



BEVERAGE CONTAINER MANAGEMENT BOARD

BCMB – TOWN OF FOX CREEK REQUEST FOR APPLICATIONS (RFA)

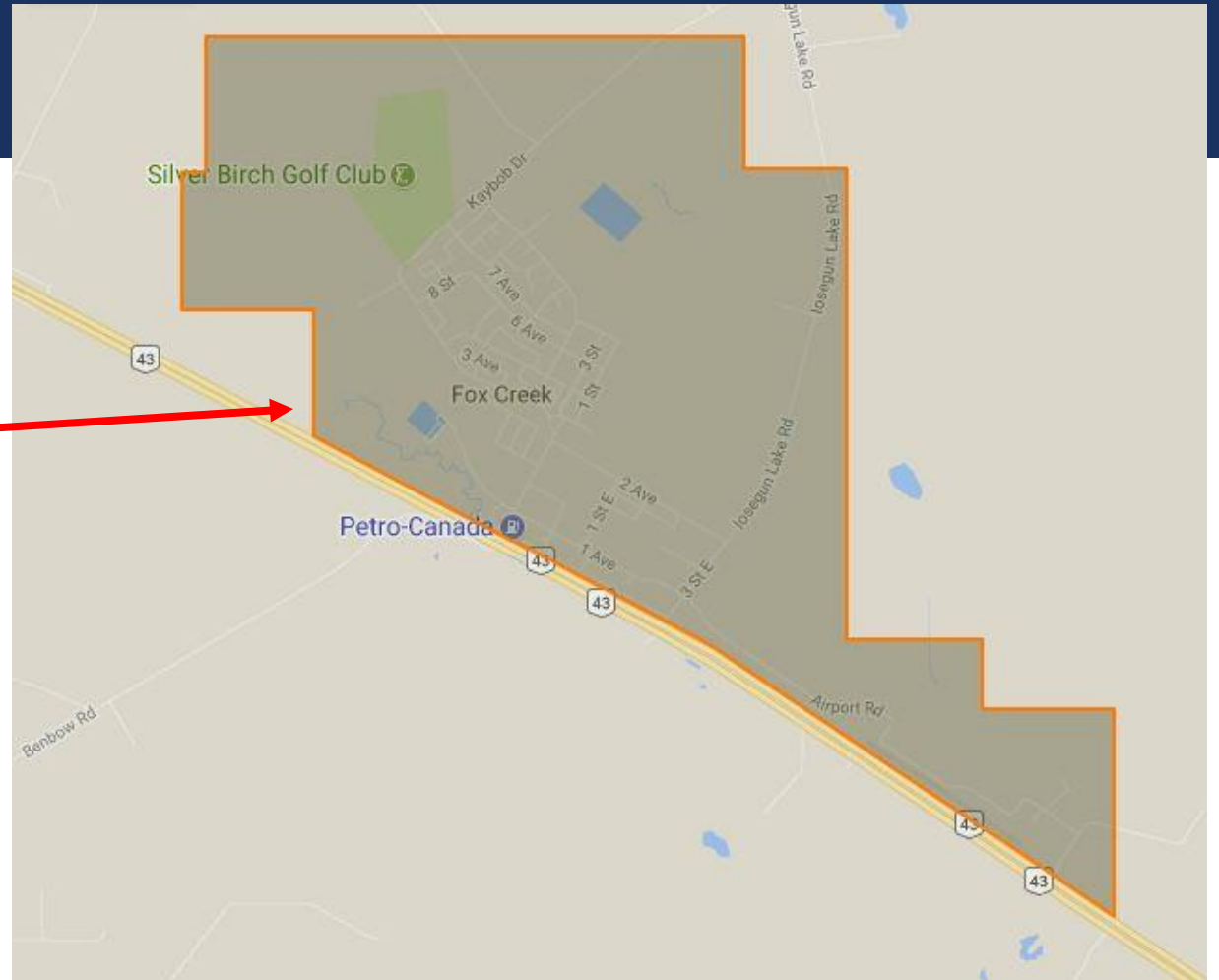
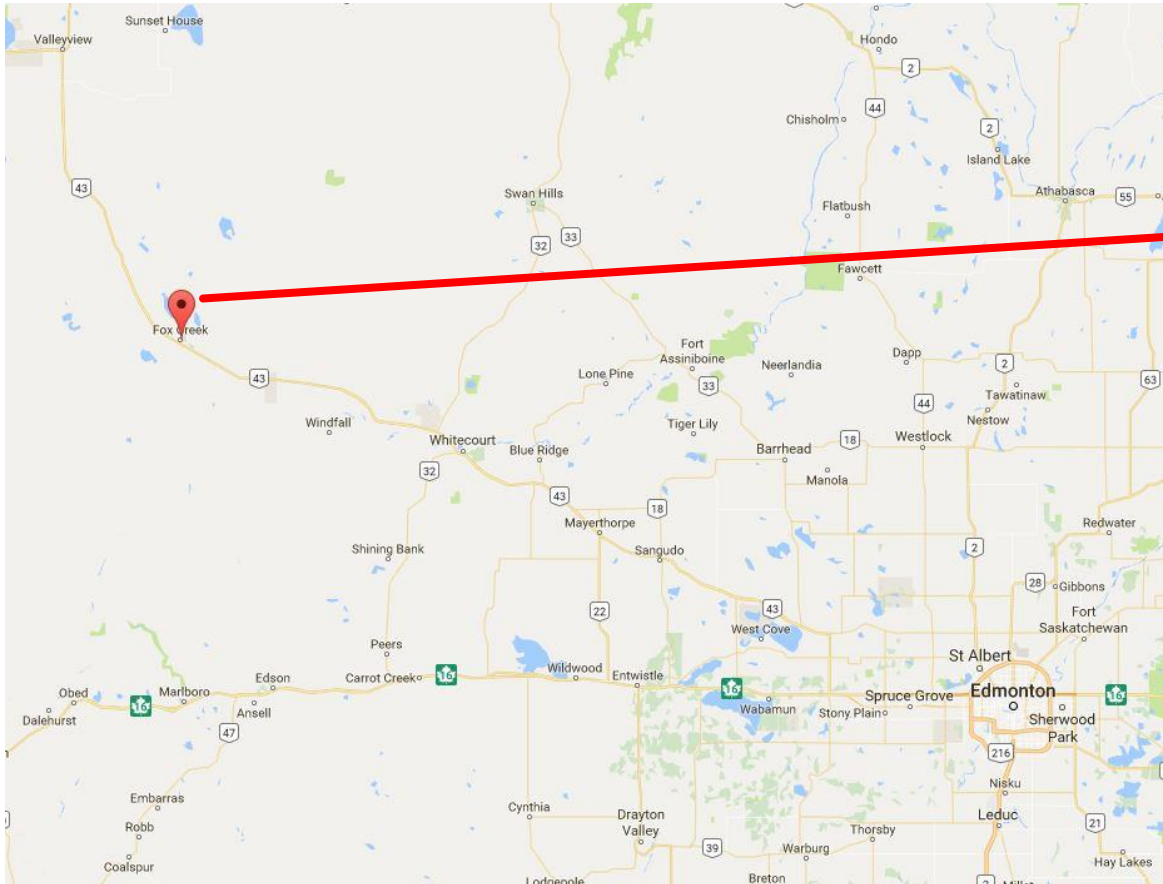
INFORMATION POWERPOINT – SEPTEMBER 20, 2017



