

Request for Expressions of Interest

**Volunteer Ontario Municipal Blue Box
Programs to
Receive Program Opportunities
Assessments**

Closing Date: Friday, May 1, 2009

CONTINUOUS
IMPROVEMENT
FUND

CIF

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Request for Expressions of Interest (REOI)

Volunteer Ontario Municipal Blue Box Programs to Receive Program Opportunities Assessments

Introduction

The Continuous Improvement Fund (CIF) is a \$20 million fund that provides grants and loans to municipalities to execute projects that will increase the efficiency of municipal Blue Box recycling and help boost system effectiveness. The CIF started up in 2008 and has a three year mandate to direct funding support to projects that will:

- identify and implement best practices,
- examine and test emerging technologies,
- employ innovative solutions to increase blue box materials marketed and
- promote gains in cost-effectiveness that can be implemented province-wide.

Municipalities are awarded CIF support in two ways. They may be approached by CIF to take on high priority and often higher risk projects that have been identified as being required by CIF staff, recycling industry experts and CIF committees. Municipalities are also encouraged to apply to CIF, identifying either community-specific project concepts or those that may be of broader interest.

The Opportunity

The CIF wishes to develop recycling program assessment reports for participating volunteer municipal programs. These projects would be carried out at no cost to the participating volunteer programs.

This CIF project is designed to meet the needs of the participating municipalities by assisting them with identifying opportunities to enhance their blue box program. Findings will be shared in order to benefit all similar programs in Ontario. The project is similar to the site visit and assessment process utilized as part of the Blue Box Program Enhancement and Best Practices Assessment Project (Best Practices Project). A number of program assessments (called “blueprints” at the time of the Best Practices Project) can be viewed on the Recycling Knowledge Network.

Preference will be given to municipalities in a position, in terms of timing and program planning process, to receive, report on and implement the recommendations outlined in their assessment and opportunities reports.

Depending on project findings, other CIF funding opportunities for participating volunteer municipalities may emerge.

Additional information about the Best Practices Project can be found at http://www.stewardshipontario.ca/bluebox/eefund/bp_bluebox1.html.

Objectives

There are a number goals and objectives associated with the project, including:

- recommending, for implementation, recycling program effectiveness and efficiency improvements through examination of program components by an experienced technical team,
- providing municipal recycling programs with timely and objective input to aid decision making about program improvements, upgrades, contracts, tenders and any other program development issues,
- sharing the assessment report information with a broader municipal audience, and
- evaluating the usefulness and future application of the program assessment approach for CIF.

Deliverables

Volunteer municipalities will receive a visit from experts in the recycling field, who will review program info, interview staff, and tour recycling facilities. The experts will provide input into the next stage of development of the program, identify the next lowest cost step in program performance improvement, discuss possible CIF funding of those next steps, and provide a third party review of the program. In general the experts will be able to comment, both on-site and in their report, on all aspects of the recycling program based on a broad base of expertise gained in Ontario and abroad. The resulting assessment report will be made available for use as an addendum to staff reports, and as a program planning tool.

Four deliverables are envisioned:

- 1) Each participating municipality will be given an assessment, highlighting program operations and opportunities for improvement including opportunities to implement best practices;
- 2) For the benefit of all municipalities, a synthesis report* will be posted. This would serve a number of purposes: programs of similar size and situation may be able to derive useful information from the findings,
- 3) In order to streamline the process and reduce consulting costs in the future, a site visit procedure or process document will be developed, and
- 4) a project evaluation will be produced so that both CIF and municipal partners will be better able to consider the value of the assessment process.

*Municipal names will be withheld in this document, and program issues will be expressed generically, in order to avoid linking the information to a specific program.

Volunteer Municipalities

This opportunity will be of interest to municipalities that would be able to:

- commit up to two days of staff time to be spent directly with the project consulting team on site, and be prepared to forward background documentation and reports prior to and after the site visit. The site visit will include an examination of all the operating elements (MRF, multi residential collection sites, transfer stations, etc) of the program as well as interviews of key staff;
- integrate the resulting program advisement into their program planning process. This advisement will be most beneficial to municipalities that are heading into their next generation recycling agreement or contemplating program changes prior to making major changes to their program;
- demonstrate commitment to the process, through communications with their Council and senior staff, or through other means, that show a willingness to consider implementation of recommendations; and,
- consider implementation of the assessment recommendations and apply best practices and elements noted in the CIF Strategic Plan and Operating Plan, to their program, where appropriate. This could mean considering recommendations to work with other municipalities, increase P&E spending, or optimizing a collection program. To learn more about CIF priorities, go to <http://www.wdo.ca/cif>.

