

**Negotiated Request for Proposals  
for  
for the Non-exclusive Supply of an  
Automotive Equipment Part and Inventory  
Management Solutions**

**Fairness Monitor's Report**

**Final**

**June 10, 2025**



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## 1. Project Highlights

### 1.1 Introduction and Project Background

The City of Toronto (the “City”) released a Negotiated Request for Proposals # Doc4833008494 (“nRFP”) on February 21, 2025 to Suppliers to submit proposals for the non-exclusive supply of an automotive equipment part and inventory management solutions for the following City Division: Fleet Services, and the non-exclusive supply of automotive equipment parts solutions for each of the following City Divisions: Toronto Fire Services, and Toronto Paramedic Services.

### 1.2 Scope of the Fairness Monitor Engagement

P1 Consulting was retained in January 2025 to perform fairness monitoring services and provide an independent attestation on the nRFP procurement process. Our mandate was to review and monitor the Proposal documents and communications, provide advice on best practices, review and monitor the evaluation and decision-making processes that are associated with the nRFP to ensure fairness, equity, objectivity, transparency and adequate documentation throughout the evaluation process. We are also to attend, observe and provide guidance at City meetings, as well as Supplier interactions. In particular, in our role as Fairness Monitor, we ascertained that the following steps were taken to ensure an open, fair and transparent process:

- **Review of the nRFP and Addenda:**  
P1 Consulting reviewed the nRFP and addenda, as required, and all other documents related to the procurement process to ensure that the requirements were met.
- **Review of Questions and Answers (Q&A), Clarification Questions and the Responses:**  
P1 Consulting reviewed all Q&As and the responses submitted to the Suppliers. P1 Consulting also reviewed any clarifying questions submitted by City.
- **Review of Evaluation Criteria and Procedures:**  
P1 Consulting reviewed the evaluation criteria and procedures for the nRFP to ensure that the requirements were met.
- **Advice on Best Practices:**  
P1 Consulting attended training sessions to ensure that all project team members were provided with briefings on best practices including the principles and duties of fairness, care and protection of confidential information, avoidance and disclosure of conflict of interest, bias and undue influence, scoring procedures and sign-off on individual scoring sheets, preparation, treatment and retention of evaluation documents.
- **Evaluation Meetings:**

P1 Consulting observed and documented evaluation meetings, including the evaluation training session, and the consensus sessions. Additionally, during the evaluation process, we provided verbal and written advice with respect to fairness, objectivity, consistency of process, conflict of interest and confidentiality to ensure strict accordance with the specifications and criteria set out in the nRFP documents.

- **Supplier Interaction:**

P1 Consulting attended and monitored the site visits with Suppliers.

All of the tasks above were completed in a manner that was fair, open and transparent.

## 2. Competitive Selection Process – Request for Proposals

### 2.1 Development of the Request for Proposals

P1 Consulting reviewed the nRFP prior to it being posted to the Suppliers and all of our comments related to fairness were satisfactorily addressed by City. We confirm that, from a fairness perspective, the requirements were clear and the nRFP provided the Suppliers a fair process.

### 2.2 nRFP Open Period Process

Throughout the nRFP open period, the City responded to the questions from the Suppliers and issued addenda to provide greater clarity on the requirements and process. P1 Consulting reviewed all documents that were posted to confirm that they were acceptable from a fairness perspective. A mandatory site visit for the Supplier On-Site Managed Inventory Model was conducted on Friday, March 7, 2025, to provide Suppliers with an opportunity to become familiar with Fleet Services Division On-Site Stores and Maintenance Facilities. P1 Consulting reviewed and commented on the approach in advance, from a fairness perspective, and attended monitored the site visits.

### 2.3 Evaluation Preparation

The City developed evaluation procedure documentation in advance of the evaluation process, which was review and approved by the Fairness Monitor. All participants in the evaluation process were required to participate in a training session in preparation for their role in the process, which described roles and responsibilities and the approach to the evaluation. Each evaluation participant was required to sign a participant undertaking, which included a continued commitment to the avoidance of conflicts and respect of confidentiality commitments. Project participants were notified of the appointment of a Fairness Monitor. There were no conflicts identified of which we were aware, which prevented a party from participating in the nRFP evaluation.

### 2.4 Proposal Receipt

The nRFP Submission Deadline was 12:00 noon (local time) Wednesday, March 26, 2025. As per the nRFP, Proposals must have been submitted through the City Online Procurement System prior to the Submission Deadline for them to be compliant.

