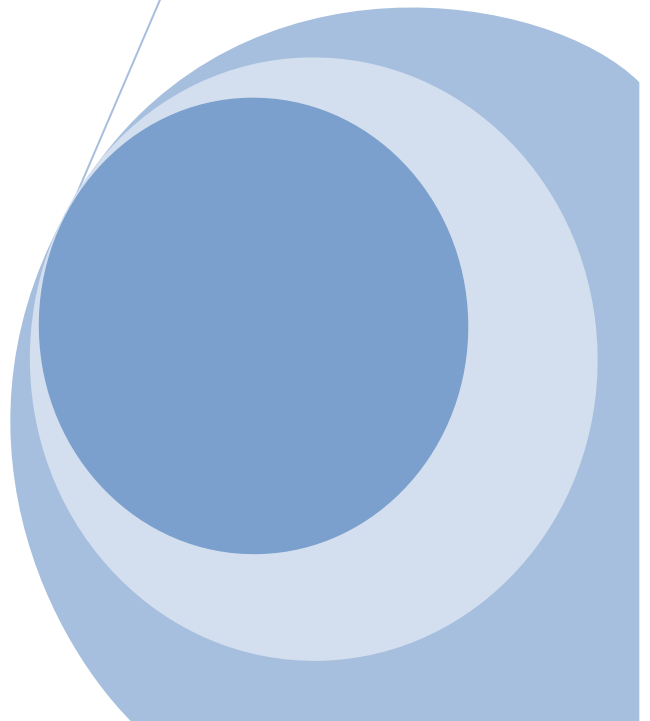
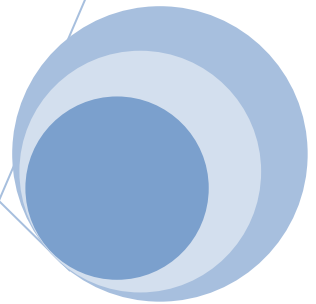


**Student Transportation  
Services: RFSQ Reviewer  
Training Guide**



## TABLE OF CONTENTS

<b>Section 1:</b>	<b>Introduction .....</b>	<b>1</b>
<b>Section 2:</b>	<b>Review Team and Participants.....</b>	<b>1</b>
<b>Section 3:</b>	<b>General Review Guidelines.....</b>	<b>2</b>
<b>Section 4:</b>	<b>Review Process Overview.....</b>	<b>4</b>
<b>Appendix A:</b>	<b>Code of Conduct .....</b>	<b>6</b>

## SECTION 1: INTRODUCTION

The purpose of this information is to provide guidelines for individuals reviewing the Submissions received in response to the RFSQ process for Student Transportation Services.

Copies of the RFSQ and any issued addenda's will be provided to each team member for review.

This is a training package that supplements the RFSQ Procurement Guide and RFSQ Evaluation Matrix.

## SECTION 2: REVIEW TEAM AND PARTICIPANTS

The review team is responsible for determining whether Submissions are in compliance with the mandatory requirements in accordance with the review process set out in the RFSQ document, resulting in recommendations for inclusion on the Qualified Suppliers List.

### 2.1 Facilitators

PPI will facilitate the review. Their responsibilities are to:

- Facilitate the consensus meetings.
- Ensure complete documentation of the review decisions.
- Ensure an open, consistent and fair review process is followed.
- Participate in debriefing meetings.

### 2.2 Team Lead

The team lead for the RFSQ review is > **insert name**. The team lead's responsibilities are to coordinate the review activities, including:

- Managing all review documentation.
- Logging issues.
- Requesting support to clarify, or to advise on an issue.
- Coordinating the clarification question process with the Respondents.
- Scheduling meetings.
- Reviewing and confirming results of each reviewer.
- Recording final results.

### 2.3 Fairness

In the event that the Consortium has engaged the services of a Fairness Commissioner to oversee the procurement process, the fairness responsibilities are:

- Review all procurement documentation.
- Oversee consensus meetings.
- Ensure reviewers followed a consistent and fair review process.
- Address any fairness issues, such as conflict of interest, consistency of reviewing, etc.

- Ensure that no Respondent receives preferential treatment.
- Ensure evaluators followed a consistent and fair evaluation process and that that evaluation process applied is the process described in the RFS.
- Check results.
- Attest to the fact that the review team followed a fair review process.
- Confirm selection.
- Provide a fairness report on the process.
- Attend debrief meetings, if requested.

