



July 18, 2023

Contract Management Office
Ministry of Transportation

Re. ACEC-Ontario Response to TCP number 000-0167 (Engineering Services Debriefing Guideline)

On behalf of the Association of Consulting Engineering Companies-Ontario (ACEC-Ontario), and its 140 member firms operating across the province, we are writing to provide a response to the Ministry of Transportation (MTO) regarding its draft Engineering Services Debriefing Guideline.

Generally speaking, the draft guideline is a positive development as debriefings have been a regular topic of conversation at MTO / ACEC-Ontario committee meetings over the years. We are also aware of the Auditor General's ongoing call for greater accountability and transparency. As such, we offer the following comments to help enhance the proposed process:

- MTO should develop a debrief review template as part of the guideline, with a focus on providing feedback on how the proponent can improve (e.g. areas they lost points or left points on the table). If the Ministry is not already aware, they could reach out to Infrastructure Ontario and York Region to obtain their debrief guidelines/templates to see what type of information is provided by other owners/proponents.
- The industry feels strongly that the ministry should provide debriefings following each phase of the RFP so that the feedback is timelier and can be immediately applied.
- Debriefings should be conducted 60 calendar days after notification (at each RFP phase) and not be tied to the legal agreement signing.
- The industry also feels strongly that a detailed breakdown of a Proponent's score should be provided for each evaluated section.
- Following the debriefing, the Debriefing Memorandum should also be shared with the proponent.

Additional comments are included in the attached mark-up of the draft guideline.

Should MTO have any questions regarding the points raised above, or would like further information, please contact Doug DeRabbie, ACEC-Ontario's Director of Government and Stakeholder Relations at dderabbie@acecontario.ca. We look forward to working with the ministry on this important matter.