Evaluation

Responses will be evaluated by the CIF projects committee, a group comprised of CIF, municipal and Stewardship Ontario representatives, against these points. In addition, the evaluation team will:

- assess the degree to which a given program could benefit from professional advisement, and
- look for a cross-section of candidates such that the overall findings will be applicable to the largest number of Ontario programs possible.

Please use the attached Response Form, which will be used to compare and evaluate responses.

Three to five municipal programs are being sought for 2009, but the CIF project committee reserves the right to select fewer or more volunteers pending receipt of the EOI responses and the anticipated costs of the program.

Expressions of Interest should be forwarded electronically to Andy Campbell, CIF Director, at andycampbell@wdo.ca on behalf of the CIF by Friday May 1st, 2009.

Next Steps

On receipt of Expressions of Interest from suitable municipal candidates, the CIF projects committee will solicit quotes for consulting services. Basic information will include the demographics and program status of the municipalities that have been selected to receive advisement. For the purpose of soliciting quotes municipalities would not be named.

The CIF projects committee will then evaluate proposals and award the work.

It is expected that the site visit portion of the work would be executed in June or July 2009, with report documents made available to participating municipal staff in September, 2009.

The synthesis report, procedural document and evaluation would be completed after municipal participants accept their program-specific reports.

Response Form

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Part 1: Background Information

Note: all cost and tonnage figures should be consistent with WDO reported figures for 2008.

Municipality or Program Name	
Total Population	
Total Single Family households	
Total Multi Residential Households	
Total Multi Residential Buildings	
Single Family Households served by curbside recycling program	
Households served only by depot recycling program	
Multi Residential Households served by municipal recycling program	
Multi Residential Buildings served by municipal recycling program	
Blue box recycling tonnes marketed	
% waste diverted from disposal by blue box recycling	
Recycling net cost/tonne	
Recycling processing cost/tonne	
Recycling collection cost/tonne	
Recycling E&E factor (WDO)	
Municipal grouping (WDO)	
Municipal Program Type by Decision Tree Model (*Best practice report, pg 132),	

* http://www.stewardshipontario.ca/bluebox/pdf/eefund/KPMG_final_report_vol1.pdf

Part 2: Please explain why your municipality is a good candidate to receive a recycling program assessment.

Part 3: Please comment on the following elements, in the text boxes provided, for the purpose of our evaluation:

1. Ability/Willingness to commit up to two days of staff time to be spent directly with the project consulting team on site. List, at a minimum, which staff would be involved with the consulting team by title and area of responsibility, and designate who would be the lead contact.

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2. Nature of documentation available to the team.

<u>Document Type</u>	<u>Hard copy or electronic?</u>	<u>Brief description</u>
Collection records, info		
Processing records, info		
Contracts, agreements		
P&E materials		
WM planning docs		
Policies and procedural		
Staff reports (to Council, etc)		
Council resolutions		
Other		

3. Stage of program planning process and ability to integrate the resulting advisement into future plans.

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4. Service delivery, contract renewal dates, issuance of tenders for recycling collection and processing services:

Service	In-house or contracted?	Contract expiry date(s)	Comments
Curbside collection			
Depot collection			
Material processing			
Material marketing			If contracted indicate % revenue share to municipality
Customer service			
P&E design, production and delivery			
Transfer and haulage			

Service	In-house or contracted?	Contract expiry date(s)	Comments
Other (Please describe)			
<p>5. To what extent will this project and findings be communicated with senior staff and councillors?</p> <input type="text"/>			
<p>6. How will assessment recommendations be considered and implemented?</p> <input type="text"/>			

Part 4: Please comment on the current status of practices, programs and policies as they relate to your blue box program:

Practice, program or policy	Y/N	Additional Information
Council has approved an integrated waste management plan.		When approved?
We cooperate with other municipalities to share collection and/or processing services.		Name other municipal partners:
We have a developed an ongoing P&E program for blue box recycling.		\$/hhld dedicated to P&E in 2008?
Depots are used to supplement curbside collection services (if applicable).		How many?
Our staff are well trained and knowledgeable about:		Additional comments re staff:
- the contracts they manage		
- recycling program management, terminology and resources		
- recycling end markets.		
Our contractors are well trained and knowledgeable about:		Additional comments about contractors:
- the requirements under their contracts with the municipality		

Practice, program or policy	Y/N	Additional Information
- recycling program management, terminology and resources		
Blue boxes are provided to residents free of charge.		If not, what do you charge?
We perform waste audits to better understand the effectiveness of our recycling program.		Last waste audits performed when and by whom?
Our municipality has a user pay garbage system		If so what is the charge per unit?
Our municipality has garbage bag limits.		If so, what is the limit?
Our bylaws require residents to recycle.		By-law number? What specifically does the by-law require?
We collect recyclables at least as frequently as garbage.		Collection frequency:
We enforce our garbage and recycling rules.		How are they enforced?

Please feel free to attach additional information that you feel will support this Expression of Interest.