



Proposal/File # 2023-06

Request for Proposal  
Technical Consultant: Ethics

Date Issued:	06/12/2023
Expression of Interest:	06/19/2023
Due Date:	06/23/2023

## BACKGROUND

WOOD ENERGY TECHNOLOGY TRANSFER INC. (WETT Inc.) is a Canadian not-for-profit corporation established by letters patent dated the 15th of December 1992.

The objectives of the organization are:

1. To develop, maintain, promote and deliver professional training courses within the framework of the Wood Energy Technical Training Program (WETT) for practitioners of trades related to the sale, installation, maintenance and inspection of systems using wood and other biomass fuels.
2. To maintain a registry containing the names of holders of valid WETT certificates and those who are students under the program.
3. To foster and promote among certificate holders the highest level of professional conduct in the delivery of services to the public.
4. To encourage and promote the safe and efficient use of wood energy through the distribution of public information materials and through collaboration with government agencies and related industries.
5. To foster and promote research and education in the utilization of wood as a source of energy.
6. To promote the interests and activities of the members of the organization in a reasonable and legal manner.
7. To provide a forum for the discussion of issues of importance or interest to the members and to share information and opinions for the mutual benefit of the members.
8. To carry on such other activities as may, from time to time, be ordered by the Board of Directors of the organization and which are consistent with these objects.

## PURPOSE

This Request for Proposal (RFP) solicits proposals from qualified individuals in providing consultation services that support WETT Inc. with its member dispute process and subsequent communication with complainants and members.

## SCOPE OF WORK TO BE PROVIDED

The following list briefly outlines the scope of work to be provided:

- Serve as a File Coordinator for ethics complaints as outlined in the complaints process;
- Provide technical references in response to members and complainants;
- Attend committee conference calls;
- Provide detailed record of work and invoicing in a timely manner;
- **Estimated** workload: 150 hours per year.

## APPLICANT SKILLSET REQUIRED

The following list briefly outlines the skills required to fulfill the needs of the position:

- Possess strong knowledge of WETT's current training program, materials and all relevant codes;
- WETT certified with a minimum of 10 years experience in either installation, maintenance or inspection of wood burning appliances;
- Master or Advanced WETT certification status as a technician, comprehensive inspector and/or chimney sweep;
- Organized and proficient at collecting and synthesizing technical information to aid decision making;
- Strong verbal and written communication skills;
- Strong diplomacy skills, tact, ability to maintain confidentiality;
- Have a sufficiently flexible schedule to allow for work to be completed on a timely basis, meeting strict timelines, as defined by WETT;
- Have access, at his/her own expense, to a computer, high speed internet and telephone;
- Possess strong computer skills.

## SUBMISSION SPECIFICATIONS

All applications to this proposal must include:

- A brief biography outlining relevant experience and objectives,
- A current CV,
- Two professional references.

A letter expressing interest is due by **June 19, 2023**. All replies are due by **June 23, 2023** and must be submitted by email to [manager@wettinc.ca](mailto:manager@wettinc.ca) and [info@wettinc.ca](mailto:info@wettinc.ca).

***WETT reserves the right to withdraw and or modify this proposal.***

## CONFIDENTIALITY

WETT respects the privacy of all persons responding to this tender. All submissions will be shared with the WETT Inc. Board of Directors for review purposes. In the event that a Board member is in conflict of interest, the contents of the proposal response will not be shared with said individual.

The content of your submission will be limited to Board circulation only.

Note: A sample contractor agreement has been included. See Appendix A.

## FURTHER INFORMATION

Questions/comments are to be directed to Peter Traversa, Executive Director, at 1-888-358-9388 or [manager@wettinc.ca](mailto:manager@wettinc.ca).



The National Registrar of the Wood Energy Technical Training Program

Appendix A — Sample Contractor Agreement

CONTRACTOR AGREEMENT

Technical Consultant: Ethics

The agreement made as of XX

BETWEEN

Wood Energy Technology Transfer Inc. (WETT) 1-189 Queen Street East, Toronto, ON M5A 1S2  
(Hereinafter referred to as WETT)

and XX

(Hereinafter referred to as Contractor)

SERVICES TO BE PROVIDED

“CONTRACTOR,” as a qualified WETT-certified member, has been retained by WETT to service as a Technical Consultant: Ethics. The scope of work includes:

- Serve as a File Coordinator for ethics complaints as outlined in the complaints process;
- Provide technical references in response to members and complainants;
- Attend committee conference calls;
- Provide detailed record of work and invoicing in a timely manner;

“CONTRACTOR” will not subcontract any portion of the work to be completed without prior approval by WETT. WETT reserves the right to reject any sub-contractors.

