director CIF. The Contractor shall devote a sufficient amount of staff time and other resources to carry out the Project in accordance with the timelines, budget and other parameters set out in the appendices hereto.

1.4 Sub-Contractors. The Contractor may, from time to time, sub-contract the performance of the services required to carry out the Project to other persons, firms and associations as detailed in Appendix A. It is agreed and acknowledged that any sub-contracting provided to the Contractor will be at the cost of the Contractor, except as detailed in Appendix A, and the Contractor will be fully responsible for the performance of the obligations hereunder and its obligations in relation to the Project whether or not such obligations have been sub-contracted to a third party.

1.5 Board Policy. The Contractor shall act in accordance with any policy established by the CIF, WDO and/or Stewardship Ontario.

1.6 Remuneration. In consideration of the services to be rendered by the Contractor in relation to the Project hereunder, Stewardship Ontario shall pay to the Contractor up to the sum of \$YYY plus GST. Payments to the Contractor shall be made according to the payment schedule detailed in Appendix C, linked to the Project deliverables within 30 days of receiving fully documented labour and expense invoices. Stewardship Ontario may withhold 25% of the total contract amount pending the submission of a final Project report that is acceptable to the CIF.

***Invoices are to include a reference to Project title (“XXX”) and the percentage of task completed (e.g. Component 1 is 25% complete) and are to be directed to:***

***Continuous Improvement Fund  
92 Caplan Avenue, Suite 511  
Barrie, ON L4N 0Z7  
Attention: Accounts Payable***

1.7 Expenses. Expenses include travel costs actually and properly incurred by the Contractor in connection with undertaking the Project hereunder and as outlined in the Terms of Reference. The Contractor shall include original statements and vouchers with invoices to support expense claims. Notwithstanding the foregoing, the Contractor will not be entitled to obtain reimbursement for travel costs in excess of [\$1,000] unless prior approval of the Director CIF has been obtained for such travel.

## **ARTICLE II- COVENANTS**

2.1 No Delegation of Services. The Contractor shall not delegate or sub-contract the performance of the Project to anyone without the prior written consent of the CIF, except as set out in Appendix A.

### **ARTICLE III– CONFIDENTIALITY**

3.1 Confidential Information. The Contractor shall, and shall require each sub-contractor, to covenant and agree in writing, not to disclose to anyone any confidential information with respect to any material provided by and about the business or affairs of the CIF, WDO or Stewardship Ontario except as may be necessary or desirable to further the interest of the Project, but only as approved, in writing, by WDO and Stewardship Ontario. The Contractor and its sub-contractors will sign confidentiality agreements with WDO and Stewardship Ontario as required relating to data supplied by the CIF, WDO and/or Stewardship Ontario. This obligation shall survive the expiry or termination of this Agreement.

3.2 Return of Property. Upon expiry or termination of this Agreement, the Contractor and its sub-contractors shall return to WDO any property, documentation, or confidential information which is the property of WDO.

### **ARTICLE IV– TERMINATION**

4.1 Termination of Agreement. Either WDO or the Contractor may terminate this Agreement by giving the other thirty (30) days notice. If this Agreement is so terminated, the liability of Stewardship Ontario for any unpaid portion of the Project Cost shall be limited to an amount that, in the opinion of Stewardship Ontario and WDO, is a reasonable payment for the Contractor's partial performance of the Project to the date of termination. The Contractor shall provide a written report to the CIF summarizing all of the work undertaken in relation to the Project and the results achieved up to the date of termination, such report to be in form and substance satisfactory to CIF acting reasonably. If the Project is terminated and Stewardship Ontario has made a partial payment towards the Project Cost, WDO and Stewardship Ontario reserves the right to make public the deliverable(s) for which the Contractor has been paid.

4.2 Survival. With the exception of the provisions of this Agreement concerning payment in Article One, confidentiality in Article Three, communications in Section 6.17 and any other provisions specifically stated to survive the termination of this Agreement, the obligations of the Parties under this Agreement shall terminate upon the termination of this Agreement.

### **ARTICLE V– RELATIONSHIP OF PARTIES**

5.1 Relationship of Parties. It is acknowledged by the Parties hereto that the Contractor is being funded by Stewardship Ontario in the capacity of Project funder. The Contractor, WDO and Stewardship Ontario acknowledge that this Agreement does not create a partnership, agency or joint venture relationship between them and none of the Parties shall have any right to bind any of the other Parties hereto to any contractual obligations.

5.2 Indemnity. The Contractor agrees to indemnify and hold harmless the CIF, WDO and Stewardship Ontario in respect of any losses, costs, claims, damages or expenses

incurred by either of them as a result of any act or omission of the Contractor in carrying out its obligations under this Agreement or its obligations in relation to the Project.