## **2.4 Reviewers**

The RFSQ will be reviewed by:

**> insert names**

It is suggested that the RFSQ review team have sufficient representation amongst the Consortium's participating School Boards to support the outcome of the review process. It is suggested that at least one representative from each School Board is a review team member.

Reviewers must commit to the full review of all Submissions to which they are assigned. Their responsibilities are to conduct the review of the responses to the mandatory requirements, participate in consensus meetings, and form recommendations for inclusion on the Qualified Suppliers List.

## **SECTION 3: GENERAL REVIEW GUIDELINES**

### **3.1 Guiding Principles**

The following guidelines lead to the selection of the most appropriate outcome and ensure the integrity and fairness of the review process.

- No conflict of interest shall exist for any review team member, for example - (1) part ownership in any company submitting an offer, (2) family members working for or having part ownership in any company submitting an offer, and/or (3) any other reason why a member of the review team cannot give an impartial review. Any review team member who may have a real or perceived conflict of interest should contact the Fairness Commissioner for guidance.
- Team members must agree that their sole objective is to participate in the recommendation of Respondents whose Submissions are compliant with the mandatory requirements, taking into consideration the review factors set out in the RFSQ.
- Each reviewer will conduct and complete an individual and impartial review of each Submission submitted using the Evaluation Matrix provided.

## RFSQ Reviewer Training Guide

- All Submissions and review material must remain secured at all times and will be the responsibility of the reviewer while in their possession. All notes will be restricted to the Evaluation Matrix provided.
- The RFSQ clearly states the basis upon which a Respondent will be selected to be included on the Qualified Suppliers List, and the reviewer will review information submitted in response to the RFSQ only.
- The Consortium reserves the right to seek clarification and supplementary information relating to the clarification from Respondents after the Submission deadline. The response received from a Respondent shall, if accepted, form an integral part of that Respondent's Submission. The Consortium reserves the right to interview any or all Respondents to obtain information about or clarification of their Submissions. In the event that the Consortium receives information at any stage of the review process, which results in earlier information provided by the Respondent being deemed to be inaccurate, incomplete or misleading, the Consortium reserves the right to revisit the Respondent's compliance with the mandatory requirements.
- All information contained in Submissions, or pertaining to the selection process, is confidential. Team members may not under any circumstances release information which is pertinent to the review process to Respondents or other outside parties (including project personnel not involved in the review) such as RFSQ status, Submissions (e.g., number or identity of Respondents, etc.), discussions and negotiations. During the period between the receipt of Submissions and the notification that the Qualified Suppliers List is complete, all review team members ensure that:
  - Details of the review activities are not made known, wholly or in part, to anyone other than authorized review team members.
  - Information is not provided to any individual Respondent.
  - There is no discussion of any aspect of the review activities outside the review team.
  - There is no reproduction of any part of a Respondent's Submission without the explicit permission of the review team lead.
  - All waste paper containing Submissions is destroyed or securely disposed of at the conclusion of the review process.
- During consensus meetings, the review team will discuss any individual differences as best as possible, which may include requests for additional information. The resulting discussions or additional information will be used to bring consensus and a final decision of the Submissions will be prepared.
- Review team members will be strictly prohibited from participating in individual meetings or any other direct contact with Respondents regarding the RFSQ during the review process, unless otherwise assigned or directed to do so.

- During the review process and while meetings are in session, the review team shall maintain confidentiality. No member shall transmit, communicate, or otherwise convey preliminary conclusions or results of what was proposed by the Respondents, or that a particular Submission will be deemed compliant. All internal workings of the review team shall be kept confidential until the review team has completed its review and the recommendation to the Consortium is approved and the Qualified Suppliers List is complete.
- The review process will be consistently applied to all Submissions to ensure that all review results are well documented and defensible.
- Respondents may ask for a debriefing as to why they were not included on the Qualified Suppliers List. They will be provided an explanation of the results of the Submission review without comparisons to other Submissions.

### **3.2 Code of Conduct**

All participants in the review process must sign and submit a copy of the attached Code of Conduct (Appendix A) to the review team lead prior to starting their reviews.

## **SECTION 4: REVIEW PROCESS OVERVIEW**

### **4.1 Review Process**

#### **Step 1 – Orientation**

Reviews are encouraged to review all documentation related to the RFSQ and the review prior to beginning the review process.