“CONTRACTOR” agrees that all duties performed under this agreement will be performed in strict compliance with all applicable laws, rules and regulations and the code of ethics, established by WETT from time to time, to obtain all licences, registrations and other approvals required by law in connection with the services to be rendered in accordance with this agreement, and be responsible for payment of all applicable taxes, duties and levies imposed by federal, provincial and other governmental authorities.

## OWNERSHIP OF MATERIALS

“CONTRACTOR” agrees that all materials developed in conjunction with the scope of work in this agreement will become the sole property of WETT. All written and electronic materials, all rights to use the name, trademarks, trademark registrations, trade names and registered user and other trademark rights, copyrights, copyright registrations and applications therefore, and all renewals, modifications and extensions of the foregoing currently connected/ associated with WETT, will remain the sole property of WETT.

## AUTHORITY

“CONTRACTOR” will ensure that all materials used in conjunction with the development materials (including pictures, graphics, reference materials) are transferable to WETT and proper authority for use and transfer, if obtained.

## CONFIDENTIALITY

“CONTRACTOR” agrees that she or he:

- Shall maintain confidential and secure all materials and information that are the property of WETT, or are provided to “CONTRACTOR” by WETT and are in the possession or under the control of “CONTRACTOR,”
- Shall not directly or indirectly disclose or use any material or information belonging to WETT without first obtaining written consent from WETT, and
- Shall return such materials or information to WETT upon request without retaining any copies.

## TERM

The contract will commence on April 1, 2020 and shall expire on April 1, 2021 and can be renewed for an additional 12-month term on the approval of both parties.

## TERMINATION

Either party with five days notice may initiate termination. In the event of termination of this agreement by either party for any reason, WETT agrees to pay any fees and expenses due to “CONTRACTOR” up to the date of termination . “CONTRACTOR” agrees to return all materials owned or provided by WETT.

## FEES

“CONTRACTOR” will be compensated as follows:

- Hourly rate of \$75.
- Attendance at in-person meetings will be charged at the prevailing instructor rate. Direct travel expense reimbursement will be at the prevailing instructor compensation policy. Compensation for travel time will not apply.

Additional expenses require pre-approval by the Executive Director.

Invoices are to be submitted to WETT monthly. Invoices are to include detailed time dockets. Pre-approved disbursements will be reimbursed at cost. All disbursements must include receipts that clearly display taxes paid.

WETT will provide for exclusive use by the contractor in performing duties under this contract the following publications in PDF format:

- Current National Building Code
- Current Ontario Building code
- Relevant ULC, CSA and ASTM standards as approved by the WETT Education Committee. To include as required:
  - Updated standards listed in B365-17 [section 4.1 a) to k)]
  - ULC/ORD C1482-M1900
  - ASTM E1509

#### STANDARD OF PERFORMANCE

“CONTRACTOR” shall use her/his best reasonable efforts to perform her/his consulting services in an efficient, trustworthy and professional manner. Consultant shall perform his/her consulting services to the sole satisfaction of, and in conjunction and cooperation with, WETT. In the event that either party cannot fulfill its obligations under this contract in the agreed upon timeframe, all parties are required to notify each other if even an excusable delay occurs.

#### RELATIONSHIP TO WETT

It is expressly agreed that “CONTRACTOR” is not an employee of WETT for any purpose whatsoever, but is an independent contractor. “CONTRACTOR” does not have, nor shall hold him/herself out as having any right, power or authority to create any contract or obligation, either express or implied, on behalf of, in the name of, or binding upon WETT, or to pledge WETT's credit, or to extend credit in WETT's name.

#### CONFLICT OF INTEREST

“CONTRACTOR” agrees that she or he will report any conflict or perceived conflict of interest to WETT.

#### INSURANCE

WETT warrants that “CONTRACTOR,” as a WETT-certified professional and committee member, is covered under WETT's professional liability insurance policy.

#### AMENDMENTS

The agreement may be amended by mutual agreement of the parties evidenced in writing, which writing may consist of an exchange of correspondence between the parties.

#### ACCEPTANCE OF TERMS AND CONDITIONS

Signatures by both parties will signify acceptance of the terms and conditions outlined in the letter of engagement.

Signatures by both parties will signify acceptance of the terms and conditions above.

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Peter Traversa  
Executive Director, WETT

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(NAME)  
(Title)

Date \_\_\_\_\_

Date: \_\_\_\_\_