## ARTICLE VI– GENERAL CONTRACT PROVISIONS

### 6.1 Data and Publications

(a) WDO and Stewardship Ontario shall be the owners of the copyright pertaining to the reports or other documents or data prepared under the terms of this Agreement or of the Project and the owners of all other intellectual property rights arising as a result of the Project. WDO and Stewardship Ontario retain the full capacity, free of all royalties or other charges, to publish or use, at any time, or times, any reports, data, or related documents or information, in whole or in part, produced under this Agreement in relation to the Project.

(b) The Contractor shall include the following copyright notice in at least one prominent place in the reports and other documents related to the Project, in the following manner:

*© 200X Waste Diversion Ontario and Stewardship Ontario  
All rights reserved. No part of this publication may be reproduced,  
recorded or transmitted in any form or by any means, electronic,  
mechanical, photographic, sound, magnetic or other, without advance  
written permission from the owner.*

(c) The Contractor shall recognize and state in an appropriate manner, as approved by WDO and Stewardship Ontario, the support offered by WDO and Stewardship Ontario concerning the Project. Unless the Contractor has received written notice to the contrary from WDO, the following shall be incorporated into the reports and other documents produced by the Contractor or sub-contractor in connection with the Project:

*This Project has been delivered with the assistance of Waste Diversion Ontario's Continuous Improvement Fund, a fund financed by Ontario municipalities and stewards of blue box waste in Ontario.  
Notwithstanding this support, the views expressed are the views of the author(s), and Waste Diversion Ontario and Stewardship Ontario accept no responsibility for these views.*

(d) The provisions of Section 6.16 shall survive the termination of the Agreement.

### 6.2 Communications

(a) The Parties recognize the importance of making information about the Project available for public use. The Contractor shall cooperate in providing reasonable information on the Project to the public as directed by the Director CIF. WDO may separately contract for communications

in addition to communications activities outlined in Appendix A. ***The Contractor shall be responsible for replying to public and media inquiries regarding the Project for a period of 12 months after the final report has been approved by the Director CIF.***

- (b) The Contractor shall assist WDO and Stewardship Ontario in developing a communications strategy for publicizing the findings of the Project ***for a period of 12 months after the final report has been accepted and approved by the Director CIF.*** WDO and/or Stewardship Ontario may separately contract for communications in addition to communications activities outlined in Appendix A.

### 6.3 Dispute Resolution

- (a) If any dispute arises between or among any of the parties hereto as to their respective rights and obligations under this Agreement, the parties shall use the following dispute resolution procedures to resolve such dispute:
- (b) The parties shall attempt to resolve disputes in the spirit of mutual cooperation through discussion and negotiations between the designated representatives of the parties within thirty (30) days of the date upon which notice of the dispute was first given by one party to the other(s) or as otherwise agreed upon;
- (c) If the parties are unable to resolve the dispute in the manner aforesaid, each of the parties to the dispute shall have the right, on notice in writing to the other parties to the dispute, to require that such dispute be submitted to the senior executive officers of the parties to the dispute for discussion and resolution within thirty (30) days of the date of the notice requiring such dispute to be submitted to them or as otherwise agreed upon;
- (d) In the event that the senior executive officers of the parties are unable to resolve such dispute, each of the parties to the dispute shall have the right, on notice in writing to the other parties to the dispute, to require that such dispute be submitted to the chairs of the Board of Stewardship Ontario and WDO and an individual designated by the Contractor for discussion and resolution within thirty (30) days of the date of the notice requiring such dispute to be submitted to them or as otherwise agreed upon;
- (e) If the representatives of the parties are unable to resolve the dispute, the Parties shall have the right to refer the matter to binding arbitration in accordance with the provisions of the *Arbitration Act*, 1991, S.O. 1991, c.17, as amended. Each of the parties to the dispute shall bear the cost of its own counsel and witnesses but the costs of the arbitration including the fees of the arbitrator(s), the cost of the court reporters and transcripts and the cost of the arbitration facility shall be borne equally by the Parties to the dispute. The arbitration shall take place in Toronto, Ontario, Canada,

before a single arbitrator to be chosen jointly by the parties to the dispute. If the parties cannot agree on the choice of an arbitrator within thirty (30) days of the notice requiring such dispute to be submitted to arbitration, then any of the parties shall be entitled to apply to the Court for the appointment of an arbitrator; and

- (f) The Parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may request the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of completion of the hearing.

