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RFP No. Doc5528763189

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SECTION 1 – THE DELIVERABLES

1. Scope of Work

1.1 Objectives

1.1.1. This Request for Proposal (RFP) is an invitation by the City of Toronto (the City)'s Engineering & Construction Services Division (ECS) to prospective suppliers for the procurement and implementation of a cloud-based, commercial off-the-shelf digital soil tracking and management system (the "System") for ECS construction projects undertaken-from 2026 to 2028. The purpose of the new system is to enable the City to achieve consistent and comprehensive real-time compliance with Ontario Regulation (O.Reg.) 406/19 *On-Site and Excess Soil Management*, (the "Regulation"), including any subsequent amendments to the Regulation.

1.1.2. The objectives of this RFP are to:

- (a) Procure a commercial, off-the-shelf cloud-based Software as a Service (SaaS) Solution meeting the City's business, technical, and regulatory compliance requirements.
- (b) Procure configuration and Implementation services from the Supplier for the initial set up of the System.
- (c) Obtain support services from the Supplier including training and technical support.
- (d) The Supplier's Bid must meet the Mandatory Requirements as described in PART 4. In addition, the proposed System set out in the Supplier's Bid will be evaluated based on its ability to meet the Rated Requirements as described in PART 4.

1.2 Overview

1.2.1. The System must meet the requirements of the Regulation and provide real-time, cloud-based access to searchable, time-stamped project data for ECS authorized users, contractors, and consultants. The System provides access to unlimited City internal and

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external users involved in projects. It must track the movement of excavated and imported soil from source to final destination, generate electronic hauling records, store project reports (e.g., excess soil planning reports), and maintain receiver site approval documentation to support a unified record-keeping process. The system must account for each load's quantity, general quality, and final placement, and include real-time detection of rogue loads using time stamps, or other means, to prevent diversions, unauthorized loading, and illegal dumping.

- 1.2.2.** The term of the contract will be an initial three (3)-year term followed by the option to renew for an additional two (2) separate one (1) year term on the same terms and conditions, at the sole discretion of the City.
- 1.2.3.** The successful Supplier shall provide the System for all ECS projects involving excess soil management (approximately 150 projects annually) over term of the contract. The total volume of excess soil generated from these projects is estimated to average approximately 910,000 m³ per year, with some variability from year to year. These projects will be geographically located within the City of Toronto; however, the specific locations and boundaries of the project areas are not defined at the time.
- 1.2.4.** The nature of ECS projects may include infrastructure replacements or upgrades and the installation of new infrastructure such as stormwater and sanitary sewer upgrades, watermain repairs or replacements, local and major roads resurfacing and restructuring, sidewalk and curb replacement, cycling infrastructure upgrades, as well as vertical infrastructure construction (e.g., treatment plants, pumping stations) etc.

1.3 Scope Items

- 1.3.1.** The Supplier shall perform, at a minimum, the following tasks:
 - (a) Host and operate the System in a hosted cloud environment that fully meets the City's expectations and requirements, as further described in *Section 2 Requirements*.

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- (b) Perform project management to deliver the project requirements on time and on budget to the City's total satisfaction. Services include execution and control utilizing the plans, schedules, procedures, and templates prepared and anticipated during project initiation and planning that have been approved by the City of Toronto.
- (c) Prepare and deliver training plan and documentation for the City of Toronto approval; and conduct users training, including and not limited to:
 - (i) System Administrators that ensure administrators have the knowledge and skills required to support other regular users with initial project set-up, troubleshooting issues during operation, and performing necessary system configurations and Regular users that ensures that they can perform account and project setup, operations, and project close-out.
 - (ii) Demonstrates that for the System Administrators, the training scope includes a comprehensive kick-off session focusing on the role's capabilities and responsibilities, and for the general City users, the training includes a kick-off session, and additional refresher sessions (maximum 3 times annually or 9 times in total)
 - (iii) Includes a user guide and visual demonstration (e.g., in video format) on account set-up, operations, project close-out etc.
- (d) Prepare and deliver system acceptance test plan and documentation for the City's approval, in addition to the Supplier's internal factory acceptance testing. The Supplier is to perform acceptance tests and document the results for the City's witness and approval. Execute go-live of the Production Environment following the final system acceptance by the City as part of Go-Live cutover.
- (e) Provide professional and timely customer support of questions and issues that arise from daily operations. Live support by phone or email/message shall be

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available between the hours of 8:00 am to 6:00 pm on weekdays from Monday to Friday (except on Ontario statutory holidays).

