

# **Amendment to Non-Competitive Purchase Order Number 6051977 with Ian Martin Information Technology Inc. for the Provision of Administrative Services Required to Support the City's COVID-19 Response for Toronto Public Health**

**Date:** March 9, 2022

**To:** Economic and Community Development Committee

**From:** Medical Officer of Health and Chief Procurement Officer

**Wards:** All

## **SUMMARY**

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The purpose of this report is to request authority from the Economic and Community Development Committee to amend Purchase Order Number 6051977 issued to Ian Martin Information Technology Inc. for the provision of administrative services required by Toronto Public Health to support the City's COVID-19 response. This report requests an amendment to increase the contract value by \$250,000 net of all applicable taxes and charges (\$254,400 net of Harmonized Sales Tax recoveries), increasing the contract value from \$400,000 net of all applicable taxes and charges (\$407,040 net of Harmonized Sales Tax recoveries) to \$650,000 net of all applicable taxes and charges (\$661,440 net of Harmonized Sales Tax recoveries).

Purchase Order Number 6051977 was previously initiated to support a number of rapidly evolving and changing administrative needs with the COVID-19 and Mass Immunization Response. Toronto Public Health continues to require these administrative services as public health units are expected to take all necessary measures to continue to respond to COVID-19 in their catchment areas and to maintain critical public health programs and services as identified in Board of Health approved pandemic plans.

Economic and Community Development Committee approval is required in accordance with Municipal Code Chapter 195, Purchasing, where the current request exceeds the threshold of \$500,000 net of Harmonized Sales Tax allowed under staff authority as per the Toronto Municipal Code, Chapter 71, Financial Control, Section 71-11.1(C).

## **RECOMMENDATIONS**

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

1. The Economic and Community Development Committee, in accordance with Section 71-11.1.C of the City of Toronto Municipal Code Chapter 71 (Financial Control By-Law), authorize the Medical Officer of Health to amend Purchase Order Number 6051977 with Ian Martin Information Technology Inc. and increase the contract value by \$250,000 net of all applicable taxes and charges (\$254,400 net of Harmonized Sales Tax recoveries), increasing the current Purchase Order value from \$400,000 net of all applicable taxes and charges (\$407,040 net of Harmonized Sales Tax recoveries) to \$650,000 net of all applicable taxes and charges (\$661,440 net of Harmonized Sales Tax recoveries).

## **FINANCIAL IMPACT**

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Funding for the requested Purchase Order Amendment in the amount of \$250,000 net of all applicable taxes and charges (\$254,400 net of Harmonized Sales Tax recoveries) is available in the 2022 Approved Operating Budget for Toronto Public Health. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary:

Cost Centre/ Cost Element	2022 (net of Harmonized Sales Tax Recoveries)
PH4082/ C/E 4424 and 4995	\$254,400

Toronto Public Health will seek reimbursement of the full cost incurred for administrative support services from the Ministry of Health as part of the Ministry's Extraordinary Cost Recovery Program.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial implications as identified in the Financial Impact section.

## **DECISION HISTORY**

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This item has not previously been considered by the Economic and Community Development Committee.

## **COMMENTS**

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Toronto Public Health (TPH) has been undergoing significant growth to respond to the COVID-19 pandemic. TPH has undertaken numerous job calls and has utilized the Corporate Redeployment Program to support these efforts. Through these channels, TPH has been successful in hiring over 300 Public Health Nurses and has engaged in 90 redeployments through the corporate program.

While there has been some benefit realized through the corporate redeployment program, TPH continues to experience a significant amount of disruption with the redeployed staff in support/administrative roles as they are recalled back to their base division after a short period of time with TPH. The division invests a significant amount of time and effort in training and onboarding these staff and given the amount of disruption experienced with the redeployment process, TPH needs to move forward with a more constructive solution to meet staffing requirements.

The original contracts with Ian Martin Information Technology Inc. were initiated to support a number of rapidly evolving and changing administrative needs with the COVID-19 and Mass Immunization Response. TPH continues to require these administrative services. TPH initially engaged Ian Martin Information Technology Inc. as they were selected by the Province to provide administrative support for provincial case and contact management.

In January 2021, TPH entered into a contract with Ian Martin Information Technology Inc. through the Divisional Non-Competitive Procurement process and issued Divisional Purchase Order (DPO) Number 3600668 for \$50,000 net of all applicable taxes and charges, to support a large transition from the current Case and Contact Management System CORES to the new provincial tracking system CCM.

In June 2021, a second non-competitive DPO Number 3601015 was processed for \$50,000 net of all applicable taxes and charges, due to an increase in administrative support required within the COVID-19 response.

A third non-competitive procurement was processed and issued under Purchased Order Number 6051977, in the amount of \$400,000 net of all applicable taxes and charges, due to the continued need to support the COVID-19 and Mass Immunization Response.

For the 2022 funding year, public health units are expected to take all necessary measures to continue to respond to COVID-19 in their catchment areas and continue to maintain critical public health programs and services as identified in Board of Health approved pandemic plans. Similar to 2021 processes, public health units are expected to incur additional expenses to support these efforts as COVID-19 response continues.

As a result, TPH is seeking an amendment to Purchase Order Number 6051977 for an additional amount of \$250,000 net of all applicable taxes and charges (\$254,400 net of Harmonized Sales Tax recoveries), revising the current contract value from \$400,000 net of Harmonized Sales Tax (\$407,040 net of Harmonized Sales Tax recoveries) to \$650,000 net of Harmonized Sales Tax (\$661,440 net of Harmonized Sales Tax recoveries).

## **CONTACT**

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**SIGNATURE**

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Dr. Eileen de Villa  
Medical Officer of Health

Michael Pacholok, JD  
Chief Procurement Officer