



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2583515658 to Bayshore HealthCare for the provision of Registered Practical Nurses (RPNs) to administer and set-up Clinics for the City of Toronto Public Health Immunization Programs

Date: December 04, 2020
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

RECOMMENDATIONS

The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:

Solicitation Number: Request for Proposals (RFP) No. Doc2583515658

Description:

This RFP is to select a qualified vendor for the provision of Registered Practical Nurses (RPNs) to administer and set up Clinics for the City of Toronto Public Health immunizations programs.

The term of the agreement is to be for a period of one (1) year from January 1, 2021 to December 31, 2021 with an option in favour of the City to extend the agreement on the same terms and conditions for an additional term of up to four (4) separate one (1) year periods.

The RFP was divided into two categories

- 1) Category 1 Day to Day Clinics
Fall Influenza Program
School-based Immunization Program
Cold Chain Inspection Program
Immunization Clinics for Students Program
- 2) Category 2 Emergency Outbreak Clinics
Emergency Outbreak Clinics

Should the option(s) to renew be exercised, the Medical Officer of Health will request the Chief Procurement Officer of Purchasing and Materials Management Division (PMMD) to process the necessary contract renewal under the same terms and conditions.

Recommended Supplier:

Bayshore HealthCare (Category 1 and 2)

Contract Award Value:

January 1, 2021 to December 31, 2021

\$8,410,800 net of all applicable taxes and charges

\$9,504,206 including HST and all applicable charges

\$8,558,830 net of HST recoveries

Option Period 1 - January 1, 2022 to December 31, 2022

\$4,390,368 net of all applicable taxes and charges

\$4,961,115 including HST and all applicable charges

\$4,467,638 net of HST recoveries

Option Period 2 - January 1, 2023 to December 31, 2023

\$2,058,840 net of all applicable taxes and charges

\$2,326,489 including HST and all applicable charges

\$2,095,075 net of HST recoveries

Option Period 3 - January 1, 2024 to December 31, 2024

\$2,076,936 net of all applicable taxes and charges

\$2,346,937 including HST and all applicable charges

\$2,113,490 net of HST recoveries

Option Period 4 - January 1, 2025 to December 31, 2025

\$2,094,876 net of all applicable taxes and charges

\$2,367,209 including HST and all applicable charges

\$2,131,745 net of HST recoveries

The total potential contract award is \$21,505,956 including all applicable taxes and charges and \$19,031,820 net of all applicable taxes and charges.

The total potential cost to the City including all option periods is \$19,366,780 net of HST recoveries,

The contract is expected to start on January 1, 2021 and end on December 31, 2021 with an option to exercise option years 1, 2, 3, and 4 renewals, depending on performance review and budget availability.

The above cost calculations for the Option Period(s) reflect an estimated 3% increase as per the Consumer Price Index (CPI).

FINANCIAL IMPACT

The total contract award identified in this report is \$21,505,956 including all applicable taxes and charges. The total potential cost to the City is \$19,366,780 net of HST recoveries.

Funding has been included in the 2021 Operating Budget Submission for Toronto Public Health.

Should the City choose to exercise its option to renew for an additional four (4) separate one (1) year periods, then appropriate funding, if needed, will be included in 2022-2025 annual Operating Budget Submissions for Public Health. Additional funding details are provide in Table 1 to follow.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre/Cost Element	Period(s)	Total (net of HST Recoveries)
CC: PH 4081 / CE: 4000-4999&1025	January 1, 2021 to December 31, 2021	\$8,558,830
	January 1, 2022 to December 31, 2022	\$0
	January 1, 2023 to December 31, 2023	\$0
	January 1, 2024 to December 31, 2024	\$0
	January 1, 2025 to December 31, 2025	\$0
CC: PH 4081 / CE: 4025	January 1, 2021 to December 31, 2021	\$0
	January 1, 2022 to December 31, 2022 - optional period	\$4,467,638
	January 1, 2023 to December 31, 2023 - optional period	\$2,095,075
	January 1, 2024 to December 31, 2024 Optional period	\$2,113,490
	January 1, 2025 to December 31, 2025 Optional period	\$2,131,747
Total (net of HST Recoveries)		\$19,366,780

SOLICITATION SUMMARY

Solicitation Issued: September 15, 2020

Solicitation Closed: October 14, 2020

Number of Addenda Issued: Two (2)

Number of Bids: Five (5)

Table 2: Summary of Bids Received for RFP Doc. No.2583515658

Adpearl inc*
Bayshore HealthCare

Adpearl inc*
Helping Hands Nursing Services*
Oncidium Inc*
Spectrum Health Care LP

* Suppliers did not meet the minimum technical scoring threshold of 75% to move forward in the evaluation to Stage 3 - Cost of Services

Range of total scores
18 - 90

DIVISION CONTACTS

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COMMENTS

For the recommended contract award, the following requirements have been met:

a. The firm recommended for award is the lowest Supplier meeting specifications or to the highest scoring Supplier based on the evaluation criteria included in the Solicitation and meeting the requirements of the solicitation;

b. the appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;

c. the total contract value is less than \$20 million dollars (excluding applicable taxes) and the contract term is:

1. for a contract funded by the operating budget, 5 years or less including any option years; or

2. for a contract funded by the capital budget, within the projected term of the capital funding for the project as set out in the capital budget,

being within the authority of the Bid Award Panel;

d. there are no material written objections to the award;

e. the Solicitation document was advertised on the City's internet website and bids or proposals were opened publicly; and

f. the Fair Wage Office confirms the recommended firm understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

Additional details and information for the above Solicitations are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Michael Pacholok
Chief Procurement Officer