- (f) Maintain and operate the System including security, system monitoring and performance, system updates, product sustainment, warranty, etc. The warranty for the product must be at a minimum the industry standard for such a product.

1.4 Definitions and Acronyms

Refer to *Section 2.5 Definitions*, for excess soil related definitions and acronyms.

2. Requirements

- 2.1.1.** The successful Supplier must comply with all applicable regulations, legislation, and industrial standards. This includes but is not limited to the Regulation (as amended) and the Soil Rules.
- 2.1.2.** The Supplier shall provide a System and associated services that meet both the business requirements and Information Technology (IT) technical requirements outlined in Sections 2.2 and 2.3 below. Section 2.7 describes the additional service that the City might request from the Supplier. These sections define the scope of work the Supplier will be expected to perform.
- 2.1.3.** Detailed requirements for proposal content are detailed in *Part 4 – Form B - Technical Proposal and Qualifications* of the RFP.

2.2 Business Requirements

- 2.2.1.** The System must comply with all the regulatory requirements for soil tracking in Section 16 of the Regulation, and the requirements in Subsection 5 of Section B of Part I in the current version of the Soil Rules document.
- 2.2.2.** The System must be a web- and cloud-based solution for digital tracking of excess soil that is accessible via desktop and mobile browsers. No application download required.

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- 2.2.3.** The System must provide end-to-end load tracking by tracking each load of excess soil from the project area to its final destination, including reuse sites, Class 1 and Class 2 soil management sites, local waste transfer facilities, landfills, and dumps.
- 2.2.4.** The System must record key data for each load, including excavation locations, soil quality and quantity, transport details (driver, vehicle, company), departure and arrival times, and receiving site contact and confirmation.
- 2.2.5.** The System must support the creation and maintenance of comprehensive hauling records that integrate all data related to the loading, transportation, and deposit of excess soil into a single, traceable record.
- 2.2.6.** The System must allow users to define and delineate Project Areas, stockpile zones, and segments, with the ability to assign attributes such as soil quality, quantity, and notes.
- 2.2.7.** The System must capture and make available during transport the following details for each load: origin site, date/time of loading, quantity and salt-impact status, transporter and vehicle information, destination site, and contact details for responsible individuals at both origin and destination.
- 2.2.8.** Upon arrival at the receiving site, the System must record the deposit time, receiving party contact information, and a formal declaration acknowledging receipt of the excess soil.
- 2.2.9.** The System must allow for documentation of contingency measures in cases where excess soil cannot be deposited at the intended site, including alternate deposit locations or return-to-origin protocols.
- 2.2.10.** The System must support record creation for loads originating from multiple project areas, ensuring that all required data is captured and verified for each source in a single record.
- 2.2.11.** The System must include procedures to verify the accuracy of tracked data and incorporate safeguards to prevent fraud or misconduct in the management and transportation of excess soil.

