

Date May 23, 2017
To Members of York Region Rapid Transit Board of Directors
Copy Bruce Macgregor, Christopher Raynor, Carrie Martin
From Mary-Frances Turner, York Region Rapid Transit Corporation, President
Subject Metrolinx Master Agreement & Key Protocols, Quality Compliance Audits
Ref: Edocs # 7602244

The purpose of this memorandum is to inform the YRRTC Board regarding Quality Compliance Audits being conducted by the Metrolinx Capital Projects Group (CPG) Quality Compliance team for the Metrolinx Master Agreement and Key Protocols among Metrolinx, York Region, and YRRTC. Attached is the Metrolinx Quality Compliance Audit report for the Metrolinx Master Agreement Procurement Protocol.

Background:

On March 27, 2017, Metrolinx notified YRRTC that Quality Compliance Audits were to be conducted on three key protocols of the Metrolinx Master Agreement:

- Procurement Protocol on April 18, 2017
- Administrative and Finance Protocol on September 12, 2017
- Real Estate Protocol in November, 2017

Progress To Date – Procurement Protocol:

The Quality Compliance Audit for the Metrolinx Master Agreement-Procurement Protocol (Schedule A-1) was completed on April 18, 2017. The scope of the audit focused on:

- YRRTC's compliance with the procedures and process as outlined in the protocol
- YRRTC's compliance with reporting and roles & responsibilities of YRRTC versus Metrolinx as outlined in the protocol
- YRRTC's compliance with the procurement and financial signing authorities as outlined in the protocol
- YRRTC's compliance with the Metrolinx Procurement Policy and Ontario Public Sector (OPS) Directives
- YRRTC's compliance with Contract Management best practices (i.e. awards, increases and close-offs)

Results – Procurement Protocol:

- The Quality Compliance Audit was carried out without any findings in auditing areas as per the audit scope, observations and samples:



- **0** Major Corrective Action and Preventive Action (CAPA) issues for non-conformance
- **0** Minor Corrective Action and Preventive Action (CAPA) issues for non-conformance
- **0** Opportunities for improvements

Other Comments:

- Audit schedule and plan well received and coordinated by YRRTC
- YRRTC team very open and accommodating during the audit
- Thorough implementation of the Metrolinx Master Agreement-Procurement Protocol as well as document control management system by YRRTC

The attached Metrolinx Quality Compliance Audit report for the Metrolinx Master Agreement-Procurement Protocol has already been signed off and reviewed with Metrolinx Senior Staff. The final copy has been provided to YRRTC for its records and information management. Other than an "Acknowledgement and Thank You" letter, it does not appear that a "Management Response" letter is required from YRRTC.

The next Quality Compliance Audit will be the Metrolinx Master Agreement-Administrative and Finance Protocol (Schedule D), and is scheduled to proceed on September 12, 2017.

For more information on this memo and attachment, please contact Michael Cheong, Chief Financial Officer-York Region Rapid Transit Corporation at 905-886-6767, Ext. 71015.

Mary-Frances Turner, President



METROLINX

An agency of the Government of Ontario
Une agence du gouvernement de l'Ontario

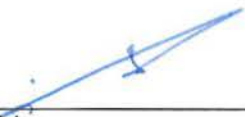
Capital Projects Group Quality Compliance Audit Report – YRRTC – VivaNext BRT – Metrolinx Master Agreement Procurement Protocol

Revision 0

Approval Date: 11/05/2017

Authorization

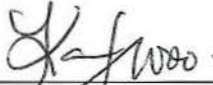
Prepared by:


Maha Ibrahim
Quality Compliance Professional

Reviewed by:


Mona Attout
Quality Compliance Manager

Approved by:


