



CITY OF WINNIPEG
DBFM CHIEF PEGUIS TRAIL EXTENSION PROJECT
RFQ PROCESS
Fairness Advisor's Report Summary

1.1 Introduction

In our capacity as Fairness Advisor, we reviewed and monitored the communications, evaluations, and decision-making associated with the RFQ process for the DBFM Chief Peguis Trail Extension Project with a view to ensuring fairness, transparency, consistency of Respondent treatment and adequate documentation.

Note that our involvement started after the posting of the RFQ document and after the vendor briefing at the Information Meeting. While we have no reason to believe that any risks to fairness occurred before that time, we cannot attest to that fact. As permitted by the RFQ, one of the Respondents also placed certain restrictions, pursuant to a non-disclosure agreement which the City agreed to, concerning the financial qualifications of those who would be allowed to view their financial statements. This meant that, as Fairness Advisor, I was precluded from providing oversight of that portion of the evaluation for that Respondent. Therefore I cannot attest to its appropriateness.

Our report is based on our observations of the RFQ process, its documentation and the information provided by the procurement project team at the City.

1.2 Findings

As Fairness Advisor, we observed the RFQ process, from submission close until selection of the Successful Respondents. Given this involvement, we can attest to the fact that this RFQ process was fair. As our report indicates, while some suggestions for continuous improvement have been noted, care was taken in managing the risks involved in providing an open, fair and competitive process.

Particular note was made of the adequacy of the following:

- Response Time
- No Incumbent Advantage
- Description of Opportunity
- Communication
- Consistency of Format

- Conflict of Interest
- Confidentiality and Security of Documents
- Rated Evaluation Criteria
- Decision-Making Process
- Debriefings

1.3 Outcome

- All submissions passed the Mandatory and Completeness review.
- All submissions were reviewed in the rated evaluation process. This stage contained minimum thresholds which needed to be passed for the submission to be considered further. All submissions passed both the technical and financial evaluation; and,
- The RFQ indicated that only three Respondents would be chosen to continue on to the RFP stage. Three successful Respondents were selected based on highest combined technical and financial score as per the stipulations of the RFQ.