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- 2.2.12.** The System should be capable of tracking and reconciling the total number of vehicles and volume of excess soil transported from the project area with the quantities received at the interim sites and destination site, ensuring consistency and traceability.
- 2.2.13.** The System should allow raw data to be downloaded onto local devices and support the generation of reports that can be filtered, adjusted, and exported for data analysis or to respond to inquiries regarding the details of each tracked load of excess soil.
- 2.2.14.** The System must provide a visual dashboard interface tailored to different user roles (e.g., System Administrator, Project Lead, Contract Administrator, Qualified Person, Contractor, Receiver Site, Hauler). System Administrators must be able to configure user permissions such as “read-only,” “edit,” and “approve” access.
- 2.2.15.** The System must support unlimited users, with project-specific, restricted access managed by System Administrators.
- 2.2.16.** The System must allow System Administrators to add, delete, and revoke user accounts at any time. New users must submit access requests for approval, and access must be removed upon project completion.
- 2.2.17.** The System must provide real-time tracking of soil movement, with updates within 15 minutes of loading, transport, and deposit. It must reconcile dispatched and received quantities and provide live access to tracking data for the City and its designates.
- 2.2.18.** The System must be capable of tracking the location of the site at which the excess soil is to be deposited as communicated to the driver of the vehicle.
- 2.2.19.** The System must be capable of tracking the name of the corporation, partnership or firm transporting the excess soil, the name of the driver of the vehicle and the number plates issued for the vehicle under the Highway Traffic Act.
- 2.2.20.** The System must be able to produce reports that present the tracked factual data with respect to the information of each load of excess soil to be tracked.

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- 2.2.21.** The System must alert users to potential diversions, unauthorized dumping, or late/rejected loads using live traffic data and route monitoring. It must include mechanisms to verify data accuracy and prevent fraud.
- 2.2.22.** All records must be stored in a secure cloud-based system with 24/7 access. The System must support scanning and storing legacy paper records, manual data entry during outages, and include backup and recovery protocols.
- 2.2.23.** Data must be retained for a minimum of 7 years, with annual exports to the City and final data destruction certified upon retention expiry.
- 2.2.24.** The Supplier should provide comprehensive training materials in both video (e.g., recorded demo sessions) and written formats for easy reference by City project staff. The City retains full intellectual property rights to any customized training content and reserves the right to record training sessions for internal use.
- 2.2.25.** The Supplier should provide experienced personnel with expertise in applicable regulations, technical systems, and project management to support training, quality control, and daily operations. The Supplier must offer professional customer service with live support available Monday to Friday.

2.3 IT Technical Requirements

- 2.3.1.** The System must be a commercial off-the-shelf product requiring no custom development or customization.
- 2.3.2.** The System should record all user account provisioning activities with an auditable trail and timestamped logs.
- 2.3.3.** The System should support Single Sign-On (SSO) using OAuth 2.0/OIDC or SAML 2, integrated with Azure Entra ID as the Identity Provider for City staff.
- 2.3.4.** The System should enforce role-based access control aligned with the principle of least privilege, including support for access reviews and permission audits.

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- 2.3.5.** The System should enforce the City's user password policy for all accounts.
- 2.3.6.** The System should support Multi-Factor Authentication for privileged accounts.
- 2.3.7.** The System should restrict the use of generic/service accounts, require approval for their use, and ensure traceability.
- 2.3.8.** The System should enforce session timeouts in accordance with the City's Access Management Policy:
- (a) Terminate sessions after 15 minutes of inactivity.
 - (b) Limit session duration to a maximum of 12 hours.
 - (c) The System should ensure third-party access complies with the City's Access Management Policy and contractual obligations.
 - (d) The System should monitor and log all user activities (e.g., logins, file access) and provide real-time anomaly alerts.
 - (e) The System should provide Application Programming Interface (APIs) or modern integration mechanisms compatible with the City's application architecture (e.g., SAP, ESRI, Maximo, Amanda, M365, OpenText).
 - (f) The System should encrypt personal and confidential information in transit and at rest using protocols compliant with FIPS 140-2/140-3, ISO 27001, or NIST SP 800-175B. Encryption must be at least 256-bit, with secure key management.
 - (g) The System should have a formal renewal process for certificates used in encryption, signing, or authentication.
 - (h) All security-related logs should integrate with the City's Splunk Cloud logging platform and be accessible to the City's Managed Security Service Provider (MSSP).

