

December 23rd, 2020

Mr. Ansel Salim
Senior Corporate Buyer
City of Toronto
100 Queen Street West
Toronto, Ontario M5H 2N2

Subject: Fairness Attestation – Swiss Challenge Negotiated Request for Proposals (SC-nRFP) for the Provision of a Digital Government Platform

Dear Mr. Salim:

P1 Consulting has been engaged by the City of Toronto to act as the Fairness Monitor to review and monitor the communications, evaluations and decision-making processes associated with the competitive process for the **Provision of a Digital Government Platform Swiss Challenge Negotiated Request for Proposals** in order to ensure that it is conducted in a fair and transparent manner.

The City of Toronto undertook a Swiss Challenge process, where following the receipt of an unsolicited proposal, the City publicly invited potential proponents to submit counter proposals. In our role as Fairness Monitor, P1 Consulting made certain that the following steps were taken to ensure a fair and transparent process:

- Clarity of the procurement documentation and process;
- Compliance of participants with strict requirements of conflict of interest and confidentiality during the procurement and evaluation processes;
- Adherence to the procurement documents and approved evaluation process;
- Objectivity and diligence during the procurement and evaluation process in order to ensure that it was conducted in a fair and transparent manner; and
- Oversight to provide a process where all Suppliers were treated fairly.

P1 Consulting as Fairness Monitor actively participated in the following to ensure that fairness was maintained throughout:

- Review of the draft and final procurement documents and Addenda;
- Monitored communication with unsolicited proposal Supplier
- Attendance during pre-bid Supplier meeting;
- Review of evaluation process, evaluation guideline documents and submission receipt process;
- Identify and assess the impact(s) of any issues with respect to the fairness, openness and transparency of the activities and process(es) undertaken;
- Observe the evaluation consensus meetings; and
- Attendance during the debrief meeting with unsuccessful Supplier.

As the Fairness Monitor for the **Provision of a Digital Government Platform Swiss Challenge Negotiated Request for Proposals**, we certify that the principles of fairness, transparency and consistency have, in our opinion, been maintained. Furthermore, at the time of this letter being issues, no issues emerged during the process, of which we were aware, that would impair the fairness of this initiative.

Yours truly,



Amanda Steski
Fairness Monitor



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