Suppliers were able to submit a Bid with respect to one (1) or (2) of the following operational models ("Operational Models"):

1. Supplier On-Site Managed Inventory Model: This model includes the supply of automotive equipment parts, inventory management solutions, and provision of on-site Supplier Personnel to manage the inventory. It is used by Fleet Services Division.
2. Consignment Inventory Model: This model includes the supply and delivery of both consignment and non-consignment automotive equipment parts, and inventory management solutions, with no on-site Supplier Personnel to manage the inventory. This

model is used by Toronto Paramedic Services Division (TPS) and Toronto Fire Services Division (TFS).

One (1) Bid was received in advance of the Submission Deadline through the City Online Procurement System in response to the On-Site Managed Inventory Model from the following Suppliers:

- UAP Inc.

Two (2) Bids were received in advance of the Submission Deadline through the City Online Procurement System in response to the Consignment Inventory Model from the following Suppliers:

- UAP Inc.
- Roy Foss Motors Ltd

The evaluation was conducted for each Operational Model according to the following stages:

1. Stage 1 – Mandatory Submission Requirements
2. Stage 2 – Technical Requirements Evaluation
  - a. Stage 2A - Technical Proposal Rated Evaluations
3. Stage 3 – Pricing and Initial Rankings

## **2.5 Stage 1 – Mandatory Submission Requirements**

Prior to releasing the Bids to the evaluators, the City reviewed each Bid to determine if they complied with the mandatory requirements of the RFP, and where applicable, issued rectification notices to Suppliers to address deficiencies. P1 Consulting reviewed rectification notices, from a fairness perspective, and confirms that they were issued consistently and in accordance with the RFP. All Suppliers met the mandatory requirements for both Operational Model and proceeded to Stage 2A - Technical Proposal Rated Evaluations.

## **2.6 Stage 2 – Mandatory and Rated Technical Requirements Evaluation**

For each Operational Model, the members of the Evaluation Team undertook an individual evaluation and scoring of Proposals against the rated criteria described in the nRFP. Subsequent to completion of the individual evaluations, a consensus evaluation process was used to evaluate the using the established evaluation criteria for each Operational Model. The participants engaged in a fulsome exchange of views leading to evaluation results, which were agreed to by the evaluators for each Supplier. All participants performed their roles diligently throughout the evaluation process.

P1 Consulting attended the consensus meetings and observed that the proceedings were in accordance with the nRFP and the City's evaluation procedure documents. P1 confirms that the process was fair, transparent and unbiased.

UAP Inc. met or exceeded the minimum threshold identified in the nRFP for Stage 2A and proceeded to Stage 3 – Pricing and Initial Ranking for both Operational Models. Roy Foss

Motors Ltd. Did not meet the minimum threshold identified in the nRFP for Stage 2A, and therefore, as per the process described in the nRFP, did not proceed to Stage 3 – Pricing and Initial Ranking for the Consignment Inventory Model.

## **2.7 Stage 3 – Pricing and Initial Ranking**

The City reviewed the Pricing Forms submitted UAP Inc. for both Operational Models for Stage 3 – Pricing and Initial Ranking. UAP Inc. was identified as the top ranked Supplier for each Operational Model. P1 Consulting reviewed the final evaluation documents related to Stage 3 – Pricing and Initial Ranking and confirms the proceedings were in accordance with the nRFP and the City's evaluation procedure documents. P1 confirms that the process was fair, transparent and unbiased.

## **2.8 Debriefing**

At the time of this report, no debriefings have been conducted related to this procurement.

### 3. Conclusion

Our fairness review was conducted without influence and as of the date of this report, we confirm that we are satisfied that, from a fairness perspective, the processes undertaken related to the Negotiated Request for Proposals for the non-exclusive supply of an automotive equipment part and inventory management solutions for the following City Division: Fleet Services, and the non-exclusive supply of automotive equipment parts solutions for each of the following City Divisions: Toronto Fire Services, and Toronto Paramedic Services to the City of Toronto have been conducted in a fair, open and transparent manner. As Fairness Monitor for this Project, we are satisfied that City have followed the procedures in accordance with the applicable nRFP and policy documentation and that the participants followed the procedures and fairly applied the evaluation criteria.

A handwritten signature in grey ink that reads "Jill Newsome".

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Jill Newsome  
Fairness Monitor  
P1 Consulting Inc.