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- (i) The System should conform to WCAG 2.1 Level A and AA, the City's Digital Accessibility Standard, Section 6.3 of the Corporate Accessibility Policy, and AODA regulations. An Accessibility Conformance Report (ACR) using a VPAT template should be submitted.
- (j) The System should support responsive design across devices (mobile, tablet, desktop) and remain compatible with future third-party hardware/software updates.
- (k) The System should provide secure repository storage, support encryption of records at rest, and comply with the City's Records Retention Schedule. Data must be de-personalized before use outside the production environment.
- (l) The System should support data migration from legacy systems and allow export of master data, reports, and records in formats such as PDF, Excel, and CSV.
- (m) The System should provide a target availability of 99.9% and include at least two distinct environments (production and test). A Cloud Architecture Overview should be submitted.

2.3.9. The Supplier should provide:

- (a) A documented business continuity and disaster recovery plan.
- (b) Defined RTO (4–24 hours) and RPO (4 hours) based on Tier 2 criticality.
- (c) Protection against data corruption and recovery mechanisms.
- (d) Compliance with MFIPPA for personal information handling.
- (e) Support for modern browsers (Edge, Chrome) and Windows 11+.
- (f) DKIM support for email using the toronto.ca domain.
- (g) ISO 27001-compliant access control and vulnerability management.

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- (h) Assurance that no personal data will be used or disclosed beyond authorized purposes.

2.3.10. The System should be web-based and compatible with modern browsers (e.g., Microsoft Edge, Google Chrome). The Supplier should provide client requirements (e.g., plugins, domain access) and confirm whether the System can be accessed via a branded City of Toronto URL.

2.3.11. The System should allow configuration of concurrent session limits per user account. The Supplier should describe the concurrent session configuration capabilities.

2.3.12. The System should support OAuth Authorization Code Grant Flow with PKCE for public-facing applications and mobile apps, and account federation between external and internal users.

2.3.13. The System should provide embedded, supported REST JSON APIs (preferably OData-based) for data retrieval, insertion, updates, and logic execution. APIs should be stable across product upgrades. The Supplier should provide API and integration documentation.

2.3.14. If the System sends emails as part of a workflow, it should support branding using City of Toronto standards (e.g., @[service].toronto.ca). The Supplier should describe email integration capabilities.

2.3.15. All software, GUIs, and portals should follow OWASP secure coding standards. The System should automate certificate renewal where feasible, warn designated users of upcoming expirations, and support secure file transfer and encrypted data exchange.

2.3.16. The System should support configurable business rules, adhere to the City's Information Management Standard – Common Data Elements, and offer accessible reporting with export formats including PDF, Excel, and CSV. Reports should support automated scheduling.

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- 2.3.17.** The System should support import/export of records and metadata in machine-readable formats. The Supplier should describe the data storage and backup strategy, including logical data separation and secure retention.
- 2.3.18.** The System should support assigning unique identifiers, documenting disposition authorization, configuring custom disposition triggers, and enabling automatic, verifiable disposal of records. It should maintain an uneditable disposition log accessible to designated users.
- 2.3.19.** The System should provide high availability (equivalent to a minimum 2-node configuration) and regional/data-center redundancy in a SaaS deployment model. While the SaaS provider controls software updates and upgrades, the City should be able to enforce maintenance windows consistent with its business operations.
- 2.3.20.** The System should support configurable logging of all activities with timestamps, audit trail parameters, and exportable audit logs in both machine-readable and human-readable formats. It should track system-generated and user-generated changes to records and metadata.
- 2.3.21.** Where the Supplier is engaged in any third-party data sharing, the Supplier must have established clear contractual agreements in place, conduct thorough vendor risk assessments, and implement robust data protection safeguards to ensure compliance with relevant regulations and industry standards.