#### **Step 2 – Mandatory Requirements Review**

Reviewers will be provided with copies of all Submissions to review as set out in the RFSQ. Each team member will review the responses that the Respondent has provided to the mandatory requirements.

If the Respondent has provided a full and clear response, then the team member will record “C” for compliant, in the applicable space on the Evaluation Matrix.

If the Respondent has not provided a full and clear response, then the team member will record “NC” for non-compliant, in the applicable space on the Evaluation Matrix and record comments in the “Comments” column to explain why the team member has recorded “NC” for a particular response.

The Consortium reserves the right to disqualify any Submission that does not comply with all of the mandatory requirements.

It is estimated that each Submission will take approximately 15 minutes to review. The first Submission normally takes longer. The review team should agree to a schedule for completion and commit to meeting this schedule in order not to delay the process.

Consider, that during this time, questions may arise that will have to be sent to Respondents for clarification; this may result in delays completing the review. Sufficient time should be included in the schedule for clarification questions to be formulated, sent and responded to by Respondents.

### **Step 3 – Consensus Meetings**

Review results are summarized and presented at the consensus meetings. When the results are notably different, the team reviews and determines the cause of the discrepancy. The reason why a Submission is deemed non-compliant will be recorded into a Master Evaluation Matrix and will create an audit trail of the review team's decisions.

Consensus meetings are scheduled for **>insert date** for the RFSQ.

### **Step 4 – Selection**

If the Respondent has provided a response to each of the mandatory requirements to the satisfaction of the review team, the Respondent will be included on the Qualified Suppliers List.

#### **4.2 Submission Control and Distribution**

The review team lead is responsible for ensuring the original Submissions are kept confidential. Each Submission copy is assigned a copy number. A log will be maintained of who has which copy of the Submissions.

All Submissions and review material are to be kept confidential and physically secured at all times and will be the responsibility of the reviewer while in their possession. All notes and materials must be returned to the team lead once the review is complete including individual notes and consensus meeting notes.

Submissions and Evaluation Matrices must be returned to the review team lead by **>insert time and date**.

## APPENDIX A: CODE OF CONDUCT

Date: \_\_\_\_\_

From: \_\_\_\_\_

RFSQ Number: \_\_\_\_\_

### List of Respondents

The Team Lead is to list the Respondent organizations in Attachment A to this Code of Conduct.

### Code of Conduct

In fulfilling my duties as a participant in the above-named RFSQ process, I am required to observe high standards of conduct and avoid impropriety or the appearance of impropriety so that the integrity and impartiality are preserved.

This will require that I:

- act honestly and fairly in the conduct of my duties;
- be independent and impartial at all times;
- not be influenced by self-interest, outside pressure, political considerations or fear of criticism;
- not allow any past or existing financial, business, professional, family or social relationships or responsibilities influence my conduct or judgment;
- assist and be collegial to colleagues in the performance of their duties;
- respect all members of the project team in the exchange of views, information and opinions that take place throughout the project; and
- conduct myself in a manner that is transparent and accountable.

### Confidentiality

The information that I have access to be used solely for the purpose for which they were created or obtained and shall not be disclosed, utilized, directly or indirectly, after expiry or termination of the project, except and solely:

- upon mutual agreement of the parties to the disclosure of such information;
- as may be required pursuant to an arbitration or to a court in respect of a dispute;
- to the extent that any such information is generally known or available to the public or is required by law or legal process.

### Conflict of Interest

**\*\* A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of an individual. A conflict of interest may be *real, potential or apparent* in nature. A *real* conflict of interest arises where an individual has a private or personal interest, for example, a close family connection or financial interest with a Respondent. A *potential* conflict of interest may arise when an individual has a private or personal interest such as an identified future commitment with a Respondent. An *apparent* conflict of interest may exist when a reasonable well-informed person has a reasonable belief that he or she has a conflict of interest, even if there is no real conflict.**



## RFSQ Reviewer Training Guide

The individual must check the applicable box below:

- ☐ The individual declares that he/she has a conflict of interest.
- ☐ The individual declares that he/she does not have a conflict of interest.

**Signed By:**

---

**Name**

**Title**

**Date**

---

**Signature**

**Attachment A to the Code of Conduct**

The Team Lead is to insert the names of the Respondents. Add more cells if necessary.

<b>Respondent ID</b>	<b>Respondent Name</b>
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	