Karen Woo
Quality and Procedures Manager, Program Management, CPG

Revision	Purpose of Submittal	Date (DD/MM/YYYY)	Comments
0	Approved	11/05/2017	

Contents

Section	Page
Authorization.....	i
References	1
Acronyms and Abbreviations	1
1. Report Purpose	2
1.1 Purpose	2
2. Audit Purpose and Scope	2
2.1 Audit Purpose	2
2.2 Audit Scope	2
3. Audit Summary Findings	2
3.1 Summary	2
3.2 Detailed Report.....	2

Tables

Table 0-1 References	1
Table 0-2 Acronyms and Abbreviations.....	1

Appendices

Appendix A – Compliance Audit Report	3
Appendix B – Evidence Form.....	10

References

TABLE 0-1 REFERENCES

Reference	Title
Metrolinx Master Agreement	Procurement Protocol schedule “A-1” Dated June, 2010
Metrolinx Procurement Policy	Procurement Policy dated December, 2012
CPG-QAT-FRM-092	Compliance Audit Report Template
CPG-QAT-FRM-095	Evidence Form
CPG-QAT-FRM-099	Attendance Form
CPG-QAT-PRO-005	Continual Improvement Procedure
ISO 19011:2011	Guidelines for Auditing Management Systems
ISO 9001:2008	Quality Management Systems Standard – Requirements

Acronyms and Abbreviations

TABLE 0-2 ACRONYMS AND ABBREVIATIONS

Acronym or Abbreviation	Definition
CAPA	Corrective Action and Preventive Action issues for NCRs and/or OFIs
YRRTC	York Region Rapid Transit Corporation
BRT	Bus Rapid Transit
RFQ	Request for Quotation
RFP	Request for Proposal
RT	Rapid Transit
H2VMC	H2 Vaughan Metropolitan Centre
MOM	Minute of Meeting
NCR	Non-conformance Report
OFI	Opportunity for Improvement
QA/QC	Quality Assurance, Quality Control
QMP	Quality Management Plan
QMS	Quality Management System
VOR	Vendor of Record
EDCO	Ellisdon-Coco Vivanext Partnership
KED	Kiewit-EllisDon

1. Report Purpose

1.1 Purpose

- 1.1.1 The purpose of this report is to communicate the result and the findings of the Quality Compliance Audit, carried out at the York Region Rapid Transit Corporation (YRRTC) VivaNext BRT project office located at 3601 Highway 7, Markham, Ontario, on April 18, 2017.
- 1.1.2 The Metrolinx quality compliance team (Lead Auditor, Auditor) conducted the quality audit and YRRTC Chief Financial Officer, Financial Governance and Compliance Manager, and Procurement Specialists attended from the auditee side.

2. Audit Purpose and Scope

2.1 Audit Purpose

- 2.1.1 This quality compliance audit is carried out to determine the conformity of the VivaNext Bus Rapid Transit project records and evidences with the Master Agreement Procurement Protocol schedule “A-1” dated June, 2010 and METROLINX Procurement Policy dated December 2012 and its relevant supporting documents.

2.2 Audit Scope

- 2.2.1 The audit scope as per references covered Metrolinx Master Agreement, Procurement Protocol and its directive.

3. Audit Summary Findings

3.1 Summary

- 3.1.1 This quality compliance audit was carried out without any findings in auditing areas as per the audit scope, observations, and samples.

3.2 Detailed Report

- 3.2.1 The quality audit is a sampling of activities and not a 100% inspection or verification. Therefore, issues may exist which have not been identified during this audit.
- 3.2.2 The detailed quality audit report is in the following Appendix A – Compliance Audit Report.

