



Regional Municipality of Durham

Finance Department

Purchasing Policies and Procedures

Title: Debriefing of request for proposal (RFP) - external		
Procedure #: 10.02	Issued: May 2, 2019	Page #: 1 of 2
Revised:		
Responsibility: Supervisor/Manager of Purchasing		Section: Purchasing

1. Purpose

1.1 The debriefing process is to assure respondents that the Region has properly evaluated their proposal(s) and made the award determination in accordance with the RFP terms and conditions. The debriefing also provides feedback to respondents to assist them in improving future proposal submissions.

The option and process to request a debriefing is to be included in each RFP issued by the Region of Durham.

2. Definitions

2.1 Request for proposal (RFP)

An invitation for potential vendors to submit a proposal based on a scope of work, where the submission is evaluated based on the solution proposed, not solely on price. Potential vendors are requested to respond on how they intend to provide the product or service.

3. Procedure

3.1 Timing of debriefing

Debriefing meetings will be arranged upon the request of the respondent(s). Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the Procurement Officer named within the RFP document, and must be made within thirty (30) days of such notification. Debriefings will not be conducted until an agreement is in place with the successful respondent.

3.2 Who should attend the debriefing

The option of a meeting or conference call is to be at the discretion of the Respondent.

The debriefing will be scheduled and facilitated by the Procurement Officer who managed the RFP process. At minimum, of one member of the evaluation committee will be in attendance.

3.3 Preparation for the debriefing

The respondent should review the RFP document, specifically the evaluation criteria and scoring, and prepare any questions related to the process so that they can be discussed at the meeting.

3.4 Conducting the debriefing

i) Procurement Officer's role

- To conduct the debriefing meeting by conference call or in person, whichever is preferred by the Respondent.
- To chair the debriefing meeting and provide an overview of the strengths and weaknesses of the respondent's submission based on the consensus scoring sheet.
- To review in advance the debriefing procedure with any participating evaluators.
- To provide the respondent with a review of the complete evaluation process.
- To provide the respondent an assessment of their submission based on the evaluation criteria provided in the RFP.
- To respond to questions regarding the solicitation document (i.e.: proposal instructions, the selection process).

ii) Evaluation Committee Member's Role

- To participate in the debriefing procedure review process upon request of the Procurement Officer.
- To attend the debriefing meeting, with the Procurement Officer and the Respondent, as an observer only.
- To provide technical advice during the debriefing meeting only upon request of the Procurement Officer

iii) Legal Representation

- To attend the debriefing meeting with the procurement officer and to provide legal advice where deemed required by the Purchasing Supervisor/Manager.

3.5 Disclosure of information during the debrief

- Review of the RFP process and roles of the evaluator's Overall rankings and/or individual section rankings of the respondents may be disclosed upon request (i.e. ranked 4th out of 7).
- Evaluation criteria where the respondent was lacking sufficient information resulting in a poor score is to be highlighted.
- Evaluation criteria where the respondent scored well may be revealed.
- Any information that is included in an approved public Committee or Council report may be revealed.
- Any information disclosed must be in accordance with Purchasing By-law 68-2000 (as amended) and the Freedom of Information Act.

3.6 Dispute

If after the debriefing the respondent has concerns with the process, they may address their complaint in writing to the Procurement Officer who will forward the request to the Purchasing Supervisor/Manager who will respond accordingly. The vendor dispute resolution process will then be followed as the next step (reference Procedure 10.01).

4. Inquiries

- 4.1 For further information regarding this policy please email at [general purchasing inquiries](#) or by calling (905) 668-4113 extension 2364 or 3369.