



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3119038310 to VHA Home HealthCare for the Provision of Childminding Services for Toronto Public Health Division

Date: December 2, 2021
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All Wards

RECOMMENDATIONS

The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:

Solicitation Number:

Request for Proposal (RFP), Ariba Document Number 3119038310

Description:

For the provision of childminding services as required by the Child Health and Development (CHD) Directorate of the Toronto Public Health Division, for a period of one (1) year, with an option in favour of the City to extend the agreement on the same terms and conditions for an additional term of up to four (4) one (1) year periods.

Prior to the renewal of the contract, PMMD will perform a market analysis to verify the current market conditions as compared to the proposed increase by the vendor and that the Stores Division will monitor vendor performance during the first term of the contract.

Should the option(s) be exercised, then the Director of Toronto Public Health Division will request the Chief Procurement Officer of Purchasing and Materials Management to process the renewals under the same terms and conditions.

Recommended Supplier:

VHA Home HealthCare

Contract Award Value:

\$98,700 net of all applicable taxes and charges
\$111,531 including HST and all applicable charges
\$100,437 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)

\$101,661 net of all applicable taxes and charges
\$114,877 including all applicable taxes and charges
\$103,450 net of HST recoveries

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

\$104,711 net of all applicable taxes and charges
\$118,323 including all applicable taxes and charges
\$106,554 net of HST recoveries

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

\$107,852 net of all applicable taxes and charges
\$121,873 including all applicable taxes and charges
\$109,750 net of HST recoveries

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

\$111,088 net of all applicable taxes and charges
\$125,529 including all applicable taxes and charges
\$113,043 net of HST recoveries

The total potential contract award including all option years is \$592,133 including all applicable taxes and charges and \$524,012 net of all applicable taxes and charges. **The total potential cost to the City including all options years for all awards is \$533,234 net of HST Recoveries.**

The above cost calculations for the Option Years reflect an estimated annual 3% increase as per the Consumer Price Index (CPI).

FINANCIAL IMPACT

The total contract award identified in this report is \$592,133 including all applicable taxes and charges. The cost to the City is \$533,234 net of HST recoveries.

Funding is available in the approved operating budget for the year 2022. Should all optional periods are 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 (Net of HST Recoveries)

	Contract Initial Term	Option Year 1	Option Year 2	Option Year 3	Option Year 4
Cost Centre/Cost Element	Jan. 1 to Dec. 31, 2022	Jan. 1 to Dec.31, 2023	Jan. 1 to Dec.31, 2024	Jan. 1 to Dec.31, 2025	Jan. 1 to Dec.31, 2026

PH3031, PH3724 / 4421 PH3039 / 4995 PH3101 / 4414, 4995	\$100,437	\$103,450	\$106,554	\$109,750	\$113,043
Grant Total (Net of HST Recoveries)					\$533,234

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information in the Financial Impact section.

SOLICITATION SUMMARY

Solicitation Issued: August 20, 2021

Solicitation Closed: September 15, 2021

Number of Addenda Issued: None

Number of Bids: One (1)

Table 2: Summary of Bids Received

Supplier Name
VHA Home Healthcare

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