

Community Benefit Agreement (CBA) Interrupting Waste Creation Expression of Interest (EOI) Proposal Template

CBA Overview

Thank you for your interest in the Community Benefit Agreement (CBA) to promote [Guelph's Circular Economy](#) and activate the community towards programming aimed to fix, share, repurpose and reuse goods and materials. This Expression of Interest (EOI) is your opportunity to tell us why your community organization is a good fit to deliver the specific services identified for this CBA. This Community Benefit Agreement (CBA) supports the following City of Guelph objective:

- a) Future Guelph Strategic Plan 2024-2027 section 11.2.3. Support community initiatives including share and repair;
- b) 2021 Solid Waste Management Master Plan section 9.3.3.1. Community Sharing and Repair
- c) 2021 Solid Waste Management Master Plan section 9.3.3.2. Support Community Organizations; and
- d) 2021 Solid Waste Management Master Plan section 9.3.3.4 textile Reuse and Recycling.

This CBA is a two-year agreement funded annually at \$62,000. The City is seeking one community partner to deliver the CBA.

The purpose of this CBA is to convene, support and track events and item drives that support circular economy practices through fixing, sharing, repurposing and reusing materials destined for the landfill.

The selected organization will convene and facilitate events including, but not limited to:

- Repair Cafes
- Share/repair/reuse and associated skill-building workshops
- Other events that support circular economy practices through fix, share, repair, and reuse practices.

The selected organization will convene and facilitate item drives for items traditionally troublesome to recycle through existing City programming. This includes, but is not limited to:

- Electronic good repair and/or reuse
- Textile and footwear repair and/or reuse
- Items not eligible within provincial recycling regulations

The outcomes of this CBA are:

- Measured reductions in items/weight to landfill
- Community skill-building and awareness of and interaction with the local circular economy
- Attempts to reach underserved communities and facilitate events at various locations across the city

The selected partner will be responsible for the following core deliverables:

- Convene monthly update meetings that capture ongoing plans, successes, challenges, questions related to expectations outlined in the CBA agreement
- Updated metrics related to events and item drives including, but not limited to number and/or weight of materials repaired/repurposed/reuse/shared through events/workshops
- Attendance at workshops and events
- Produce an annual report that summarizes activities and progress related to expectations outlined in the CBA agreement, including but not limited to outcome and financial reporting

Proposal & Assessment Criteria Overview

This template is a compliment to the [online application](#) for this EOI. In your submission we would ask that you cover the following key areas in describing your proposal to complete the work. We ask that you do so in no more than five pages in length. Please feel free to delete the CBA overview and the details below once your proposal is ready.

The assessment criteria for the EOI are graded in accordance to the importance of this CBA. Each CBA may see a different grading depending on what is specified as priority to the department. All eligible EOIs are scored out of 100 points.

Criteria #1 Collaboration and Partnership Readiness (30 points):
How prepared is your organization to participate in a structured, multi-stakeholder, shared-planning partnership?

Criteria #2 Equity & Access (30 points): Describe your organization's ability to deliver services that are accessible and equitable to the population(s) identified in this EOI.

Criteria #3 Organizational Capacity (15 points): Describe your organization's We assess your organization's ability to deliver the service activities.

Criteria #4 Evaluation Readiness (15 points): What is your organization's capacity to track, measure, and report back on the outcomes of this CBA.

The remaining criteria are considered at a lower point threshold but throughout the provided proposal.

- **Criteria #5 Proposal Quality (5 points):** We assess the quality and strength of your proposed approach to delivering the city-defined service activities.
- **Criteria #6 Governance, Stability & Risk Management (5 points):** We assess whether your organization is positioned for multiyear service delivery.

Overall Tips for a strong CBA EOI

- Focus on past experience and current capacity, not new ideas
- Ensure that your proposal addresses the criteria above
- Provide real examples, not general statements
- Keep your responses tied to the specific service activities in this EOI