2.4 Implementation Requirements

- 2.4.1.** The Supplier must have knowledgeable resources (e.g. technical expertise, project management) to support a variety of project specific requirements (e.g. training, quality control, and technical troubleshooting) of participating City users.
- 2.4.2.** The Supplier shall provide comprehensive support and handholding services to assist the City's team when the software implementation and configuration project commences and during the first six months, recognizing that this period will serve as a crucial learning curve for assessing the system and requirements. The Supplier's support during this period will

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include, but not be limited to the support outlined below for each Construction Project where soil tracking is required:

1. Construction Project Initiation - The City Administrators will initiate contact with the Supplier, on behalf of the project manager of the Construction Project, outlining their Construction Project's description and requirements, including the estimated timeline for the project and volumes of excess soil, engineered aggregate, and other materials that will be generated. The Supplier shall respond to the City Administrator's request within 24 hours.
2. Kick-Off Meeting- The Supplier will set-up a Construction Project Kick-Off Meeting with the City Administrators and the project manager of the Construction Project to clarify the complete Construction Project requirements, including but not limited to ensuring access to all relevant representatives is provided, project details, including confirmation of active months of construction, coordination with the contractor and excess soil reports including Assessment of Past Uses, Sampling and Analysis Plan, Soil Characterization Report and Excess Soil Destination Assessment Report.
3. Training - If training is required for the City users to utilize the System, the Supplier must ensure they provide the required training prior to Construction Project initiation.
4. Implementation Schedule - The Supplier will provide an implementation schedule of the tracking system in relation to the Construction Project.
5. Tracking Implementation- The Supplier will ensure that the System is running as per the requirements and expectations discussed and approved by the City during the Construction Project Initial and Kick-Off Meeting (Steps 1 and 2). If there are any issues, the Supplier must be available to assist, in the field in-person or remotely providing desktop-based technical supports where needed.
6. Tracking Close-Out- The Supplier will ensure all records are stored and retained in the cloud for the required timeframe as per O.Reg.406/19.

2.4.3. The Supplier shall provide data management, including but not limited to the following:

1. Data isolation in a multi-tenant environment.
2. Data remanence throughout the data life cycle; and
3. Security mechanism for handling data at rest and in transit.

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2.4.4. The Supplier shall provide monitoring and regular updates to the City in a timely fashion, as requested, on elements including but not limited to the following:

1. Catastrophes;
2. Change in the owner / lead accounts;
3. Service failures; and
4. Actual time to repair.

2.4.5. The Supplier shall have a well-defined disaster recovery and business continuity program, including processes, policies, and procedures related to preparing for recovery or continuation of services.

2.4.6. The Supplier shall provide the City with professional services, including but not limited to the following:

1. Requirement Analysis;
2. Solution Configuration;
3. Support;
4. Operation QA & QC;
5. Service Desk; and,
6. Others additional services available. The Supplier must provide users support on account setup at no additional costs, ensuring seamless transition and minimal service disruption. The Supplier must provide implementation and training plans to the City team prior to implementation as required.

2.4.7. The final acceptance period will begin and will be completed when:

1. The System is operating, on a repetitive basis, in conformance with the requirements;
2. All documentation required under this scope of work has been delivered to the City; and
3. The training has been completed in accordance with the Implementation Plan and the Training Plan.

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- 2.4.8.** The Final Acceptance Period will end when the System has been approved by the City and a written notice of acceptance has been sent to the Supplier indicating that the City has accepted the proposed solution (“Final Acceptance Notice”).

2.5 Training Requirements

- 2.5.1.** The Supplier will train administrator-level users of the City (as selected by the City in its sole discretion), as well as the regular users who are mostly construction project managers.
- 2.5.2.** The Supplier will conduct such training in a manner that ensures such administrators can demonstrate that they:
1. have the knowledge and skills required to support users,
 2. are able to build templates and workflows, and
 3. have sufficient knowledge that demonstrates their competency in the operation, configuration and troubleshooting of the solution
- 2.5.3.** The Supplier will conduct such training in a manner that demonstrates that for the System Administrators, the training scope includes a comprehensive kick-off session focusing on the role's capabilities and responsibilities, and for the general City users, the training includes a kick-off session, and additional refresher sessions (maximum 3 times annually or 9 times in total).
- 2.5.4.** The Supplier will provide a user guide and visual demonstration (e.g., in video format) on account set-up, operations, project close-out etc.
- 2.5.5.** All training course content and materials are to be reviewed and approved by the City prior to use.
- 2.5.6.** The Supplier will provide the City with its training and other resource materials to assist the City in its use of the solution.

