

June 1st, 2018



Michael Pacholok
Chief Purchasing Officer
Purchasing and Materials Management Division
City Hall, 18th Floor, West Tower
100 Queen Street West
Toronto, Ontario M5H 2N2

Dear Mr. Pacholok:

Re: Final Attest Report - RFP No. 9144-18-0058 – Weigh Scale Solution for Transfer Station Efficiencies project for the City of Toronto

Knowles Consultancy Services Inc. was retained to act as Fairness Monitor for the captioned procurement. Our responsibilities included but were not limited to the following:

- Review of drafts of the RFP to identify inconsistencies and lack of clarity
- Review of the evaluation criteria with respect to clarity and consistency
- Oversight of communications during the RFP open period, including addenda
- Ensuring that selection committee members (evaluators) were briefed on best practices with respect to principles and duties of fairness; confidentiality of vendor submissions; conflict of interest; undue influence; scoring procedures; and, the retention of documents.
- Attendance at selection committee consensus evaluation sessions
- Monitoring and reporting of any deviations from the process established in the RFP, conflicts of interest or the exercise of undue influence over the process
- Assessment of the procurement evaluation process

The RFP was issued on February 6th, 2018. Seven (7) addenda were issued prior to closing.

The RFP stated clearly the mandatory process and technical requirements as well as the evaluation criteria and points allocation, including minimum scores in several categories. It designated a single point of contact and explained the process for communication during the open period. It stated the closing time and established the following steps in the evaluation process:

1. Review of each proposal by procurement staff to determine whether it met the mandatory process and technical requirements set out in the RFP.
2. Evaluation of the proposals against scored evaluation criteria set out in the RFP, except price.

3. Evaluation of price.

The RFP closed on April 4th, 2018. Two (2) proposals were received before the closing time. One of the submissions was found to be substantially non-compliant and not further considered. The other submission moved onto the technical review stage.

As Fairness Monitor, we can attest to the following:

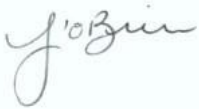
- The City of Toronto Solid Waste Management Services Division business team developed a detailed selection criterion that objectively reflected the legitimate needs of the City and to produce an RFP that was clear and consistent.
- Time and consideration to ensure that the response market had sufficient time to respond to this RFP was consciously taken and incorporated into the overall timeline.
- Diligent effort was taken to effectively manage potential incumbent advantage or disadvantages in this process and all Proponents were treated consistently during the evaluation process.
- Communications during the RFP open period and after closing were conducted through a single point of contact and in accordance with the RFP.
- Clarifications after the RFP closing were conducted through a single point of contact, and on this point, only one clarification was issued.
- Selection committee members brought a broad range of knowledge and experience to their work and were qualified to evaluate the proposal.
- The selection committee were briefed on best practices with respect to principles and duties of fairness; confidentiality of vendor submissions; conflict of interest; undue influence; scoring procedures; and, the retention of documents. The City's Purchasing and Materials Management staff provided an evaluation process workbook to each evaluator to guide their conduct during the evaluation, which was easy to follow and supported the evaluation process and records management requirements of the City.
- The evaluators performed their work diligently and made appropriate reference to procurement, the legal advisor and the Fairness Monitor.
- The scored evaluation was performed in a two-step process: first, each evaluator, working alone, reviewed and scored each proposal in its entirety; second, the evaluators met as a group to discuss their findings and arrive at a consensus score for each criterion and all formed consensus comments together largely relying on their initial comments and team discussion comments. Evaluators viewed the proposal objectively and adhered to the criteria established in the RFP as well as the detailed scoring guide developed for the purpose.
- Discussion during consensus scoring sessions was fulsome and a free exchange of views took place.
- No evaluator or other individual exerted undue influence over the process.
- The procurement and evaluation processes were conducted in accordance with the information published to the proponents in the RFP.

We are not aware of the existence of any conflict of interest or breach of confidentiality.

At the time this report was drafted debriefs had not been provided but we understand that they will be offered following acceptance of the recommended award.

In conclusion, we can attest that, RFP, and Evaluation Framework established by the RFP, that the evaluation process was conducted in a procedurally fair, open and transparent manner and we certify that the final recommendation of the selection committee was generated through a well-documented evaluation process that we witnessed and have no reasons nor objections to the result produced.

Yours truly,
Knowles Consultancy Services Inc.

A handwritten signature in cursive script, appearing to read 'J. Robin', is written in blue ink.

Senior Fairness Consultant

cc. Andrea Robinson, Fairness Consultant, Knowles Canada
Bill Mocsan, Vice President, Knowles Canada