



BID AWARD PANEL CONTRACT AWARD

Award to Point Blank Creative for the Implementation of Ward Immunization Campaign

Date: April 29, 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 Proposal - Ward Immunization Campaign

Description:

To identify a supplier to provide and implement an outreach strategy to execute the Ward Immunization Campaign by utilizing the various outreach service options in order to build upon and align with existing City programs.

Recommended Supplier:

Point Blank Creative

Contract Award Value:

\$1,223,320 net of all applicable taxes and charges
\$1,382,352 including HST and all applicable charges
\$1,229,915 net of HST Recoveries

Contract is expected to start on from the date of award to October 31, 2021.

FINANCIAL IMPACT

The total contract award identified in this report is \$1,223,320 excluding all taxes, \$1,382,352 including HST and all applicable charges. The cost to the City is \$1,229,915 net of HST Recoveries.

Funding for Toronto Public Health to support the operational requirements of the Mass Immunization Clinics (MICs) is expected to be received through continued COVID-19 support funding from the other levels of government as needed. Toronto Public Health is seeking reimbursement for costs incurred to operate its Mass Immunization Clinics

from the Ministry of Health (Ministry) as part of the Ministry's MIC Extra-Ordinary Cost Recovery Program. Additional funding details follows in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre	Cost Element	Functional Code	Total Net of HST Recoveries
PH 4128	4086	7170000000	\$1,229,915

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

SOLICITATION SUMMARY

Solicitation Issued: April 15, 2021 **Solicitation Closed:** April 26, 2021

Number of Addenda Issued: Two (2)

Number of Bids: Two (2)

Table 2: Summary of Bids Received

Point Blank Creative
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DIVISION CONTACTS

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Elena Caruso, Manager, Goods and Services, Purchasing and Materials Management, (416)392-7316, E-mail: Elena.Caruso@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

Mike Pacholok,
Chief Procurement Officer