

Amendment to Non-Competitive Blanket Contract Number 47022957 with R Courier for the Provision of Courier Services for COVID-19 Related Documents and Specimens

Date: June 16, 2021

To: Economic and Community Development Committee

From: Medical Officer of Health and Chief Procurement Officer

Wards: All

SUMMARY

The purpose of this report is to request authority from the Economic and Community Development Committee to amend Blanket Contract Number 47022957 issued to R Courier for the provision of courier services for COVID-19 related documents and specimens from various Toronto Public Health (TPH) locations to City of Toronto residents' home locations and local area hospitals and assessment centres. This report requests an amendment to increase the contract value by \$850,000 net of Harmonized Sales Tax (\$864,960 net of Harmonized Sales Tax recoveries), increasing the contract value from \$950,000 to \$1,800,000 net of Harmonized Sales Tax (\$1,831,680 net of Harmonized Sales Tax recoveries).

On March 23, 2020 the Mayor declared a state of emergency for the City of Toronto due to the COVID-19 pandemic. TPH is currently responding to active COVID-19 cases. Part of the COVID-19 case management process involves the timely transfer of documentation, such as test results and instructions on next steps, between TPH, individuals diagnosed with COVID-19 infection and other health care providers, in order to mitigate impact and spread of the virus. In addition, TPH supports the rapid transfer of specimens from the location of a COVID-19 test to assessment centres and local hospitals for select COVID-19 cases. These strategies are vital to achieving our long-term goals of decreasing rates of community transmission, preventing and containing outbreaks, and continually improving our operational response to COVID-19.

The amendment to Blanket Contract Number 47022957 is required in order to continue providing these services as part of TPH's continuing COVID-19 response.

The Economic and Community Development Committee's approval is required in accordance with City of Toronto Municipal Code Chapter 195, Purchasing, where the current request exceeds the Chief Procurement Officer's authority of the cumulative five year commitment limit 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 Harmonized Sales

Tax allowed under staff authority as per City of Toronto Municipal Code Chapter 71, Financial Control, Section 71-11.1.

RECOMMENDATIONS

The Medical Officer of Health and the Chief Procurement Officer recommend that:

1. The Economic and Community Development Committee, in accordance with Section 71-11.1C of City of Toronto Municipal Code Chapter 71, Financial Control authorize an amendment to Blanket Contract Number 47022957 issued to R Courier for the provision of courier services for Toronto Public Health's COVID-19 related services by an additional \$850,000 net of Harmonized Sales Tax (\$864,960 net of Harmonized Sales Tax recoveries), revising the current contract value from \$950,000 net of Harmonized Sales Tax (\$966,920 net of Harmonized Sales Tax recoveries) to \$1,800,000 net of Harmonized Sales Tax (\$1,831,680 net of Harmonized Sales Tax recoveries).

FINANCIAL IMPACT

An amendment is requested for Blanket Contract Number 47022957. The total amendment amount is \$850,000 net of Harmonized Sales Tax (\$864,960 net of Harmonized Sales Tax recoveries). The amendment is needed to continue courier services for COVID-19 related documents and specimens.

Toronto Public Health will seek reimbursement of the cost incurred for courier services from the Ministry of Health as part of the Ministry's Extraordinary Cost Recovery Program. Funding details are shown in Table 1 below:

Table 1: Financial Impact Summary

Cost Centre/Cost Element	2021 (net of Harmonized Sales Tax)	2021 (net of Harmonized Sales Tax Recoveries)
PH4082 CE4199	\$ 850,000	\$ 864,960

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

DECISION HISTORY

In March 2020, Toronto Public Health entered into a contract with R Courier through the Divisional Non-Competitive Procurement Request process and issued Divisional Purchase Order (DPO) Number 3591960 for \$50,000. At that time, no long term procurement arrangements were made.

In May 2020, the City entered into a contract with R Courier through the Non-Competitive Procurement Request (NCPR) Number 10763 and issued Blanket Contract Number 47022957, in the amount of \$450,000 for the provision of Courier Services for COVID-19 related documents and specimens.

In January 2021, an amendment to Blanket Contract Number 47022957 (Amendment No. 1) was processed in the amount of \$350,000, increasing the contract value from \$450,000 to \$800,000 to respond to the continuity of COVID-19 response cases.

In April 2021, a subsequent amendment to Blanket Contract Number 47022957 (Amendment No. 2) was processed in the amount of \$150,000, increasing the contract value from \$800,000 to \$950,000, in order to continue providing services due to the continuing COVID-19 response cases.

COMMENTS

On March 23, 2020, the Mayor declared a state of emergency for the City of Toronto due to the COVID-19 pandemic. Toronto Public Health is currently responding to active COVID-19 cases, and documents such as test results and instructions on next steps need to be provided to residents as quickly as possible in order to mitigate impact and spread of the virus. In addition, Toronto Public Health supports the rapid transfer of specimens from the location of a COVID-19 to test assessment centres and local hospitals for select COVID-19 cases. These strategies are vital to achieving our long-term goals of decreasing rates of community transmission, preventing and containing outbreaks, and continually improving our operational response to COVID-19.

For the 2021 funding year, public health units are expected to take all the necessary measures to continue to respond to COVID-19 in their catchment areas, support the Ministry of Health in the provincial roll-out of the COVID-19 Vaccine Program, and continue to maintain critical public health programs and services as identified in Board of Health approved pandemic plans. Similar to 2020 processes, as COVID-19 response continues, public health units are expected to incur additional expenses to support these efforts. In recognition of these unique circumstances, public health units will have an opportunity to request additional one-time funding to support 2021 COVID-19 extraordinary costs as part of the 2021 Annual Service Plan and Operating Budget Submission.

In 2020, 100 percent of the extraordinary expenses related to COVID-19 response were reimbursed by the Province. The Province has indicated the same funding arrangements will be made available to public health units for 2021.

As a result, Toronto Public Health is requesting an amendment to Blanket Contract Number 47022957 for an additional amount of \$850,000 net of Harmonized Sales Tax (\$864,960 net of Harmonized Sales Tax recoveries), revising the current contract value from \$950,000 net of Harmonized Sales Tax (\$966,920 net of Harmonized Sales Tax recoveries) to \$1,800,000 net of Harmonized Sales Tax (\$1,831,680 net of Harmonized Sales Tax recoveries).

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

CONTACT

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SIGNATURE

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