



REQUEST FOR EXPRESSION OF INTEREST

OES Program Manager

Ontario Electronic Stewardship (OES) is a non-profit corporation established by Waste Diversion Ontario (WDO) as the Industry Funding Organization for Waste Electrical and Electronic Equipment (WEEE). OES developed a program plan for Phase One WEEE after extensive consultations with stakeholders. WDO approved the plan and submitted it to the Minister of Environment by the deadline of March 31, 2008. Upon approval, the Minister needs to enact a regulation that will empower OES to implement the Program. At that point, brand owners, first importers and assemblers of Electrical and Electronic Equipment (EEE) would then be required to discharge their legal obligations under the WDA through registering and complying with the rules for stewards (contained in the OES plan) of OES which has been designated as an IFO for WEEE by the regulation.

Purpose

OES seeks expression of interest from suitably qualified individuals, companies and organizations or other entities to provide services to assist in the implementation and/or management of the Program should the Minister approve the Plan.

The proponent is responsible for its expenses in responding to this Request for expression of interest (REOI).

Activities

In anticipation of the regulation to implement the Plan, we are seeking expressions of interest from proponents willing to work with us to define the details of implementation and manage the resulting program. We anticipate two phases of activity:

Phase 1: Development and Delivery of the Plan up to Implementation

We would be looking for proponents prepared to report to and take direction from the Board of OES and its Executive Director (if any), and to work closely with OES, WDO, Retail Council (RCC) of Canada and Electronics Product Stewardship Canada (EPSC), and identified stakeholders in developing the implementation program including:

- 1) Working closely with OES, WDO, Ministry of Environment, EPSC and RCC to define the details of implementation options and provide a plan for implementation.



- 2) Ensuring activities and deliverables are done in accordance with the approved program plan.
- 3) Establishing a working advisory committee of local stakeholders necessary to implement the plan.
- 4) Working with OES, WDO, EPSC and RCC to define the start up details, time lines and any pilot projects that may be required.
- 5) Working with OES, WDO, EPSC and RCC during negotiations with the Ministry of Environment.
- 6) Managing any required communications with media for OES.
- 7) Considering implications of Phase 2 product introduction into the plan.
- 8) Working closely with EPSC's audit function to ensure WEEE processing capacity is identified and approved prior to program launch.

Phase 2: Operation of the Program

We would be looking for an organization that is prepared to manage the agreed upon program and report to the Board of Directors of OES. While this will be defined in detail in phase 1 the following reflects OES's initial thoughts on what responsibilities this might include:

- 1) Day to day management of the Ontario WEEE program, working closely with OES, WDO, EPSC, RCC, governments (provincial and municipal), contractors, and other stakeholders.
- 2) Undertake activities and provide deliverables that are in accordance with the approved program plan.
- 3) Development, implementation and/or management of an Ontario consumer education program and any required research and development projects.
- 4) Monitoring program performance and instituting measures to increase performance.
- 5) Management of the budget and the program for collection, transportation, recycling, education, and administration for the province.
- 6) Maximizing reuse options for waste management including charitable donations.
- 7) Maximizing the participation of all affected stewards including working closely with the Ministry of Environment to enforce compliance.
- 8) Outreach to Phase II stewards and manage how they become part of the program.
- 9) Conducting media work on behalf of OES.
- 10) Providing regular reports to the Board of OES.
- 11) Preparing the annual report as required by the Ministry of Environment and program plan.
- 12) Maintaining the OES website.
- 13) All other reasonable matters required by the board of OES.



OES seeks expressions of interest from qualified proponents according to the following criteria:

- 1) Knowledgeable of product stewardship issues.
- 2) Knowledgeable of approved program plan.
- 3) Experienced in developing, implementing and managing a stewardship program.
- 4) Demonstrated ability to report to a Board of Directors and work well with government and stakeholders
- 5) It is unlikely that financial resources will be made available from EPSC or RCC to cover the costs of phase 1 activities. We will be seeking partners who are able to cover these costs with the understanding that they will be reimbursed within the first year of program operation.
- 6) A desirable capability would include experience working with stewardship programs that cover more than one province.

OES will consider joint bids.

Confidentiality

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 OES and its REOI Evaluation Team.

Submission Procedure

If you are interested in this opportunity we would ask that you provide us with an outline of your capabilities and interest no later than 5 May 2008 at 3:00 pm EST. In providing your response we would ask you to provide comment on each of the issues in both Phase 1 and Phase 2 noted above. If there are questions, please contact Dalton Burger, EPSC at (905)415-4555 or Rachel Kagan, Retail Council of Canada, at (416) 922-0553 ext. 318.

Submit by E-mail to:

Ontario Electronic Stewardship
c/o Retail Council of Canada/EPSC
E-mail: dalton@epsc.ca or rkagan@retailcouncil.org

<p>REOI Submission Deadline May 5, 2008, 3:00 p.m. Eastern Time</p>
