January 30th, 2012

Ms. Elena Caruso
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City of Toronto
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100 Queen Street West
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Subject: Fairness Attestation Report - On Site Fleet Parts and Inventory Program Request for Proposals (RFP) 6101-11-3241

Elena:

P1 Consulting was engaged as the Fairness Monitor Consultant to review and monitor the processes of communication, evaluation and decision-making associated with the procurement process for the On Site Fleet Parts and Inventory Program Request for Proposals (RFP) by the City of Toronto. Our role related to ensuring openness, fairness, consistency and transparency of the procurement process.

P1 Consulting hereby presents its procurement fairness attestation to the City of Toronto, describing how the procurement process has complied with openness, fairness and transparency requirements. The following chart summarizes our involvement and findings:

Stage	Task	Fair (Yes / No)
1.	Reviewed draft Request for Proposals (RFP) documentation to identify potential inconsistencies or lack of clarity in the RFP and provided feedback to the City who incorporated it into the document • Ensured that the evaluation criteria and process were included in the RFP • Assessed the clarity of the evaluation criteria and process to confirm that Proponents understood what was required from them in order to meet the criteria	Yes
2.	Ensured that: • The time and place of the closing were clearly identified in the RFP • The mandatory requirements were adhered to for the bid submissions	Yes
3.	Ensured that the RFP was publicly posted and that the proposal period allowed sufficient preparation time for Proponents	Yes
4.	Reviewed communications with Proponents, including questions and responses, prior to them being issued as addenda	Yes
5.	Reviewed and approved addenda	Yes
6.	Attended all Site Visits with Proponents	Yes
7.	Reviewed evaluation framework and guidance material	Yes
8.	Reviewed the evaluation process including evaluation scoring criteria, and scoring formulas (financial) from a fairness perspective and for clarity and consistency	Yes
9.	Reviewed and addressed any concerns related to fairness brought forward by Proponents	Yes
10.	Confirmed confidentiality commitments, avoidance of conflict of interest and code of conduct were signed by all evaluators	Yes
11.	Confirmed that all relevant evaluation criteria and weightings were properly disclosed to Proponents	Yes
12.	Ensured that the submissions that were evaluated were received on or before the closing time indicated in the RFP by attending and monitoring the submission closing	Yes

Stage	Task	Fair (Yes / No)
13.	Attended Evaluation sessions and monitored that all Proponents were treated fairly and consistently during the evaluation process	Yes
14.	Ensured that the evaluation criteria were applied consistently, fairly and in accordance with the RFP/Evaluation guideline	Yes
15.	Review and validate evaluation results	Yes
16.	Attend debriefing sessions related to RFP as required	Pending
17.	Provide a final report of the conclusion of the fairness, openness and transparency of the procurement process	Pending

Observations and Findings

To date, the City of Toronto prepared complete documentation related to the On Site Fleet Parts and Inventory Program RFP. They responded positively to all fairness comments and questions and there were no unresolved issues during the procurement. The procurement specialist supporting this initiative from the City of Toronto's Purchasing department performed their responsibilities well and contributed to the success of this procurement process.

The evaluation process and criteria described in the RFP were applied consistently and equitably. In the final evaluation discussions the evaluators demonstrated that they had been diligent in their responsibilities, that they were able to support their individual evaluation assessments, they did not appear to have any bias for or against any Proponent.

Conclusion

As the Fairness Monitor Consultant for the On Site Fleet Parts and Inventory Program RFP, issued by the City of Toronto, we certify that the principles of openness, fairness, consistency and transparency have been, in our opinion, properly established and maintained throughout the procurement process.

P1 Consulting Inc.



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Louise Panneton
Lead Fairness Monitor Consultant

P1 Consulting Inc.



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Jill Newsome
Fairness Monitor Consultant