



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 2938858427 to Achieva Health Inc. for the Provision of Occupational Therapy Services for Seniors Services and Long-Term Care Division

Date: November 04, 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 2938858427

Description:

For the provision of Occupational 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:

Achieva Health Inc.

Contract Award Value:

\$527,100 net of all applicable taxes and charges
\$595,623 including HST and all applicable charges
\$536,377 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)

\$542,913 net of all applicable taxes and charges
\$613,492 including HST and all applicable charges
\$552,468 net of HST recoveries

Option Year 2 (January 1, 2024 to December 31, 2024)
\$559,200 net of all applicable taxes and charges
\$631,896 including HST and all applicable charges
\$569,042 net of HST recoveries

Option Year 3 (January 1, 2025 to December 31, 2025)
\$575,976 net of all applicable taxes and charges
\$650,853 including HST and all applicable charges
\$586,114 net of HST recoveries

Option Year 4 (January 1, 2026 to December 31, 2026)
\$593,256 net of all applicable taxes and charges
\$670,379 including HST and all applicable charges
\$603,697 net of HST recoveries

The total potential contract award including all option years is \$3,162,243 including all applicable taxes and charges and \$2,798,445 net of all applicable taxes and charges.
The potential cost to the City is \$2,847,698 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 \$2,798,445 net of all applicable taxes and charges, and \$3,162,243 including all applicable taxes and charges. The total potential cost to the City is \$2,847,698 net of HST recoveries

Funding has been included in the 2022 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, D3*180, D3*190 Cost Element: 4197	Net of HST Recoveries
Initial Year Period From January 1, 2022 to December 31, 2022	\$536,377
Option Year 1 From January 1, 2023 to December 31, 2023	\$552,468
Option Year 2 From January 1, 2024 to December 31, 2024	\$569,042
Option Year 3 From January 1, 2025 to December 31, 2025	\$586,114
Option Year 4 From January 1, 2026 to December 31, 2026	\$603,697

Seniors Services and Long-Term Care SSLTC Operational Budget: D3*083, D3*180, D3*190 Cost Element: 4197	Net of HST Recoveries
Grand Total From January 1, 2022 to December 31, 2026	\$2,847,698

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

SOLICITATION SUMMARY

Solicitation Issued: September 16, 2021

Solicitation Closed: October 18, 2021

Number of Addenda Issued: Two (2)

Number of Bids: Two (2)

Table 2: Summary of Bids Received for RFQ, Ariba Doc No.2938858427 including Total Base Bid Price

Supplier Name	Evaluated Bid Price (excluding H.S.T.)
Achieva Health Inc.	\$527,100
Novo Healthnet Limited	\$540,152

DIVISION CONTACTS

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Soo Ching Kikuta, Director, Resident Care & Services, Seniors Services and Long-Term Care, Tel: 416-392-8488, Email: SooChing.Kikuta@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. 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