Appendix A – Compliance Audit Report

Compliance Audit Report

Audit Number:	MX-RT-VNBRT-YRRTC-2017-005		
Process or Service Audited:	METROLINX Master Agreement – Schedule A-1 (Procurement Protocol) and METROLINX Procurement Policy		
Audit Date(s):	18/04/2017		
Report Date:	25/04/2017		
Audited Org(s):	York Region Rapid Transit Corporation (YRRTC)		
Project Number:	VivaNext Bus Rapid Transit - Contract # 095703		
Project Start:	01/10/2009	Project Completion:	31/03/2022
Audit Report Distribution as Indicated Below:			
<input checked="" type="checkbox"/> YRRTC Chief Financial Officer:	Michael Cheong		
<input checked="" type="checkbox"/> YRRTC Financial Governance and Compliance Manager:	Narendra Shah		
<input checked="" type="checkbox"/> YRRTC Procurement Specialist:	Melita Lee		
<input checked="" type="checkbox"/> YRRTC Procurement Specialist:	Leanne Lee		
<input checked="" type="checkbox"/> Metrolinx Quality and Procedures Manager:	Karen Woo		
<input checked="" type="checkbox"/> RT Program Manager:	Richard Moore		
<input checked="" type="checkbox"/> Compliance Manager:	Edmund Galton		
<input checked="" type="checkbox"/> Quality Compliance Manager:	Mona Attout		
<input checked="" type="checkbox"/> Quality Compliance Professional:	Maha Ibrahim		
Audit Scope:			
Metrolinx Master Agreement – Procurement Protocol			
Audit Team Leader:		Audit Team:	
Mona Attout		Maha Ibrahim	
Key Audit Contacts:		Relevant Manager:	
Michael Cheong		Narendra Shah	
Total CAPAs:	<input type="checkbox"/> Major - 0	<input type="checkbox"/> Minor - 0	<input type="checkbox"/> Opportunity for Improvement - 0
Assigned CAPA Number(s): No CAPA identified during this audit.			
Summary/Comments:			
<ul style="list-style-type: none"> Audit schedule and plan were well received and coordinated. YRRTC team was very open and accommodating during the audit. Thorough implementation of the Procurement protocol as well as document control management system. Follow-up is needed through internal audits of Metrolinx Procurement for some of the processes which have shared responsibilities between Metrolinx and YRRTC to ensure process compliance 			

Audit Checklist Observations:**METROLINX Master Agreement – Schedule A-1 (Procurement Protocol)_dated June, 2010****Clause 3.1: Monthly Schedule**

- YRRTC provide a monthly schedule of proposed procurement to Metrolinx Procurement Manager during the monthly meetings organized between YRRTC and Metrolinx and included in the Quarterly report. Report of Q1-2017 was provided as evidence.

Clause 3.2: Procurement Document

- YRRTC forward the complete procurement document to the relevant Metrolinx Project Manager (MPM) for review and approval prior to issuance witnessed a copy of the MX approval of the RFX of RFQ-16-055-RT by e-mail dated 3/10/2016 as well a copy of Metrolinx' approval on Addendum 1 of RFQ-16-055-RT dated 12/10/2016.

Clause 3.3: Distribution of the RFX

- YRRTC distribute the RFX (the procurement solicitation document that sets out the terms, conditions, specifications and scope of work to retain Contractors and Consultants for a project, the program or parts) and maintains the list of bidders whom have picked up the RFX solicitation documents this is done mostly online and posted on the York Region website and the BiddingGo. Copy of the screenshot of the York Region online posting of the published 31/01/2017 received as evidence.

Clause 3.4a: Advertisement of the Project Requirements

- YRRTC advertise the project requirements on the Ontario's electronic tendering service YRRTC (Esolutions), MERX website and BiddingGo and if applicable notify the various Construction Associations of Ontario, this was witnessed through the advertisement of the RFP-17-001-RT that was populated from the MERX system, as well as copy was received as evidence.

Clause 3.4b: In Market duration period for Bidders

- YRRTC gives 15 calendar days (as set out in OPS Directive) to the bidder to prepare and submit bid responses as witnessed for the bid RFQ-16-055-RT "Fairness Monitor Services for Procurement of Engineering and other Advisory services" which was released on 03/10/2016 and closing date was 18/10/2016.
- As for complex procurements and/or high risk including alternative service delivery YRRTC gives 30 calendar days to the bidder as witnessed in the York Region website online screenshot online posting of the RFP-17-001-RT published on 31/01/2017 and Bid closing date was 09/03/2017.

