

# **National Capital Commission Redevelopment of LeBreton Flats Project**

NCC File No. RETD-2015-01

**Fairness Monitor  
Interim Report**

**December 10<sup>th</sup>, 2015**

P1 Consulting has been engaged by the National Capital Commission (NCC) to act as the Fairness Monitor to review and monitor the communications, evaluations and decision-making processes associated with the competitive process for the **Redevelopment of LeBreton Flats Project (“Project”) Request for Proposals (“RFP”)** in order to ensure that it is conducted in a fair, open and transparent manner. In our role as Fairness Monitor, P1 Consulting made certain that the following steps were taken to ensure a fair and open process:

- Clarity of the procurement documentation and process;
- Adherence to confidentiality including protocols related to the Proponents’ submissions and proposals;
- Development and ensuring the approval of an evaluation process which is consistent with the RFP;
- Objectivity and diligence during the procurement process in order to ensure that it was conducted in an open and transparent manner;
- Compliance of project participants with strict requirements to avoid conflict of interest and to protect confidentiality during the procurement process; and
- Oversight to provide a process where all Proponents were treated fairly.

P1 Consulting as Fairness Monitor actively participated in the following to ensure that fairness was maintained throughout:

- Review of the draft and final procurement documents;
- Attend meetings with the Proponents, including Commercially Confidential Meetings;
- Review of the RFP Addenda and Requests for Information; and
- Review of evaluation guideline documents.

Over the next few months, P1 Consulting will continue our mandate and undertake the following functions:

- Act as an observer during the receipt of proposals;
- Attendance during meeting with Proponents, including the Public Consultations;
- Act as an observer during the bid evaluation; and
- Act as an observer during the evaluation consensus sessions.

As the Fairness Monitor for the **Redevelopment of LeBreton Flats Project (“Project”) Request for Proposals (“RFP”)**, we certify that, at this point in time, the principles of fairness, openness and consistency have, in our opinion, been maintained. Furthermore, no issues emerged during the process, of which we were aware, that would impair the fairness of this initiative.

Yours truly,

Handwritten signature of Oliver Grant in black ink.

Oliver Grant  
Fairness Monitor

Handwritten signature of Louise Panneton in blue ink.

Louise Panneton  
Fairness Monitor