

Non-Competitive Contract with PRG (Production Resource Group) for the Non-Exclusive Supply and Delivery of Technical Production Services to Various Mass Immunization Clinics and ShowLoveTO

Date: May 14, 2021

To: Economic and Community Development Committee

From: Acting General Manager, Economic Development and Culture and the Chief Procurement Officer

Wards: All

SUMMARY

The purpose of this report is to seek City Council authority to enter into a non-competitive contract agreement with PRG (Production Resource Group) for the provision of non-exclusive technical production services to various Mass Immunization Clinic locations as well as ShowLoveTO initiatives to ensure continuity of ongoing services. The contract period would begin on June 1, 2021 and end on June 1, 2022, for the total amount of \$1,243,000 (\$1,255,718.40 net of Harmonized Sales Tax recoveries).

City Council approval is required in accordance with Toronto Municipal Code Chapter 195, Purchasing, where the current request exceeds the Chief Procurement Officer's authority of the cumulative five-year commitment for each vendor under Article 7, Section 195-7.3(D) of the Purchasing By-law or exceeds the threshold of \$500,000 net of HST allowed under staff authority as per Toronto Municipal Code Chapter 71, Financial Control, Section 71-11A.

RECOMMENDATIONS

The Acting General Manager, Economic Development and Culture and the Chief Procurement Officer recommend that:

1. City Council authorize the General Manager, Economic Development and Culture to negotiate and enter into a non-competitive agreement with PRG (Production Resource Group) for the provision of technical supervisory services to the Economic Development and Culture Division in the amount of \$1,243,000 net of all applicable taxes and charges (\$1,255,718.40 net of Harmonized Sales Tax recoveries), on terms and conditions satisfactory to the General Manager, Economic Development and Culture and in a form satisfactory to the City Solicitor.

FINANCIAL IMPACT

The non-competitive contract in the amount of \$1,243,000 (\$1,255,718.40 net of HST recoveries) is needed to maintain continuity of services to cover the costs of technical production services to support Toronto Public Health's Mass Immunization Clinics during the pandemic, as well as Economic Development and Culture's ShowLoveTO initiatives. The contract value will allow the City to spend but it will be non-committed until expensed.

Funding is available in the 2021 Approved Operating Budget for Economic Development and Culture. 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 to fully offset these costs in 2021. Toronto Public Health will seek 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 for these technical services will be requested in the 2022 Operating Budget Submission if the immunization efforts continue into 2022. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary

Vendor Name: PRG (Production Resource Group Canada LTD.)					Vendor Number: 3107563	
Description	Cost Centre \ FAC	Cost Element	Year 2021 (PreTax)	Year 2022 (PreTax)	Total Value	
					(Sum Total Pretax)	(Net of Harmonized Sales Tax Recoveries)
Mass Immunization Clinics	PH4128 /* 7170000000	4403*	\$ 675,000.00**	\$ 75,000.00**	\$ 750,000.00	\$ 763,200.00
ShowLoveTO	ED0151 / 1560200000	4403	\$ 165,600.00	\$ 18,400.00	\$ 184,000.00	\$ 187,238.40
ShowLoveTO (2)	AH0137 / 1570300000	4403	\$ 18,000.00	\$ 2,000.00	\$ 20,000.00	\$ 20,352.00
ShowLoveTO (3)	AH0050 / 1570200000	4403	\$ 252,000.00	\$ 28,000.00	\$ 280,000.00	\$ 284,928.00
Column Totals			\$1,110,600.00	\$123,400.00	\$ 1,234,000.00	\$1,255,718.40

* For Toronto Public Health tracking purposes.

** Maximum amounts to be submitted to the Ministry for cost reimbursement.

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

DECISION HISTORY

Blanket Contract Number 47021652 was awarded to Production Resource Group in the value of \$297,412.50 on August 22, 2018 following a Request for Proposal (RFP). No. 3204-18-0270) for a period of one year, as well as up to 3 potential option years. However, the options years were not included in the original award in error. Further, the projected expenditures related to the COVID-19 response exceed the current contract value with no additional provisions to amend, and therefore a non-competitive agreement is required to ensure continuity of services.

COMMENTS

On March 23, 2020 the City of Toronto declared a state of emergency due to the COVID-19 pandemic. Based on direction from the Medical Officer of Health, all non-essential services and City facilities were closed to reduce the spread of COVID-19.

The responsibility of standing up and managing Mass Immunization Clinics was assigned to each municipality across the province of Ontario. Toronto Public Health has taken the lead of a multi-divisional task force mandated to plan and operate nine (9) Mass Immunization Clinics across the city in its efforts to immunize Toronto's citizens of greatest need and curb the effects of the pandemic.

To meet the operational requirements of the Mass Immunization Clinics, Toronto Public Health requested the support of the City Cultural Events Production team of EDC in January 2021 for the planning and implementation of nine clinics across the city. As the planning turned to operationalization, the need arose to staff the clinics with a contingent of technical services to oversee the day to day people management of the clinics. The values reflected in this report represent the costs associated with the supervisory team required to set-up, demobilize, and operate nine clinics for upwards of 170 consecutive days.

Economic Development and Culture Division (EDC) currently has a blanket contract with Production Resource Group (Blanket Contract Number 47021652). However, the requirements in this report are beyond the target value of this contract. Further during that review, EDC engaged PRG in January 2021, when the Immunization Task Force requested that the City Cultural Events unit of EDC design, deploy, and assist with staffing the Clinics. PRG was engaged as EDC already had a blanket contract for Technical Production Services with PRG (Blanket Contract Number 47021652). After PRG was engaged, EDC realized, in discussion with Purchasing and Materials Management Division (PMMD), that there was an issue with the existing contract in that the option years were not properly awarded as part of the procurement in 2018. Given that the new requirements to support the Clinics and ShowLoveTO were beyond the target value of the contract, and that the option years were not properly authorized, PMMD recommended that a non-competitive contract would be required.

PRG has been supporting the City by providing event management staff for each of the Clinics, supporting operations and coordination of resources, and crowd management in the Clinics. Eventually, the Province will activate its network of health care professionals to further expand immunization efforts, thereby allowing the City to cease the operation of the Clinics.

Also, as part of COVID-19 relief efforts, EDC has undertaken a series of other programs and initiatives which began in the fall of 2020, and will continue through 2021, under the banner of ShowLoveTO, designed to strengthen civic pride and engagement, and drive economic and cultural recovery by inviting Torontonians back to their city, to join in building the City back, by using creativity to inspire hope. To operationalize these initiatives, the ShowLoveTO team has utilized the services of PRG to provide theatrical technical equipment and labour, consistent with the scope of work issued in the original call. ShowLoveTO initiatives will benefit small businesses, artists and residents across Toronto. PRG continues to support the needs of the ShowLoveTO campaign through technical expertise, staffing, and audio-visual equipment resources.

The Fair Wage Office has reported that Production Resource Group has indicated that they have reviewed and understand the Fair Wage Policy and Labour Trades requirements and have agreed to comply fully.

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SIGNATURE

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