Clause 3.4c: PRE-Bid meetings/ site Tours

- YRRTC arranges, attends and prepares minutes of site tours/ pre-bid meetings as evidence provided for the RFP-13-002-RT preliminary report dated 24/03/2014 stating that the pre-bid meetings with each of the three proponents were held in September, October and November 2013, as well as a Bidder information meeting sign-in sheet dated 09/10/2014 was collected for the PT-13-042-RT vivaNext Corridors Banners.

Clause 3.5a: Bids Preliminary Reports

- Bids Preliminary Report is prepared and written by York Region providing the commercial and the pricing analysis. Then Report to be reviewed by YRRTC to ensure bids are responsive to the requirements of the RFX. Finally to be shared with the Metrolinx Project management to approve the recommended bidder.

Clause 3.5b: Bids Evaluation Criteria

- YRRTC uses a generic evaluation in evaluating the proposals and assessing submission depending on the value and the nature of the bid, so for the vivaNext H2 rapidway Project Design Build Finance Contract, as witnessed in the Metrolinx Memorandum dated 25/06/2017, the technical and financial evaluation framework was established on Conflict Review, Completeness Verification, Technical

compliance Review, Technical Evaluation, and Financial Evaluation. Preferred proponent that was Ellisdon-Coco Vivanext Partnership (EDCO).

Clause 3.6a: Recommendation for award

- After bidders evaluation, YRRTC provides the Metrolinx Procurement Manager MPM with the recommendation for award in the agreed upon format as witnessed in the Recommendation section of the same Metrolinx Memorandum dated 25/06/2015 of the above clause.

Clause 3.6b: Not Applicable

- If the lowest responsive bidder or highest scoring proponent is not recommended; YRRTC to provide Metrolinx supporting rationale for its recommendation in the form of a purchase approval report, which may include Recommendation for award, Background of RFX, and Analysis of bid submission. That case was not applicable by the time of the audit.

Clause 3.7a: Notification Award letter

- YRRTC prepares a notification of award letter to the recommended Vendor and requesting all the necessary supporting documents. Witnessed and received copies of the following documents as evidence.
 - Award letter dated 19/07/2012 issued for the H2VMC vivaNext Highway 7 – Vaughan Metropolitan Centre, Design Build Project issued to Kiewit-EllisDon.
 - Award letter for RFQ-16-055-RT for Fairness Monitor Services dated 20/10/2016 requesting all certificates of insurance with the requirements as set forth in the RFQ document.

Clause 3.7b: Purchase Order and/or Legal Agreement

- YRRTC issues to the successful Vendor, either a purchase order and /or executed legal articles of agreement. Witnessed and received copies of the following documents as evidence
 - P.O # 89408 that was issued to RFP Solutions Inc. on 14/11/2016 for RFQ-16-055-RT Fairness Monitor Services.
 - Agreement of Design-Build between York Region and Metrolinx and KED (Kiewit-EllisDon) dated 21/06/2012.

Clause 3.7c: Security Bonds and Insurance Certificates

- YRRTC receives the initial insurance from the vendors and York Region maintains bonds or other security in a secure location and follows up on the renewal of the insurance certificates to ensure validity at all times. This was witnessed through a copy of KED Performance Bond dated 21/03/2013, and an e-mail dated 8/02/2017 addressed from York Region Risk Management to YRRTC confirming the validity of the certificates of KED partnership on the Design-Build contract services for the vivaNext Highway 7 (H2VMC) project.

