

Toronto Theatre REOI Summary Statement, Fairness Monitor

To: Tina Mann
Senior Corporate Buyer
Purchasing and Materials Management

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This Summary Statement presents our findings for the City of Toronto, Request for Expressions of Interest (REOI) for the Civic Theatres Project. In our capacity as Fairness Monitor we reviewed the communications, evaluations, and decision-making associated with the REOI process with a view to ensuring fairness, objectivity, transparency, and adequate documentation.

Our opinion was based on our first hand observations of the procurement process, its documentation and information provided by the procurement project team. Considerations included the following aspects:

- Wording of the REOI document;
- Communications and information to potential Respondents;
- Adequate notification of changes in requirements;
- Confidentiality and security of responses and evaluations;
- Qualifications of the evaluation team;
- Conflict of Interest;
- Objectivity and diligence respecting the evaluations;
- Proper use of assessment tools;
- Compliance with the process;
- Consideration for subsequent competitions;
- Debriefing and documentation.

This opinion was prepared for the specific purposes of the City of Toronto. JD Campbell & Associates, or the individual author of this report, bear no liability whatsoever for opinions that unauthorized persons may infer from this report.

As Fairness Monitor, we can attest to the fact that appropriate procurement practice was used throughout. Care was taken in managing the risks involved in providing an open, fair and competitive process.



John Campbell
Managing Partner