



**Request for Vehicle Supply Offer  
for Diesel Multiple Unit (DMU) Vehicles  
(RFVSO# 09717-55800-P01)**

**Confidential**

**Fairness Commissioner's Attestation Report**

**November 16<sup>th</sup>, 2017**

Submitted by:





**Request for Vehicle Supply Offer (RFVSO# 09717-55800-P01)**  
**City of Ottawa – Stage 2 Light Rail Office**  
**Fairness Report**

**1. Fairness Attestation**

P3 Advisors is engaged as the Fairness Commissioner to monitor the processes of communication, evaluation and decision-making associated with the procurement process for the Request for Vehicle Supply Offer for Diesel Multiple Unit (DMU) Vehicles (RFVSO #09717-55800-P01) issued by the City of Ottawa Stage 2 Light Rail Office (City). Our role relates to ensuring openness, fairness, consistency and transparency of the procurement process.

P3 Advisors hereby presents its **final** procurement fairness attestation report to the City at the conclusion of the procurement process, describing how the procurement process has complied with requirements. The following chart included below is in accordance with the RFVSO and the City evaluation guidelines presented during the Evaluator Training Sessions. It summarizes P3 Advisors involvement and findings:

P3 Advisors performed the following tasks and our findings:

#	Task	Fair (Yes / No)
<b>General</b>		
1.	Confirm that the Project participants, including the Evaluators, did not have any conflicts of interest and that they would comply with the confidentiality requirements related to the procurement process	Yes
2.	Review situations of conflict of interest (actual, perceived and potential), from a fairness perspective, in order to make a determination	Yes
3.	Ensure that documents are store securely and that the records management process is adhered to; and that evaluators are aware and abide by document security protocol and confidentiality, as applicable.	Yes
<b>Request for Vehicle Supply Offer</b>		
4.	Reviewed published RFVSO documentation to identify potential inconsistencies or lack of clarity in the RFVSO and provide feedback to the City	Yes
5.	Ensured that project meetings (mandatory or not) were clearly identified in the RFVSO and confirmed there were no meetings related to the procurement that the Proponents were not notified of	Yes
6.	Ensured that: <ul style="list-style-type: none"> <li>The time and method of the closing were clearly identified in the RFVSO</li> <li>The Mandatory requirements were adhered to for the Proposals that were evaluated in accordance with the City's policies</li> </ul>	Yes Yes
7.	Attended and monitored all meetings with the Proponents	Yes
8.	Ensured that answers were made available to all Proponents for all questions that were submitted	Yes
9.	Reviewed Proponent questions and the City's responses	Yes
10.	Reviewed and approved amendments and addenda	Yes
11.	Ensured that the evaluation criteria and process were included in the RFVSO	Yes
12.	Reviewed evaluation, scoring procedures and related documents (Evaluation Orientation) with respect to clarity & consistency	Yes
13.	Confirmed confidentiality commitments by all Evaluators	Yes
14.	Attended internal meetings related to the evaluation process	Yes
15.	Ensured that the composition of the evaluation committee adhered to the evaluation process	Yes
16.	Attended and monitored evaluation consensus sessions (Evaluation against Rated Requirements)	Yes
17.	Ensured that the evaluation criteria were applied consistently and fairly	Yes
18.	Reviewed evaluation results for the Evaluation Criteria	Yes



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#	Task	Fair (Yes / No)
19.	Confirmed that the evaluation results were consistent with our observations	Yes
20.	Attend debriefing sessions related to RFVSO as required	To be scheduled
21.	Provided a report of the conclusion of the RFVSO process on the fairness, openness and transparency of the process	Yes

## 2. Observations and Findings

The City's evaluation team and its Advisors prepared comprehensive documentation related to the RFVSO for Diesel Multiple Unit Vehicles (RFVSO# 09717-55800-P01). They responded positively to all fairness comments and questions and promptly addressed issues during the procurement.

The procurement process is clearly established in the Request for Vehicle Supply Offer. The evaluation process and criteria described in the RFVSO were applied consistently and equitably. In the final evaluation discussions, the evaluators demonstrated that they had been diligent in their responsibilities, they were able to support their individual evaluation assessments, and they did not appear to have any bias for or against any Proponent. The evaluation team reached consensus on all criteria for the Proposal.

There were no unresolved issues at the conclusion of the RFSVO procurement at the time of this report.

## 3. Conclusion

As the Lead Fairness Commissioner for the City of Ottawa RFVSO for Diesel Multiple Unit Vehicles (RFVSO# 09717-55800-P01), overall and to the extent that P3 Advisors have been involved in the RFVSO process, we certify in our opinion that, up to the point at which this Report was delivered, the process was undertaken in a fair, open, and transparent manner.

Oliver Grant, Fairness Commissioner  
**P3 Advisors**

cc.:  
Louise Panneton, Executive Sponsor  
**P3 Advisors**