Clause 3.7d: Award announcement

- The process of the Award announcement is followed and implemented by York Region. Witnessed and received samples of the award announcement through the York Region online site.
 - Announcement dated 4/08/2015 that EDCO is the preferred proponent to design build and finance the dedicated York Viva BRT rapidway along the Highway 7 corridor in the city of Vaughan and Town of Richmond Hill.
 - Announcement dated 28/09/2015 that EDCO is the preferred proponent for the next phase of the dedicated York Viva BRT rapidway along HWY7 corridor in the city of Vaughan and Town of Richmond Hill.
 - Announcement dated 22/04/2014 that York RapidLink has been awarded the contract to design and build the York Viva BRT (vivaNext) rapidway along Yonge street in the towns of Richmond Hill and Newmarket.

Clause 3.8: Kick-off meetings

- YRRTC arranged a kick-off meeting with the successful Vendor and discussed project schedule, Financial, QMS, Private properties, communications, and Design etc. as witnessed in the vivaNext Yonge Street rapidway Project with RapidLink dated 03/07/2014 attended by OE and RapidLink representatives.

Clause 3.10: Records Maintenance

- All records for all large projects are kept at the York Region and the electronic copies are saved in Electronic Document System Edocs. Witnessed a copy of the fairness Monitor report of the cost confidence process dated 3/08/2012, for the vivaNext H2-VMC Design Build Project for the YRRTC.

Clause 3.11: Quarterly Procurement Meetings

- YRRTC holds Quarterly Procurement Meeting with Metrolinx, which includes Follow-ups and review from previous meeting, Procurement reports, Board reports and procurement items. Witnessed and received copies of the meetings' agendas of Q1-17 dated 12/04/2017, Q4-16 dated 17/01/2017, and Q3-16 dated 14/10/2016.

Clause 3.12a: Acceptance of Schedule of Values

- The OE Contract Administrator is responsible to notify the contractor if the schedule of Values was accepted through a formal correspondence.

Clause 3.12b: Amendments to the Protocol

- Any amendment/ clarification been made to protocol as needed such as introducing the AFP model in the protocol in 2014 was authorized by Metrolinx' Vice President and the YRRTC President, and Metrolinx legal to be involved and the Regional council as well. Witnessed schedule K-1 first amendment to the Master agreement Project Charter for segments H2-West and H2-East vivaNext AFP bundle dated May 2015.

Clause 3.13: Change in the composition of team members

- For any change to the composition of the team members, communication is happening, however not always in writing or in within the time outlined in the protocol.

Metrolinx Procurement Policy dated December 2012**Planning for Procurements**

- YRRTC follows Metrolinx Procurement Policy as well as the York Region Procurement Policy when planning for procurements; however, when procurement is 100% funded by Metrolinx the Metrolinx Procurement policy overrules. All Procurement of Goods and Services planning activities are described in the YRRTC Attachment 1 of Policy no. 2010-1 approved on 10/06/2010. (copy received as evidence).

Values of Procurements

- When determining the values of procurement, YRRTC clearly defined the "total cost" meaning in the YRRTC Procurement of Goods and services Policy, and what they considered to be included under this term such as i) one time costs; ii) ongoing operating costs; iii) any value added taxes; iv) duties; v) disposition costs; and vi) benefits.

Standard Bid Request Form and process

- YRRTC uses a standard Bid Request Form (RFQ) that forms part of the YRRTC Procurement procedures. When they process a tender from \$10,000 up to \$24,999 and services from \$10,000 to \$49,999 YRRTC calls for written quotations from a minimum of two vendors. This was witnessed through the bidders list of the RFQ-16-055-RT Fairness of Monitor Services for OE Procurement, which included 6 bidders.

Tender from \$50,000 up to \$99,999

- When processing a tender from \$50,000 up to \$99,999, YRRTC complies with Metrolinx Procurement Policy by requesting bids from a minimum of three vendors. This was witnessed from the list of bidders for the RFP-15-019-RT posted on Canadian Public Tenders MERX dated 19/03/2015 for the Environmental services for 161 Davis Drive in the Town of Newmarket that shows more than three bidders.

