



## **Fairness Report for the Global Transportation Hub**

### **Fairness Report - Management Services Provider Request for Proposal**

**September 3, 2019**

**PREPARED BY:**

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## **RE: Fairness Report -Management Services Provider Request for Proposal**

### Introduction

MNP LLP (“MNP” or “We”) have been appointed by Global Transportation Hub (“GTH”) as Fairness Monitor to oversee the procurement process for the management services provider request for proposal. As Fairness Monitor, we are an independent and impartial third party whose role is to observe and monitor the procurement process to ensure the openness, fairness, consistency and transparency of the process. The procurement process includes communication, evaluation and decision-making associated with the project.

The Project’s goal was to seek prospective proponents to submit proposals to assume the marketing & land sales, property management, and land development functions of the GTH, an 1,800-acre inland port.

### Limitations and Disclosure

We have limited the scope of our work to documents provided by the GTH and are not providing an opinion on the accuracy of the information contained within. MNP was involved in reviewing and advising on the development of the project RFP and procurement process from a fairness perspective. MNP reviewed but did not evaluate any of the submissions from proponents.

We do not assume any responsibility or liability for losses incurred by any party as a result of the use of our work. We reserve the right (but will be under no obligation) to review all information included or referred to in this Fairness Opinion and, if we consider necessary, to revise same in light of any facts which become known to us subsequent to the date of presentation of same.

### Procurement Process

The procurement process was comprised of the following key steps:

- Market sounding with potential proponents to inform the development of the RFP.
- Development of the RFP, including detailed project requirements and specifications, mandatory and rated criteria, evaluation process and weightings.
- Issuance of the RFP on SaskTenders website.
- Onsite presentation and tour (optional for proponents).
- Individual proponent calls with the Acting CEO and MNP (option for all proponents).
- Issuance of four addendums.
- Establishment of the Evaluation Committee.
- Providing guidance to the Evaluation Team on the evaluation process.
- Evaluation of the RFP proposal submissions received by five proponents, including evaluation of mandatory submission requirements (pass/fail) and rated criteria.
- Recommending short list of 3 proponents to Best and Final Offer (BAFO) stage.

- Feedback teleconference with the Acting CEO and MNP.
- After short listing, the GTH invited each of the three proponents to revise and present their proposed solution through a best and final offer (BAFO) process. During these presentations, the GTH provided each proponent with additional information and sought out further information to improve each proposal. The purpose of the BAFO process was to provide the opportunity for two-way open dialogue to refine proponent's bids to best suit the needs of the GTH and provide overall value to taxpayers.
- Evaluation of the BAFO received by three proponents against rated criteria by the Evaluation Committee.
- Negotiations with the top-ranked proponent to reach an agreement.

### Fairness Monitoring Principles

The following are the fairness monitoring principles that have been applied in our approach to fairness monitoring of the procurement process:

- Proponents have an equitable opportunity made available to them to access project information.
- The information made available to proponents is sufficient to ensure that each proponent has the full information of the nature of the services sought under the RFP process.
- The criteria established in the RFP documents truly reflect the needs and objectives in respect of the services and work to be provided.
- The evaluation criteria and evaluation process are established prior to the evaluation of submissions.
- The evaluation criteria, RFP and evaluation process are internally consistent.
- The pre-established evaluation criteria and evaluation process are followed.
- The evaluation criteria and evaluation process are consistently applied to all submissions.

### Scope of Review

In preparing our fairness opinion, we have reviewed, and where applicable, relied upon, the following information and documents:

- Management Services Provider RFP issued March 6, 2019.
- Issued of four addendums. Two released on March 22 and April 11 respectively.
- Written proponent questions and GTH provided responses.
- Management Services Provider evaluation scoring criteria.
- Proposal Evaluation Plan.
- Evaluation Team member signed Non-Disclosure and Conflict of Interest Declarations.
- Management Services Provider Final Evaluation Scoring containing scoring of the mandatory and rated technical criteria.
- Decision item recommending short list of candidates.
- BAFO evaluation scoring criteria.
- BAFO final evaluation scoring containing scoring of the rated technical criteria.
- Evaluation Committee provided its recommendation to the GTH Board of Directors based on the highest-ranking proponent.
- Fairness monitoring of the negotiations between the GTH and Colliers, including a review of the final agreement.

### Fairness Approach

Our role as Fairness Monitor consisted of observing and monitoring the procurement process utilized by the GTH in order to ensure the openness, fairness, consistency and transparency of the communication, evaluation and decision-making processes. Specifically, our responsibilities were to:

- Review the RFP and BAFO for fairness before it was issued.
- Review the Evaluation Process Plan to ensure consistency and fairness with the RFP.
- Review GTH responses prior to responding to any questions from interested proponents.

- Review the evaluation criteria and oversee their explanation to the Evaluation Committee.
- Attend RFP and BAFO evaluation sessions with evaluators
- Provide advice on fairness matters that may arise throughout the process.
- Prepare fairness monitor report.

Fairness Conclusion

Based on the information and documents reviewed, meetings attended and discussions with GTH staff and the Evaluation Committee, the procurement process for the Management Services Provider RFP has been open and fair and in accordance with the RFP and the evaluation process methodology, criteria, scoring and weighting within the RFP and BAFO.

Yours truly,

*MNP LLP*



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