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July 21, 2020

Regional Municipality of Niagara

Attention: Kristine Richardson
 Purchasing Agent– Niagara Region

Reference: Contract for Fairness Commissioner Services 2020-RFP-60

Subject: **Final Fairness Report – Request for Proposal (“RFP”) Stage for the Liquid Biosolids and Residuals Management Program 2020-RFP-60**

Dear Kristine:

The Regional Municipality of Niagara (“Niagara Region”) engaged OPTIMUS | SBR, as Fairness Commissioner to act as an independent and impartial third party to review, observe and confirm the processes of communication, evaluation and decision-making, including to provide oversight and report on all aspects of the procurement process related to the Liquid Biosolids and Residuals Management Program. Our role related to ensuring openness, fairness, consistency and transparency from the RFP development phase through to the conclusion of the Project RFP process.

OPTIMUS | SBR hereby presents its final procurement fairness attest report to Niagara Region at the conclusion of the RFP evaluation stage in the procurement process, describing how the procurement process has complied with RFP requirements. The following chart included below summarizes our involvement and findings:

Stage	Task	Fair (Yes / No)
Pre- RFP		
1.	The procurement documents, including the evaluation tools, were reviewed and were deemed to be consistent with the guidelines established by Niagara Region	Yes
2.	The time and place of the closing were clearly identified in the procurement documents	Yes
3.	The evaluation criteria and process were included in the RFP	Yes
RFP Open Period		
4.	Procurement documents were made available in an open and equitable manner	Yes
5.	The RFP open period was consistent with the Procurement documents	Yes
6.	All Proponent questions were submitted in accordance with the Inquiries process in the RFP and answers made available to all Proponents	Yes

Stage	Task	Fair (Yes / No)
7.	Niagara Region confirmed that the requisite information would be made available regarding the results of the procurement	Yes
8.	All participants confirmed their adherence to the conflict of interest and confidentiality requirements throughout the RFP Open period	Yes
9.	Proponents confirmed their adherence to the conflict of interest and confidentiality requirements in their submissions	Yes
Post-RFP Close		
10.	The evaluation and scoring guideline were finalized before the Closing	Yes
11.	Evaluators were trained on the evaluation tools	Yes
12.	There was a protocol in place to ensure that document confidentiality was maintained	Yes
13.	The submissions were logged and recorded upon receipt, clearly confirming Proponent submissions were received on time	Yes
14.	The pricing was contained in a separate envelope and any Mandatory requirements were adhered to for the proposals that were evaluated	Yes
15.	Evaluation review and discussion sessions were monitored by the Fairness Commissioner and were done in an unbiased manner and in accordance with the RFP evaluation criteria	Yes
16.	The pricing envelopes were opened only for Proponents who met the requirements of the procurement process according to the RFP and Evaluation Guide	Yes
17.	The selection of the "Top-Ranked Proponent" was according to the RFP documents and Evaluation Guide	Yes
Post-RFP Evaluation		
18.	Upon request, debriefings are to be provided for all unsuccessful Proponents and offered for the successful Proponent.	Yes

Observations and Findings

The procurement process was established clearly in Niagara Region's Project RFP and Evaluation Guide. The evaluation process and criteria described in the documents were applied consistently and equitably. In the final evaluation discussions, the evaluators demonstrated that they had been diligent in their responsibilities, that they were able to support their individual evaluation assessments and that they held no bias for or against any Respondent. There were no unresolved issues at the RFP stage of the procurement. Averaging was calculated for evaluator scores within two (2) points; for all scores where a deviation beyond two (2) points was identified,

consensus was reached and confirmed by all evaluators. An official record was produced to document the evaluation and scoring consensus decisions, including the supporting rationale.

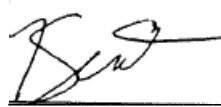
Conclusion

As the Fairness Commissioner for the Project, we certify that the principles of openness, fairness, consistency and transparency have been, in our opinion, properly established and maintained throughout the procurement process.

As Fairness Commissioner, we attest that:

- a) the Project RFP process was conducted in accordance with the provisions of the RFP and met the fairness and transparency requirements established in the RFP and other related policies of Niagara Region and the Government of Ontario.
- b) the Sponsors' personnel and external advisors adhered to Niagara Region's conflict of interest and confidentiality requirements, and
- c) all Proponents were treated consistently in the evaluation process and in accordance with the Project RFP and the established principles of fairness, openness and transparency.

OPTIMUS|SBR Inc.



Katelyn Scott
Fairness Commissioner
Senior Associate, Procurement and Fairness Advisory Services

CC: Greg Dadd, Principal, Procurement and Fairness Advisory Services