



25 November 2011

**City of Toronto, Request for Proposals No. 2105-11-3007 for:
The Toronto Radio Infrastructure Project (TRIP) and/or Commercial Off the Shelf Fire
Station Alerting System (COTS-FSA)**

PPI Consulting Limited (“PPI”) was engaged by the City of Toronto (the “City”) as Fairness Commissioner to provide independent oversight throughout its procurement process to select a supplier(s) for **The Toronto Radio Infrastructure Project (TRIP) and/or Commercial Off the Shelf Fire Station Alerting System (COTS-FSA) for the Emergency Medical Services, Toronto Police Services, and Toronto Fire Services (RFP # 2105-11-3007).** PPI participated in the validation of the procurement process, all mandatory submission requirements, and provided oversight during the evaluation of Proposals.

The following chart summarizes our involvement and findings:

| Stage | Task | Fair (Yes/ No) |
|-------|---|----------------|
| 1 | Review of the Request for Proposal (RFP) documentation | Yes |
| 2 | Review draft Q&A responses | Yes |
| 3 | Review draft addenda before being published | Yes |
| 4 | Site Visits: Oversee visits to equipment locations within Toronto with Proponents | Yes |
| 5 | Commercially Confidential Meeting: Oversee meeting with Proponents | Yes |
| 6 | Evaluator orientation: Confirm conflict of interest forms have been completed by all evaluators | Yes |
| 7 | Validate mandatory submission requirements of Bidders proposals | Yes |
| 8 | Attend Selection Committee Completeness of Proposal mandatory requirements evaluation sessions | Yes |
| 9 | Attend Selection Committee rated requirements evaluation sessions | Yes |
| 10 | Review financial summaries and evaluation of pricing | Yes |
| 11 | Review final evaluation results | Yes |

Observations and Findings

The RFP process was preceded by a Request for Expressions of Interest Process, during which five companies participated. The feedback from this process was used during the development of the RFP.

The City led the RFP process which included involvement from Purchasing and Materials Management Division (PMMD), Toronto Emergency Medical Services, Toronto Police Service, and Toronto Fire Services. Due to the size of the project, a dedicated project manager was engaged by Toronto Fire Services to lead the development of the RFP documentation, addenda, and coordination of the evaluation. The project manager worked closely with PMMD and PPI, as Fairness Commissioner, throughout the process. Subject matter experts (SMEs) were also involved as necessary to support the evaluation of either compliance with mandatory requirements, the rated requirements, or the cost proposals.

TRIP and COTS-FSA were to be evaluated and awarded separately.

Site visits were scheduled and set out within the RFP for Proponents to visit sites where they could view equipment that would be procured or replaced by this RFP. In addition, commercially confidential meetings were set up with proponents allowing discussions to take place between the City and proponents in an open forum where commercially sensitive material would remain so and non-commercially sensitive information would be provided to all proponents.

For **TRIP**, two compliant proposals were received. The entire evaluation team declared no conflicts of interest with the companies. The evaluation process and criteria described in the procurement documents were applied consistently and equitably.

There were three stages of the evaluation – Stage 1 – Mandatory Documentation and Technical Requirements, Stage 2 – Rated Technical Requirements, and Stage 3 - Cost Evaluation. The evaluation team consisted of six evaluators from the Emergency Medical Services, Toronto Police Services, and Toronto Fire Services bringing a level of expertise required to evaluate the proposals. The evaluation team determined that both Bidders met these requirements and moved onto the evaluation of the rated requirements phase. The two compliant Bidders met the minimum threshold, 70%, required to move onto the next phase of the evaluation and had their pricing proposal opened and evaluated.

For **COTS-FSA**, one compliant proposal was received. The entire evaluation team declared no conflicts of interest with the Bidders. The evaluation process and criteria described in the procurement documents were applied consistently and equitably.

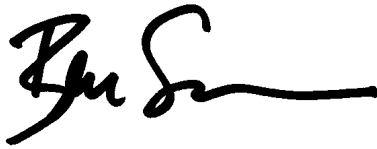
There were three stages of the evaluation – Stage 1 – Mandatory Documentation and Technical Requirements, Stage 2 – Rated Technical Requirements, and Stage 3 - Cost Evaluation. The evaluation team consisted of three evaluators from Toronto Fire Services who bring a level of expertise required to evaluate the proposal. The compliant Bidders met the minimum threshold,

70%, required to move onto the next phase of the evaluation and had their pricing proposal opened and evaluated.

The successful proposals for TRIP and COTS-FSA were selected based on meeting the mandatory requirements, meeting the minimum threshold for the rated requirements, and having the highest scores stemming from the rated and cost evaluations.

Conclusion

As the Fairness Commissioner for RFP # 2105-11-3007 - The Toronto Radio Infrastructure Project (TRIP) and/or Commercial Off the Shelf Fire Station Alerting System (COTS-FSA) for the Emergency Medical Services, Toronto Police Services, and Toronto Fire Services (RFP # 2105-11-3007), PPI certifies that the principles of openness, fairness, consistency and transparency have been, in our opinion, properly established and maintained throughout all the stages of the procurement process. Furthermore, we were not made aware of any issues that emerged during the process that would impair the fairness of this initiative.



Ben Sorensen
Fairness Commissioner
for PPI Consulting Limited