

Appendix A – Selection Committee Team Members and Expertise

For the purposes of the Negotiated Request for Proposal (nRFP), committee members were assigned to evaluate specific sections according to their expertise.

In order to accelerate the evaluation, there were four (4) separate teams to evaluate the proposals:

- Executive Committee,
- Overall Solution Committee,
- Functional & Non-Functional Requirements Committee, and,
- Technical Requirements Committee

The Fairness Monitor was consulted on the appropriate size and composition of each evaluation committee and attended all demonstrations, presentations and group consensus scorings.

The table below details the role and members of each team:

nRFP Document & Process Review Team	
Overview	The Document & Process Review Team reviewed all procurement documents and processes to ensure fairness and adherence to City purchasing policies.
Members	<ul style="list-style-type: none"> • Director & Business Project Lead, Toronto Elections • Project Manager, Toronto Elections • Project Manager, Toronto Elections • Senior Privacy Specialist, Chief Information Security Office (CISO) • Senior Policy Analyst IT, CISO • Senior Technical Support Specialist 1, Technology Services Division (TSD) • Solicitor, Legal Services • Manager, Category Management and Strategic Sourcing, Purchasing and Materials Management Division (PMMD) • Enterprise IT Contract Coordinator, Finance and Contract Management, TSD • Senior Corporate Buyer, PMMD • Fairness Monitor, BDO • Principal Scientist, Galois, and Free & Fair • Digital Security Consultant, Citizens for Better Elections • OCAD University • Consultant, Ernst & Young • Consultant, Ernst & Young

Executive Committee	
Overview	The Executive Selection Committee reviewed and scored the top two Suppliers' presentations, which detailed Supplier's understanding of the City's high-level objectives and requirements, their profile (staff, market share, financial viability, etc.), and their experience, qualifications and references.
Members	<ul style="list-style-type: none"> • City Clerk • Deputy City Clerk, Toronto Elections • Chief Technology Officer, Technology Services Division • Chief Information Security Officer (CISO), Office of the CISO • General Manager, Transportation Services
Overall Solution Committee	
Overview	The Overall Solution Committee reviewed and scored how each Supplier's proposal addressed the Executive Summary, Organizational Capabilities, Proposed Staff and Resources and Solutions Work Plan requirements identified in the nRFP.
Members	<ul style="list-style-type: none"> • Deputy City Clerk, Toronto Elections • Director, Toronto Elections • Director, Toronto Elections
Functional and Non-Functional Requirements Committee	
Overview	<p>The Functional and-Non Functional Requirements Committee reviewed and scored the sections of each Supplier's proposal that addressed the requirements of the vote counting equipment, including any deliverables and services identified in the nRFP.</p> <p>The Committee also assessed how each Supplier's proposal addressed requirements under the Accessibility for Ontarians with Disabilities Act, 2005 and the graphical user interface (following Web Content Accessibility Guidelines 2.0 Level AA).</p>
Members	<ul style="list-style-type: none"> • Director, Toronto Elections • Director, Toronto Elections • Manager, Toronto Elections • Manager, Toronto Elections • Acting Manager, Strategic Integration & Excellence
Subject Matter Experts (did not evaluate)	<ul style="list-style-type: none"> • Principal Scientist, Galois and Free & Fair • Digital Security Consultant, Citizens for Better Elections • Inclusive Design Research Centre, OCAD University

Technical Requirements Committee	
Overview	The Technical Requirements Committee reviewed and scored sections of each Supplier's proposal that addressed the technical requirements relating to equipment hardware, software, firmware and services.
Members	<ul style="list-style-type: none"> • Director, Urban Technology Protection, Chief Information Security Office (CISO) • Senior Specialist, Critical Infrastructure Protection, Specialist, CISO • Senior Technical Support Specialist 1, Technology Services Division (TSD) • Manager, Application Services, TSD
Subject Matter Experts (did not evaluate)	<ul style="list-style-type: none"> • Principal Scientist, Galois and Free & Fair • Digital Security Consultant, Citizens for Better Elections