INTRODUCTION - BCMB

- Regulatory body
- Authority to issue permits for the operation of a bottle depot
- Request for Applications (RFA) is open to parties who wish to apply for a permit to own and operate a new beverage container depot in the Town of Fox Creek

TOWN OF FOX CREEK



TOWN OF FOX CREEK

- Eligible Area is highlighted in orange. This is the municipal boundary for the Town of Fox Creek.
- Applications will be automatically rejected if they are not within the Eligible Area.

INSTRUCTIONS

- Inquiries related to this RFA are to be directed, in writing, via email or regular mail.
- Inquiries and responses will be posted on the BCMB website

NOTICE

- Receipt Confirmation Form – found within RFA package and must be filled out and returned to the BCMB.
- Watch for email and website updates
- Applications submitted by Applicants who do not submit the receipt confirmation form will not be eligible for selection

RFA TIMETABLE

Request for Application issued	September 20, 2017
BCMB – Presentation to Applicants	NA – posted online
Initial Application Deadline	November 20, 2017 12:00pm
Application Closing Date & Time	As declared by the BCMB
Application Review	Within 2 weeks of closing
BCMB Decision	Within 3 weeks of closing

RFA REQUIREMENTS (SECTION 3)

- The information and documentation must meet the requirements set out in Section 3 of the RFA
- Applications that do not satisfy these requirements will not be eligible

RFA REQUIREMENTS (SECTION 3)

- Applicants are responsible for ensuring that Application is received and date stamped at the Edmonton office of the BCMB on or before the Initial Application Deadline
- The BCMB will provide notification of the RFA Closing by posting the date and time of the RFA Closing on the BCMB website

RFA REQUIREMENTS (SECTION 3)

- Applications must be in English
- Hand-delivered, mailed or couriered to the official BCMB address
- Submitted in a sealed envelope and consist of a complete paper copy and an identical electronic copy of the Application

RFA REQUIREMENTS (SECTION 3)

- Accompanied by the specified application fee (\$600) in the form of a money order or bank draft
- Criminal Record Check – Individual and Corporate
- Proof Applicant is over 18 years of age
- Point of Return (POR) System
- English Language Proficiency Requirements

BUSINESS PLAN

- Important section of your application

- To include:
 - Location and site plan
 - Building information
 - Goals and Objectives
 - Hours of operation and staffing
 - Financial information
 - Start up plan
 - Other considerations

DOWNLOADS

- Application supplement form (captures Applicants contact information)
- Criteria checklist
- Maps
- POR System Requirements

APPLICATION EVALUATION - MULTIPLE APPLICATIONS

- If multiple applications are received prior to the Initial Application Deadline (November 20, 2017 12:00pm)
- Opened together and reviewed to ensure they meet all requirements in Section 3
- Additional applications held unopened pending the evaluation of applications received on or before November 20, 2017 12:00pm

APPLICATION EVALUATION - MULTIPLE APPLICATIONS

- The Evaluation Team will make a recommendation to the President
- If no Preferred Applicant is selected, the Evaluation Team may open the first application received after November 20, 2017 12:00pm

APPLICATION EVALUATION – ONE APPLICATION

- If only one application is received prior to the Initial Application Deadline (November 20, 2017 12:00pm)
- Reviewed to ensure they meet all requirements in Section 3
- The Evaluation Team will make a recommendation to the President
- If not, the Evaluation Team will review the next application received after November 20, 2017 12:00pm

APPLICATION EVALUATION – NO APPLICATIONS

- If no applications are received as of November 20, 2017 12:00pm the RFA will remain open until the RFA Closing
- The first application received after November 20, 2017 12:00pm, will be scored and evaluated and the process will continue

PRESIDENTS DECISION

- The President shall decide whether or not to select a Preferred Applicant.
- If the President selects a Preferred Applicant the President may:
 - Issue a Conditional Permit Approval to the Preferred Applicant; or
 - Enter into discussions with the Preferred Applicant to clarify any outstanding issues

CONDITIONAL PERMIT APPROVAL (CPA)

- The President will issue a Conditional Permit Approval (CPA) in writing specifying the conditions and the timelines within which those conditions shall be satisfied
- One of the conditions of any CPA will be the provision of security in the amount of \$25,000
- Unless otherwise decided by the President, this security is non-refundable if a depot permit is not issued due to failure of the Preferred Applicant to comply with the other conditions of the CPA.

ONGOING EVALUATION/DELAYS IN COMPLIANCE

- The BCMB will evaluate the Preferred Applicant periodically to ensure compliance with all conditions.
- Delays in performance by the Preferred Applicant may arise due to events beyond the control of the Preferred Applicant.

REJECTION

- The President may give the Preferred Applicant written notice to terminate discussions
- President may then select another Preferred Applicant

ISSUANCE OF PERMIT

- The BCMB is under no obligation to issue a Permit until all of the conditions have been met
- If conditions are not met within time limits and no extension is granted, then the CPA will be withdrawn by the BCMB

SECTION 6

- Outlines important legal information, please read carefully after downloading the application package
- Compliance with Beverage Container Recycling Regulation and BCMB By-laws
- Compliance with other legislation

QUESTIONS??

- Don't forget to submit your Receipt Confirmation Form