6.4 Notices. All notices, requests, demands or other communications (collectively “Notices”) by the terms hereof required or permitted to be given by one party to any other party, or to any other person shall be given in writing by personal delivery or registered mail (postage prepaid), by facsimile transmission, or by email to such other party as follows:

to WDO at:  
Waste Diversion Ontario  
45 Sheppard Ave. East, Suite 920  
Toronto, Ontario,  
M2N 5W9  
Attention: Glenda Gies  
Email: [glendagies@wdo.ca](mailto:glendagies@wdo.ca)  
Tel: (416) 226-5113 Fax: (416) 226-1368

with a copy to:  
Continuous Improvement Fund  
92 Caplan Avenue, Suite 511  
Barrie, Ontario  
L4N 0Z7  
Attention: Mr. Andy Campbell, Director CIF  
Phone: 705.719.7913 Fax: 866.472.0107  
Email: [andycampbell@wdo.ca](mailto:andycampbell@wdo.ca)

to the Contractor at:  
XXXXXXXXXXXX  
City, Ontario, YYYYYYYY  
Attention: XXXXXXXX  
Email: XXXXXXXX  
Phone: XXXXXXXX Fax: XXXXXXXX

to Stewardship Ontario at:  
Stewardship Ontario  
26 Wellington Street East, Suite 601  
Toronto, Ontario  
M5E 5W9

Attention: John Dixie, Technical Services  
Email: jdixie@stewardshipontario.ca  
Tel: 647-777-3366 Fax: 416-594-3463

or at such other address as may be given by any such person to the other Parties hereto in writing from time to time.

All such Notices shall be deemed to have been received on the day when delivered, transmitted or e-mailed, or, if mailed, 72 hours after 12:01 a.m. on the day following the day of the mailing thereof. If any Notice shall have been mailed and if regular mail service shall be interrupted by strikes or other irregularities, such Notice shall be deemed to have been received 72 hours after 12:01 a.m. on the day following the resumption of normal mail service, provided that during the period that regular mail service shall be interrupted all Notices shall be given by personal delivery, facsimile transmission or e-mail.

6.5 Additional Conditions. The Parties shall execute such further and other documents, cause such meetings to be held, resolutions passed and by-laws enacted, do and perform and cause to be done and performed such further and other acts and things as may be necessary or desirable in order to give full effect to this Agreement and every part thereof.

6.6 Counterparts. This Agreement may be executed in several counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall be but one and the same instrument.

6.7 Time of the Essence. Time shall be of the essence of this Agreement and of every part hereof and no extension or variation of this Agreement shall operate as a waiver of this provision.

6.8 Entire Agreement. This Agreement constitutes the entire Agreement of the Parties with respect to all of the matters herein and its execution has not been induced by, nor do any of the Parties rely upon or regard as material, any representations or writings whatever not incorporated herein and made a part hereof and may not be amended or modified in any respect except by written instrument signed by the Parties hereto. Any schedules referred to herein are incorporated herein by reference and form part of the Agreement.

6.9 Enurement. This Agreement shall enure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns.

6.10 Assignment. None of the Parties shall assign any of its rights or obligations hereunder without the prior written consent of the other Parties.

6.11 Currency. Unless otherwise provided for herein, all monetary amounts referred to herein shall refer to the lawful money of Canada.

6.12 Headings for Convenience Only. The division of this Agreement into articles and sections is for convenience of reference only and shall not affect the interpretation or construction of this Agreement.

6.13 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and each of the Parties hereto agrees irrevocably to attorn to the non-exclusive jurisdiction of the Courts of such Province.

6.14 Gender. In this Agreement, words importing the singular number shall include the plural and vice versa, and words importing the use of any gender shall include the masculine, feminine and neuter genders and the word "person shall include an individual, a trust, a partnership, a body corporate, an association or other incorporated or unincorporated organization or entity.

6.15 Calculation of Time. When calculating the period of time within which or following which any act is to be done or step taken pursuant to this Agreement, the date which is the reference date in calculating such period shall be excluded. If the last day of such period is not a business day, i.e., a day on which banks are open for business in the Province of Ontario, then the time period in question shall end on the first business day following such non-business day.

6.16 Legislation References. Any references in this Agreement to any law, by-law, rule, regulation, order or act of any government, governmental body or other regulatory body shall be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto.

6.17 Severability. If any Article, Section or any portion of any Section of this Agreement is determined to be unenforceable or invalid for any reason whatsoever that unenforceability or invalidity shall not affect the enforceability or validity of the remaining portions of this Agreement and such unenforceable or invalid Article, Section or portion thereof shall be severed from the remainder of this Agreement.

6.18 Transmission by Facsimile or E-mail. The Parties hereto agree that this Agreement may be transmitted by facsimile, e-mail or such similar device and that the reproduction of signatures by facsimile, e-mail or such similar device will be treated as binding as if originals and each party hereto undertakes to provide each and every other party hereto with a copy of the Agreement bearing original signatures forthwith upon demand.

**IN WITNESS WHEREOF** the Parties have executed this Agreement effective the date first stated above.

By: \_\_\_\_\_  
I have authority to bind the corporation.

**Waste Diversion Ontario**

By: \_\_\_\_\_

I have authority to bind the corporation.

**Corporation of XXXXXXXXXXXX**

By: \_\_\_\_\_

I have authority to bind the corporation.

**Stewardship Ontario**

Sample

**Appendices**

Appendix A – Scope of Work

Appendix B – Budget

Appendix C – Payment Schedule