Goods of \$25,000 and services of \$100,000

- YRRTC follows their process when procuring goods of \$25,000 and over and services of \$100,000 and over by either Public Tender (PT) or an advertised Request for Proposals (RFP).

Quarterly Reports

- YRRTC reports the Quarter closing including all awards with the value between \$500,000 and \$10,000,000 and Metrolinx will report it to the Audit, Finance and Risk Management committee as well as all award recommendations with a value greater than \$10,000,000 are brought to the Board for approval.

Vendor of Record (VOR)

- Vendor of Record (VOR) processes (which have been established through a competitive process) is mainly used for the acquisition of fast turnaround for a short project/assignment such as for the RDFQ-16-055-RT, however, it will follow the same approval process

Invitational Competitive Procurement

- Invitational Competitive Procurement method has been used for the services valued at under \$100,000. A record was provided for IT-17-005-RT dated 13/03/2017, including 5 vendors: J.D. Barnes Limited, Land Survey Group Inc, Lloyd and Purcell Ltd, Stantec Consulting Ltd, and Tulloch Geomatics Inc.

Request for Quotation Process (RFQ)

- RFQs are being used for property related bids and services with values under \$100,000; however they are not used for Goods. This process was used for acquiring the RFQ-16-055-RT Fairness Monitor Services for procurement of Engineering and other advisory services issued to RFP Solutions Inc. on 14/11/2016.

Evaluation Committee

- Metrolinx and YRRTC establish an evaluation committee to assess, evaluate and score the submitted Request to Qualify and Quote (RQQ) against the evaluation criteria stated in the original RQQ document. This applied to the RapidLink vivaNext Yonge Rapidway project.

Request for Proposal Process (RFP)

- Request for Proposal (RFP) is being used to check the Quality and value for money of the submitted proposals, and not only the price is the factor. Therefore, the technical evaluation will be done first and then the financial evaluation. Any failure in the technical evaluation, bidder will not be considered in the opening of the tenders.

Emergency Purchases

- Emergency purchase has happened for safety related issues, which required fast resolution. An example is the RFX no.: RFQ-15-059-RT – Y2.1 Emergency Environmental Services which was issued to S2S Environmental Inc. to address an occupational health and safety risk with the Yonge Street corridor adjacent to 9076 Yonge street.

Site Visits

- The site visits are organized for all bidders to view and familiarize themselves with the site where the work will be performed, as witnessed on the Bidder Information Meeting site visit sign-in sheet for the PT-13-042-RT for the vivaNext corridor banners (copy received).

Addendum to the Bid

- The bidder signs each addendum and includes the executed addendums in the submission as proof that they received the addendums and considered its contents when putting together their bid, as witnessed by the addendum no. 1 of the RFQ-16-055-RT acknowledged by RFP solutions on 18/10/2016 (copy received).

Modification or withdrawal of the bids:

- In case of RFP modification or withdrawal YRRTC Procurement of Goods and services Policy no. 2010-1, dated 10/06/2010 will take effect as clearly mentioned in page 24 of the policy.

Process of releasing awarded bidders

- YRTTC releases the information about the winning company and post online the awards for supplies and services, names and the contract prices. Witnessed and received a copy of the screenshot of York Region online Bids and Tenders and outcome notification of PT-15-002-RT awarded to Salandria Ltd for Building demolition and site Remediation for 1082 center street, Vaughan, dated 04/04/2015.

Attachments:

1. Attendance Form

All records received as evidence are saved in Metrolinx Project Wise server.

