



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 2896939534 to InnerArt Inc. for the provision of Art 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 2896939534

Description:

For the provision of Art 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:

InnerArt Inc.

Contract Award Value:

\$117,520 net of all applicable taxes and charges
\$132,798 including HST and all applicable charges
\$119,588 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)

\$121,046 net of all applicable taxes and charges
\$136,782 including HST and all applicable charges
\$123,176 net of HST recoveries

Option Year 2 (January 1, 2024 to December 31, 2024)

\$124,677 net of all applicable taxes and charges
\$140,885 including HST and all applicable charges
\$126,871 net of HST recoveries

Option Year 3 (January 1, 2025 to December 31, 2025)

\$128,417 net of all applicable taxes and charges
\$145,112 including HST and all applicable charges
\$130,677 net of HST recoveries

Option Year 4 (January 1, 2026 to December 31, 2026)

\$132,270 net of all applicable taxes and charges
\$149,465 including HST and all applicable charges
\$134,598 net of HST recoveries

The total potential contract award including all option years is \$705,040 including all applicable taxes and charges and \$623,930 net of all applicable taxes and charges. **The potential cost to the City is \$634,911 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 \$623,930 net of all applicable taxes and charges, and \$705,040 including all applicable taxes and charges. The total potential cost to the City is \$634,911 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	\$119,588
Option Year 1 From January 1, 2023 to December 31, 2023	\$123,176
Option Year 2 From January 1, 2024 to December 31, 2024	\$126,871
Option Year 3 From January 1, 2025 to December 31, 2025	\$130,677
Option Year 4 From January 1, 2026 to December 31, 2026	\$134,598
Grand Total	\$634,911

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

SOLICITATION SUMMARY

Solicitation Issued: July 21, 2021

Solicitation Closed: August 24, 2021

Number of Addenda Issued: None

Number of Bids: One (1)

Table 2: Summary of Bids Received for RFQ, Ariba Document Number 2896939534 including bid price

Supplier Name	Evaluated Bid Price (excluding H.S.T.)
InnerArt Inc.	\$117,520

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