

# Fairness Monitoring Services

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Public Works and  
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Canada

Travaux publics et  
Services gouvernementaux  
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# What is Fairness Monitoring?

- ❑ A Fairness Monitor is an independent 3rd party engaged to observe a Departmental activity, to render an impartial opinion that the process established by the Department is adhered to, and that decisions taken do not jeopardize the fairness, openness, and transparency of the process
- ❑ The FM provides ongoing feedback during the course of the monitored activity, particularly with respect to potential fairness deficiencies, so that issues may be resolved in real time rather than after the fact
- ❑ The FM engagement concludes with a Final Report which includes a professional attestation as to the fairness, openness, and transparency of the monitored activity
- ❑ The goal is to provide the Department, its clients, industry, Parliament and Canadians with assurance that the Department is fair, open, and transparent in carrying out its activities



# What does an FM do?

To ensure the fairness of the monitored activity, the FM:

- ☐ Reviews solicitation documentation such as RFI, RFQ, RFP, evaluation criteria, etc. and provides fairness related comments prior to issuance on MERX;
- ☐ Attends meetings or events such as: information sessions, evaluation meetings, consensus meetings, site visits, bidder conferences, etc.
- ☐ Monitors communications with bidders, such as, questions and responses, requests for clarification, e-mail exchanges, debriefings, etc.,
- ☐ Identifies and assesses the impact of any issues with respect to the fairness of the activities undertaken;
- ☐ Immediately reports any unresolved fairness deficiencies;
- ☐ Provides an overall opinion on the fairness of the activities observed; and
- ☐ Provides written deliverables.



## Limits of FM Services

To maintain independence and integrity, a Fairness Monitor does not:

- ☐ Provide subject matter expertise;
- ☐ Act as a consultant to the Department to provide advice or guidance during the process;
- ☐ Assume any of the roles and/or responsibilities of Departmental officials; or
- ☐ Provide legal advice such as the interpretation of legislation, trade agreements, etc.