Audit Team Leader Sign-off:

Appendix B – Evidence Form

Evidence Form

Location:	YRRTC vivaNext BRT (3601 Highway 7, Markham, Ontario)	Date:	18/04/2017		
Contract Number:	VivaNext Bus Rapid Transit - Contract # 095703				
Scope and Objectives:					
<p>This quality compliance audit was carried out to determine the conformity of the YRRTC vivaNext BRT project records and evidences with the Metrolinx Master Agreement – Procurement Protocol dated June, 2010 and Metrolinx Procurement Policy dated December, 2012.</p>					
Audited Processes:					
<ol style="list-style-type: none"> 1. Schedule “A-1” of the Procurement Protocol 2. YRRTC Procurement procedures 3. YRRTC Procurement Roles and Responsibilities 4. YRRTC Procurement Reporting 					
Auditee’s Management Representative(s) Involved:					
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. Michael Cheong 2. Narendra Shah </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 3. Melita Lee 4. Leanne Lee </td> </tr> </table>				<ol style="list-style-type: none"> 1. Michael Cheong 2. Narendra Shah 	<ol style="list-style-type: none"> 3. Melita Lee 4. Leanne Lee
<ol style="list-style-type: none"> 1. Michael Cheong 2. Narendra Shah 	<ol style="list-style-type: none"> 3. Melita Lee 4. Leanne Lee 				
List of Reference Documents/Evidences:					
<p>During the audit, some records and electronic files were requested for keeping as evidence. The following list was received and will be filed with the Audit Report in Metrolinx ProjectWise server.</p> <ol style="list-style-type: none"> 1. Item 2 – Two records: <ol style="list-style-type: none"> a. MPM approval of the RFQ-16-055-RT (Fairness Monitor for OE procurement) e-mail sent by Metrolinx on 3/10/2016; b. MPM approval of Addendum – Approval sent by email sent from Metrolinx on 12/10/2016 for RFQ-16-055-RT Addendum 1. 2. Item 3 – Screenshot of York Region Online posting of RFP-17-001-RT. Published date 31/01/2017. 3. Item 4 – Advertisement posted on MERX for RFP-17-001-RT published date 16/01/2017, revised date 27/01/2017 and closing date 30/01/2017. 4. Item 5 – Two records: <ol style="list-style-type: none"> a. Screenshot of York Region online posting of RFP-17-001-RT showing more than 30 days in market for complex procurement; b. Request for Quotation and Procurement Document Sample: 3b for Fairness monitor services for procurement of engineering and other advisory services for the YRRTC for RFQ-16-055-RT showing 15 calendar days in market. Date of release 3/10/2016 and closing date 18/10/2016. 5. Item 6 – Inter office memorandum showing the pre-bid meetings for RFP-13-002-RT. Request for proposals of Design-builders for the VivaNext Yonge St. rapidway project. 6. Item 8 – Two records: <ol style="list-style-type: none"> a. Metrolinx memorandum dated 25/06/2015 showing the Evaluation Criteria and recommendation of the contract award request for VivaNext H2 Rapidway project Design Build Finance Contract; b. YRRTC Procurement Process Framework document for the Design Build of the vivaNext Yonge street Rapidway project dated March 2014. Showing Evaluation criteria and Evaluation team. 					

