

NORTHERN HEALTH

Dawson Creek and District Hospital Replacement Project

Request for Proposals Process

Report of the Fairness Reviewer

INTRODUCTION

I was retained as Fairness Reviewer for the Dawson Creek and District Hospital Redevelopment Project (the “Project”). My mandate is to act as an independent observer with respect to fairness of implementation of the Project’s Request for Proposals (“RFP”), and report to the Project Board. The Project team has now completed evaluation of submissions filed by Proponents in response to the RFP; this is my final report.

RFP PROCESS

The RFP was issued in January, 2023 and invited interested parties to become Proponents by filing appropriate submissions. Three Proponents were found qualified to participate in the RFP.

After publication of the RFP, the Project team provided information to Proponents in accordance with processes outlined in the RFP including an introductory meeting online, responding to written requests, conducting online meetings with individual Proponent teams, and facilitating meetings for Proponents with various third parties including the municipality, Shared Use Persons, utility providers, and other organizations.

I reviewed all written communications between the Project team and Proponents, and attended most meetings of the Project team with Proponents, most meetings of Proponents with Shared Use Persons, and a selection of other meetings. I was satisfied that the Project team conducted these processes in accordance with the RFP, and ensured that all Proponents received equal access to the same information.

EVALUATION

All three Proponents filed Financial Submissions prior to the deadline specified in the RFP. The Project team found that one such submission was materially incomplete, and terminated evaluation of that submission. The remaining two Financial Submissions were fully reviewed by a team of persons with relevant expertise. The evaluation team reported its observations and recommendations to the Evaluation Committee, which included the evaluation team members and two additional persons. The Evaluation Committee oversaw the evaluation process and was responsible for the evaluation results.

Evaluation Manual: Before Submittals were received, the Evaluation Committee approved a detailed Evaluation Manual setting out:

- procedures for receipt of, and access to Financial Submissions;
- procedures for review of evaluators’ relationships to eliminate potential conflicts;
- responsibilities of all participants in the evaluation;
- methods for communicating with Proponents during the evaluation;

- method and procedures for evaluating Financial Submissions;
- worksheets to assist evaluators to record observations and recommendations consistently;

and other matters. I reviewed and commented on the Evaluation Manual in draft, and was satisfied that the final version set out a reasonable basis for evaluation of Financial Submissions, consistent with the RFP.

Closing and Completeness Reviews: I monitored the closing time for Financial Submissions, and confirmed that the Project team followed the processes set out in the Evaluation Manual for receipt and initial completeness review of Financial Submissions.

Relationship Reviews: Before evaluators gained access to Financial Submissions, a Relationship Review Committee conducted a process consistent with the Evaluation Manual to elicit and consider details of relationships among members of Proponent teams and the Evaluation Committee, to ensure that all evaluators were free of bias.

Orientation: Before commencing work, all evaluators participated in an orientation at which Project leaders highlighted various aspects of the Evaluation Manual, including methods for evaluation, standards related to confidentiality and security, consistency, my role as Fairness Reviewer, and other matters.

Evaluation Process: During the evaluation, I had access to the Financial Submissions and the evaluation participants. I was informed of all meetings, and reviewed all correspondence between the Project team and Proponents. I observed that the Project team followed the processes outlined in the Evaluation Manual. I talked with the evaluators, and participated in all meetings related to evaluation.

The evaluation team had the opportunity to obtain clarification from Proponents, but did not find it necessary to do so. A Due Diligence advisor and the Evaluation Committee reviewed the work of the evaluation team and its recommendations.

I observed that all participants were familiar with the details of each Financial Submission, and participated fully in discussions; also that the conclusions reached by both the evaluation team and the Evaluation Committee were unanimous and were based on thorough consideration of the Financial Submissions.

CONCLUSIONS

Throughout the RFP process, the Project team ensured that:

- I received copies of all correspondence between the Project team and Proponents;
- I had full access to all Financial Submissions, and the opportunity at any time to speak with Project staff including managers, evaluators and advisors;
- I was invited to attend all meetings held by the Project team with Proponents, meetings of Proponents with Shared Use Persons and other third parties, meetings of evaluators and meetings of the Evaluation Committee (including those at which proposals were

Dawson Creek and District Hospital Replacement Project – RFP

Final Report of the Fairness Reviewer

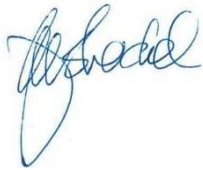
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discussed and evaluated). I attended such meetings as I considered necessary to carry out my role.

During the RFP process, I observed that the Project team discussed as necessary and instructed itself appropriately on matters related to fairness. Periodically, I was asked for, or offered, advice and comments on fairness issues. In each such case, the Project team considered my advice and I was satisfied with the resolution of the matter.

Based on my observations above, I am satisfied that the procurement process as described in the RFP was fair and reasonable, and that the Project team fairly and reasonably implemented and complied with that process.

Signed at Vancouver, May 25, 2023

A handwritten signature in blue ink, appearing to read 'J. Shackell', is positioned above the printed name.

Jane Shackell, KC
Fairness Reviewer