



GL6.22 Attachment 3

June 11, 2019

City of Toronto
 Purchasing & Materials Management Division
 Toronto City Hall
 18th Floor, West Tower
 100 Queen Street West
 Toronto ON M5H 2N2

Attention: Elena Caruso, Manager, Goods and Services

Re: Request for Proposal No. 9119-19-7055 -- Property Management Services for Canoe Landing

Dear Ms. Elena Caruso:

HKA Global (Canada) Inc. was engaged by the City of Toronto as Fairness Monitor to provide independent oversight and advice throughout the captioned procurement process.

The following chart provides a summary of HKA's involvement and findings:

Stage	Task	Fair (Yes/ No)
1	Review the Request for Proposals (RFP) documentation	Yes
2	Ensure that the procurement process, communication with the City and basis for selection were clearly stated in the RFP	Yes
3	Review draft Q&A responses and confirm publication	Yes
4	Review draft addenda and confirm publication	Yes
5	Ensure that Proponents were notified of Proponents' meetings and site visits with adequate notice	Yes
6	Attend Proponents' meetings and site visits to confirm proper conduct (Prospective Proponents declined non-mandatory meeting)	Not Applicable
7	Review the evaluation criteria	Yes
8	Ensure that Selection Committee members (evaluators) were briefed on best practices	Yes
9	Review the evaluation workbook to ensure consistency with the evaluation criteria contained in the RFP and participate in evaluator briefing on use of the workbook.	Yes
10	Obtain confirmation that mandatory requirements check was performed	Yes
11	Attend Selection Committee consensus evaluation sessions	Yes
12	Monitor and report of any deviations from the process established in the RFP, conflicts of interest or the exercise of undue influence over the process	Yes

ATTACHMENT NO. 3 - FAIRNESS MONITOR ATTESTATION REPORT

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Stage	Task	Fair (Yes/ No)
13	Attend debriefings	Pending

In summary, the procurement was fair, open and transparent and complied with the City's procurement policies.



DON SOLOMON
CONSULTANT

D 905.891.2555 X 2235
M 416.434.3641
E donsolomon@hka.com

1599 Hurontario Street
Suite 202 Mississauga ON L5G 4S1 Canada

www.hka.com



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