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- 2.5.7.** The City retains intellectual property rights for any customized training and/or customized training materials provided and reserves the right to record sessions for the sole purpose of training additional staff;
- 2.5.8.** Subsequent to the award of the Contract, the City will be required to hold an initial training session for the City. The initial training session will provide an in-depth demo of the program and its capabilities in relation to the City's requirements;
- 2.5.9.** Additional separate training sessions will be required for the City, and specific departments within the City.

2.6 Support and Maintenance Requirements

- 2.6.1.** The Supplier must provide professional and timely customer service on questions and issues that arise from daily operations.
- 2.6.2.** The Supplier will provide professional and timely customer support of questions and issues that arise from daily operations. Live support by phone or email/message shall be available between the hours of 8:00 am to 6:00 pm on weekdays from Monday to Friday (except on Ontario statutory holidays).
- 2.6.3.** Following the delivery of the Final Acceptance Notice, the Supplier will provide support and maintenance services in accordance with this section which will include repair, upgrade, patch, fix, and all other related issues that may arise during the use of the System for the Contract Term.
- 2.6.4.** As part of the services standards, the Supplier will:
 - 1. provide, at a minimum, the following services: a) phone or email access during defined hours of customer support; and b) fast response time and resolution time for critical and high types of incident requests.
 - 2. deliver to the City a document outlining their detailed support model, including a plan for ongoing maintenance prior to the Final Acceptance Notice.

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3. provide maintenance services in such a way that City users are not impacted and there is minimum disruption to the City's ongoing operations.

2.7 Optional Additional Services

- 2.7.1.** The Supplier shall provide additional professional services to the City on an as-needed basis, as requested through a formal work request. Examples of the optional services are additional in-person tailored training sessions to internal staff or external contractors and consultants and integration with the City's project management tracking system.
- 2.7.2.** Upon request, the Supplier shall provide the City with a detailed estimate for completing any additional work. The Supplier must not proceed with any additional work unless it has received prior written approval from the City.
- 2.7.3.** Fees payable by the City for such additional services shall be in accordance with the pricing (in *PART 5 Pricing Form– Optional Additional Services*) submitted by the Supplier in response to this RFP.

SECTION 2 – INFORMATION FOR SUPPLIERS

1. Background

- 1.1.1.** In December 2019, the MECP passed Ontario Regulation 406/19: On-Site and Excess Soil Management (the Regulation), which came fully into effect on January 1, 2023. The Regulation outlines specific responsibilities for Project Leaders undertaking any work that may generate excess soil. This directly impacts all construction projects carried out by the ECS Division at produce excess soil.
- 1.1.2.** One key element of the Regulation is for the Project Leader (i.e. the ECS Division) to implement a tracking system to monitor the movement of each load of excess soil from excavation and transport to final beneficial reuse site or disposal. To meet this requirement, the ECS Division is seeking to procure an integrated digital soil tracking and management system for all ECS construction projects. This System will ensure consistent and comprehensive real-time compliance with the Regulation and must also support the management and secure storage of all hauling records, integrating records related to loading, transport, and deposit of excess soil into a unified record-keeping process.
- 1.1.3.** Soil tracking solutions have been acquired on a project-by-project basis as part of each contractor's scope of work. By transitioning to a centralized digital soil tracking system, the City aims to standardize compliance practices, reduce liability, improve operational efficiency, and achieve financial savings.
- 1.1.4.** The purpose of this RFP is to obtain competitive pricing for a digital soil tracking system that can meet the current and future requirements of the Regulation, as well as professional services required to implement the system.

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2. Social Procurement

2.1 General

2.1.1. The goal of the City of Toronto Social Procurement Program is to drive inclusive economic growth in Toronto by improving access to the City's supply chain for diverse suppliers and leverage employment, apprenticeship and training opportunities for people experiencing economic disadvantage, including those from equity-deserving communities. The City of Toronto expects its Suppliers to embrace and support the City of Toronto Social Procurement Program and its respective goals. Social procurement creates social value for the City in addition to the delivery of efficient goods, services, and works. The City of Toronto Social Procurement Program consists of two components: Supplier Diversity and Workforce Development.