7. **Item 9** – Metrolinx memorandum dated 25/06/2015 showing the Evaluation Criteria and recommendation of the contract award request for VivaNext H2 Rapidway project Design Build Finance Contract.
8. **Item 11** – YRRTC award letter dated 19/07/2012, to KED for the VivaNext Highway 7 – Vaughan Metropolitan Centre (H2VMC) Design Build Project.
9. **Item 12** – YRRTC Purchase Order no. 89408 dated 14/11/2016 for the RFQ-16-055-RT, Fairness monitor services for procurement of engineering and other advisory services.
10. **Item 13** – Two records:
 - a. Confirmation of Insurance update and follow-up e-mail dated 8/2/2017 from York Region Risk Management on the insurance update of Kiewit and Ellis Don partnership;
 - b. Copy of performance bond of Kiewit and EllisDon partnership dated 21/03/2013.
11. **Item 14** – Three samples of award announcements:
 - a. EDCO, 4/08/2015. Design, build, and finance the dedicated York Viva Bus RT rapidway along the Highway 7 transit corridor in the city of Vaughan and town of Richmond Hill;
 - b. EDCO, 28/09/2015. Design, build, and finance the next phase of York Viva Bus RT rapidway along the Highway 7 transit corridor in the city of Vaughan and town of Richmond Hill;
 - c. York RapidLink, 22/04/2014. Design and build the York Viva BRT (VivaNext) rapidway along Yonge Street in the towns of Richmond Hill and Newmarket.
12. **Item 15** – Kick-off meetings Contract Progress meeting # 1 dated 23/07/2014 for RapidLink vivaNext Yonge Rapidway project.
13. **Item 16** – Fairness Monitor Report prepared by MNP LLP in respect of the cost confidence process for the VivaNext H2-VMC Design Build project for the YRRTC.
14. **Item 19** – Schedule K-1 to the first amendment to Master Agreement among Metrolinx, and YRRTC and the Regional Municipality of York dated May 2015, for segments H2-West and H2-East.
15. **Item 23** – Potential bidders list for the RFQ-16-055-RT (Fairness Monitor Services for OE Procurement) showing minimum of two quotes.
16. **Item 24** – List of bidders for procurement \$50k–\$100K for RFP-15-019-RT providing environmental services for 161 Davis Drive in the town of Newmarket. Proof of proposal document posted on MERX included minimum three bidders.
17. **Item 28** – Invitational competitive procurement method of services <\$100k for IT-17-005-RT dated 13/03/2017, including five vendors: J.D. Barnes Limited, Land Survey Group Inc, Lloyd and Purcell Ltd, Stantec Consulting Ltd, and Tulloch Geomatics Inc.
18. **Item 32** – YRRTC Procurement Process Framework document for the Design Build of the vivaNext Yonge Street Rapidway project dated March 2014. Showing Evaluation criteria and Evaluation team.
19. **Item 36** – Procurement Authorization Report for RFX no.: RFQ-15-059-RT, Y2.1 Emergency Environmental Services signed and dated 30/10/2015.
20. **Item 37** – Site visit sign-in sheet for the Bidder Information meeting dated 9/10/2014 related to the VivaNext corridor Banners, PT-13-042-RT.
21. **Item 38** – Signed off page of the addendum acknowledgment of the RFQ-16-055-RT, acknowledged and signed by RFP solutions dated 18/10/2016.
22. **Item 40** – Screenshot of award posted of York Region online site of bids and tenders of the PT-15-002-RT and outcome notification dated 04/08/2015 awarded to Salandria Ltd, for building demolition and site remediation for 1082 Centre Street, Vaughan.

List of Legislation, Regulations, and Standards:

1. ISO 9001 (Quality Management Systems Standard – Requirements)

Attendance Form

Subject: <u>YRRTC Quality compliance Audit</u>				
Project: <u>Procurement Protocol</u>			Date: <u>18/04/2017</u>	
No.	Name	Organization	Designation	Signature
1	<u>Mona Attout</u>	<u>Metrolinx/CHAM</u>	<u>Quality Compliance Mg.</u>	<u>Mona Attout</u>
2	<u>Maha Ibrahim</u>	<u>Metrolinx/citem</u>	<u>Quality Compliance Professional</u>	<u>Maha Ibrahim</u>
3	<u>NARENDRA SHAM</u>	<u>YRRTC</u>	<u>Auditee</u>	<u>N Sharma</u>
4	<u>Melita Lee</u>	<u>YRRTC</u>	<u>Procurement Specialist</u>	<u>Melita Lee</u>
5	<u>MICHAEL CHEONG</u>	<u>YRRTC</u>	<u>Chief Financial Officer.</u>	<u>Michael Cheong</u>
6	<u>Leanne Lee</u>	<u>YRRTC</u>	<u>Procurement Specialist</u>	<u>Leanne Lee</u>
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
18				
19				
20				