

## **Overview of Procurement Process for Liquid Biosolids and Residuals Management Program 2020-RFP-60(Appendix 2 PW 33-2020)**

Pursuant to the January 14 and February 11 Public Works Committee meetings and the direction provided therein, Procurement in consultation with Staff in Water and Wastewater initiated a progressive procurement strategy for the Liquid Biosolids and Residuals Management Program, which included:

1. Retaining the Services of Optimus SBR Inc. to act as an independent third party Fairness Commissioner to oversee, guide and govern the entire procurement process from bid development culminating in providing support to Staff as they present a recommendation to award to the highest scoring proposal to Council.
2. Retaining the services of CH2M Hill Canada Limited (Jacobs) as an external Third Party Biosolids and Residual Solids Subject Matter Expert to provide industry expertise and technical guidance throughout all aspects of this process.

Regional Staff in consultation with the Fairness Commissioner and Subject Matter Expert developed the RFP.

Staff utilized the standard procurement agreement template provided by the Procurement Office. Legal worked with the Subject Matter Expert and procurement staff (who in turn communicated with WWW staff) to ensure the RFP documents reflected the advice of the Subject Matter Expert by adding provisions to either the contract and/or the scope of work as deemed appropriate (for example updating definitions related to diesel price adjustment, CPI adjustments and payment terms to ensure clarity and consistency).

On May 22, 2020, Procurement Staff, in consultation with Water and Wastewater Staff and with the support of the Fairness Commissioner and Subject Matter Expert retained by the Region for this project, posted the Request for Proposal 2020-RFP-60: Liquid Biosolids and Residuals Management Program to bids&tenders. During the open period, Niagara Region issued three (3) addenda (in consultation with the Subject Matter Expert and Fairness Commissioner) that provided Proponents with responses to questions received via bids&tenders.

Niagara Region received four (4) submissions at the scheduled closing of 2:00 PM on June 23, 2020, and all were compliant with mandatory submission requirements. Prior to providing the evaluation package, Procurement provided all evaluators with an evaluation guide (developed by Procurement) and with assistance from the Subject Matter Expert, a detailed scoring guide tool.

The evaluation panel comprised of four (4) evaluators submitted their individual scores to Procurement; following which Procurement facilitated the Deviation/consensus meeting under the oversight of the Fairness Commissioner.

The evaluation methodology for the RFP was as follows:

- Technical Proposal 70% (minimum threshold required to proceed to next stage of evaluation)
- Fee Proposal 30%

The overall ranking of proponents was determined by adding the scores from the technical and financial review stages calculated as set out in the RFP.

The RFP further provided that in the event of a tie, the selected proponent would be the proponent with the highest score on the technical criteria.

Following the evaluation process, three (3) submissions met the established minimum technical threshold based on the stated evaluation criteria.

At the conclusion of the evaluation process, the top ranked proponent based on the evaluation methodology prescribed by the RFP was 2386246 Ontario Inc. (Thomas Nutrients Solutions).

Procurement attests to the fact that a fair, transparent and competitive procurement process was undertaken as confirmed in the report of the Fairness Commissioner, and as such are supportive of this recommendation to Council.