2.1.2. For more information on the City of Toronto Social Procurement Program, visit: <http://www.toronto.ca/purchasing/socialprocurement>.

2.2 Supplier Diversity

2.2.1. The goal of supplier diversity is to increase the diversity of the City's supply chain by providing diverse suppliers with equitable access to competitive procurement processes.

2.2.2. In accordance with Section 1.3.2 of the City of Toronto Social Procurement Policy, points will be assigned to suppliers that submit information as part of their Bid that will improve supplier diversity in the City's supply chain. See subsection 2 in Form B of Part 4 for more information.

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Definitions

In addition to the definitions set out in Part 1 - Section 3.14 the following definitions shall apply throughout Part 3 (REQUIREMENTS FOR DELIVERABLES), Part 4 (SUBMISSION FORMS) AND Part 5 (PRICING FORM) of this RFP, unless inconsistent with the subject matter or context.

"Diverse Supplier" means any business or enterprise that is certified by a Supplier Certification Organization to be:

- More than 51% (majority) owned, managed and controlled by persons belonging to an equity-deserving community, or
- A social purpose enterprise whose primary purpose is to create social, environmental or cultural value and impact, and where more than 51% of the persons who are fulltime equivalent employees or are participating in, or have completed, transitional employment training, experience economic disadvantage.

"Equity-deserving Community" means a group that experiences discrimination or barriers to equal opportunity, including persons of low-income, vulnerable youth (age 18-29), women, Indigenous People, persons with disabilities, recent newcomers, 2SLGBTQ2 people, racialized people, and other groups the City identifies as historically underrepresented.

"Excess Soil" means soil, crushed rock or soil mixed with rock or crushed rock, that has been excavated as part of a project and removed from the Project Area for the project.

"Excess Soil Quality Standards (ESQS)" means the latest version of Part II of the document entitled "Rules for Soil Management and Excess Soil Quality Standards" published by the Ministry of the Environment, Conservation and Parks.

"Hauling Records" refer to the records that must be maintained by a person who is operating a vehicle for the purpose of transporting excess soil. Details on the information to be included within the hauling records is specified within Section 18 of O.Reg. 406/19.

"MECP" refers to the Ontario Ministry of the Environment, Conservation and Parks.

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“Project Area” means in respect of a project, a single property or adjoining properties on which the project is carried out.

“Project Leader” means, in respect of a project, the person or persons who are ultimately responsible for making decisions relating to the planning and implementation of the project. For this procurement, the "Project Leader" is the City of Toronto, Engineering & Construction Services (ECS) Division.

“Qualified Person (QP)” is defined in Ontario Regulation 153/04 Records of Site Condition.

“Receiver Site” means a reuse site, a Class 1 soil management site, a Class 2 soil management site, a local waste transfer facility, a landfill site or dump.

“Soil Rules” means the latest version of Part I within the document entitled *“Rules for Soil Management and Excess Soil Quality Standards”* published by the Ministry of the Environment, Conservation and Parks.

"Supplier Certification Organization" is a non-profit organization recognized by the City of Toronto that certifies businesses and enterprises as Diverse Suppliers by assessing them using established, consistent criteria. Recognized Supplier Certification Organizations include:

- Canadian Aboriginal and Minority Supplier Council (CAMSC)
- Canadian Council for Aboriginal Business (CCAB)
- Canadian Gay and Lesbian Chamber of Commerce (CGLCC)
- Inclusive Workplace and Supply Council of Canada (IWSCC)
- Women Business Enterprise (WBE) Canada

“The Regulation” refers to Ontario Regulation 406/19 "On-Site and Excess Soil Management".

"Workforce Development" means a relatively wide range of activities, policies and programs to create, sustain and retain a viable workforce that can support current and future business and industry. It is an approach that integrates career exploration, industry-driven education and training, employment, and career advancement strategies, facilitated by the collaboration between employers, training and education institutions, government, and communities.