



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 2898738944 to Key Music Therapy for the provision of Music Therapy Services for Seniors Services and Long-Term Care Division

Date: September 23, 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), Ariba Document Number 2898738944

Description:

For the provision of Music Therapy Services for Seniors Services and Long-Term Care for a period of one (1) year, with the option to renew the contract for four (4) additional separate one (1) year periods.

Should the option(s) be exercised, then the Director of Seniors Services and Long-Term Care will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Key Music Therapy

Contract Award Value:

\$266,690 net of all applicable taxes and charges
\$301,359 including HST and all applicable charges
\$271,384 net of HST recoveries

Contract is expected to start on January 1, 2022 and end on December 31, 2022.

Option Year 1 (January 1, 2023 to December 31, 2023)

\$274,690 net of all applicable taxes and charges
\$310,400 including HST and all applicable charges
\$279,525 net of HST recoveries

Option Year 2 (January 1, 2024 to December 31, 2024)
\$282,931 net of all applicable taxes and charges
\$319,712 including HST and all applicable charges
\$287,911 net of HST recoveries

Option Year 3 (January 1, 2025 to December 31, 2025)
\$291,419 net of all applicable taxes and charges
\$329,304 including HST and all applicable charges
\$296,548 net of HST recoveries

Option Year 4 (January 1, 2026 to December 31, 2026)
\$300,162 net of all applicable taxes and charges
\$339,183 including HST and all applicable charges
\$305,445 net of HST recoveries

The total potential contract award including all option years is \$1,599,958 including all applicable taxes and charges and \$1,415,892 net of all applicable taxes and charges.
The potential cost to the City is \$1,440,812 net of HST recoveries.

The above cost calculations reflect a 3% CPI adjustment applied annually to the yearly cost after the initial year.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$1,415,892 net of all applicable taxes and charges, and \$1,599,958 including all applicable taxes and charges. The total potential cost to the City is \$1,440,812 net of HST recoveries

Funding has been included in the 2022 Base Operating Budget Submission for Seniors Services and Long-Term Care Division. Should all the optional periods be exercised, appropriate additional funding will be requested in the 2023-2026 Operating Budget Submissions. Funding details are summarized in Table 1 as follows:

Table 1: Financial Impact Summary of Recommended Contract

Seniors Services and Long-Term Care SSLTC Operational Budget: D3*083 Cost Element: 4199	Net of HST Recoveries
Initial Year Period From January 1, 2022 to December 31, 2022	\$271,384
Option Year 1 From January 1, 2023 to December 31, 2023	\$279,525
Option Year 2 From January 1, 2024 to December 31, 2024	\$287,911
Option Year 3 From January 1, 2025 to December 31, 2025	\$296,548
Option Year 4 From January 1, 2026 to December 31, 2026	\$305,445

Seniors Services and Long-Term Care SSLTC Operational Budget: D3*083 Cost Element: 4199	Net of HST Recoveries
Grand Total	\$1,440,812

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

SOLICITATION SUMMARY

Solicitation Issued: July 21, 2021
Number of Addenda Issued: None
Number of Bids: One (1)

Solicitation Closed: August 24, 2021

Table 2: Summary of Bids Received for RFQ, Ariba Document Number 2898738944 including bid price

Supplier Name	Evaluated Bid Price (excluding H.S.T)
Key Music Therapy	\$266,690
New Song Music Therapy Ltd.	\$1,724,814,000.00

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

e. 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