



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2755600779 to VHA Home HealthCare for the provision of Enterstomal Therapy and Intravenous Therapy for Seniors Services and Long-Term Care

Date: March 11, 2021
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 Quotation (RFQ) Doc2755600779

Description:
For the provision of Enterstomal (ET) Therapy and Intravenous (IV) Therapy for the City of Toronto's Seniors Services and Long-Term Care Division for a period of one (1) year with the option to renew the Contract for four (4) additional separate one (1) year periods.

Recommended Supplier:
VHA Home HealthCare

Contract Award Value:
\$196,845 net of all applicable taxes and charges
\$222,435 including HST and all applicable charges
\$200,309 net of HST recoveries

Contract is expected to start on April 1, 2021 and end on March 31, 2022.

Option Year 1 (April 1, 2022 to March 31, 2023)
\$196,845 net of all applicable taxes and charges
\$222,435 including HST and all applicable charges
\$200,309 net of HST recoveries

Option Year 2 (April 1, 2023 to March 31, 2024)

\$196,845 net of all applicable taxes and charges
\$222,435 including HST and all applicable charges
\$200,309 net of HST recoveries

Option Year 3 (April 1, 2024 to March 31, 2025)

\$196,845 net of all applicable taxes and charges
\$222,435 including HST and all applicable charges
\$200,309 net of HST recoveries

Option Year 4 (April 1, 2025 to March 31, 2026)

\$196,845 net of all applicable taxes and charges
\$222,435 including HST and all applicable charges
\$200,309 net of HST recoveries

The total potential contract award identified in this report is \$1,112,174 including all applicable taxes and charges and \$984,225 net of all applicable taxes and charges. **The total potential cost to the City is \$1,001,547 net of HST recoveries.**

The above cost calculations reflect a 10% contingency cost not reflected in the evaluated bid price noted in Table 2.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$1,112,174 including all applicable taxes and charges and \$984,225 net of all applicable taxes and charges. The cost to the City is \$1,001,547 net of HST recoveries.

Funding is available in the 2021 Approved Operating Budget for Seniors Services and Long-Term Care. Additional funding will be included in the 2022 Operating Budget Submission for Seniors Services and Long-Term Care.

Should the City choose to exercise its option to renew for an additional four (4) separate one (1) year periods, then appropriate additional funding, if needed, will be included in the 2022 - 2026 annual Operating Budget Submissions for Seniors Services and Long-Term Care. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centre / Cost Element D3*144/2826 (net of HST Recoveries)	Total (net of HST Recoveries)
April 1, 2021 to December 31, 2021	\$150,232	
January 1, 2022 to March 31, 2022	\$50,077	
Total: Initial contract term		\$200,309

Period	Cost Centre / Cost Element D3*144/2826 (net of HST Recoveries)	Total (net of HST Recoveries)
April 1, 2022 to December 31, 2022	\$150,232	
January 1, 2023 to March 31, 2023	\$50,077	
Total: Option Period 1		\$200,309
April 1, 2023 to December 31, 2023	\$150,232	
January 1, 2024 to March 31, 2024	\$50,077	
Total: Option Period 2		\$200,309
April 1, 2024 to December 31, 2024	\$150,232	
January 1, 2025 to March 31, 2025	\$50,077	
Total: Option Period 3		\$200,309
April 1, 2025 to December 31, 2025	\$150,232	
January 1, 2026 to March 31, 2026	\$50,077	
Total: Option Period 4		\$200,309
Grand Total (net of HST recoveries)		\$1,001,547

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

SOLICITATION SUMMARY

Solicitation Issued: February 2, 2021 **Solicitation Closed:** February 23, 2021
Number of Addenda Issued: None
Number of Bids: One (1)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (including H.S.T.)
VHA Home HealthCare	\$202,213.50

DIVISION CONTACTS

Allison Phillips, Manager, Professional Services, Purchasing & Materials Management, 647-882-9803, Allison.Phillips@toronto.ca

Michael Nguyen, Manager, Advanced Nursing Practice, Seniors Services and Long-Term Care, 416-392-7674, Michael.Nguyen@toronto.ca

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