



BID AWARD PANEL CONTRACT AWARD

Award of Doc3788742006 to Culture Check Inc. for the exclusive delivery of customized Confronting Anti-Black Racism training in the Early Years Sector

Date: December 21, 2023
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 Proposal, Doc3788742006

Description:
For the exclusive delivery of customized Confronting Anti-Black Racism in the Early Years Sector: Foundational Learning Series Training for a period of nine (9) months, from date of award to September 30, 2024 with no renewal options.

Recommended Supplier:
Culture Check Inc.

Contract Award Value:
\$551,000 net of all applicable taxes and charges
\$622,630 including HST and all applicable charges
\$560,698 net of HST recoveries

Contract is expected to start on date of award and end on September 30, 2024.

FINANCIAL IMPACT

The total contract award identified in this report is \$622,630 including all applicable taxes and charges. The cost to the City is \$560,698 net of HST recoveries.

Funding has been included in the 2024 Tabled Operating Budget for Children's Services Division. Funding details are summarized in Table 1 as follows:

Table 1: Financial Impact Summary of Recommended Contract (net of HST Recoveries)

Children's Services Cost Centre: E0142A G/L: 4421	Net of HST Recoveries
From Date of Award to September 30, 2024	\$560,698

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

SOLICITATION SUMMARY

Solicitation Issued: March 14, 2023
Number of Addenda Issued: One (1)
Number of Bids: Two (2)

Solicitation Closed: March 29, 2023

Table 2: Summary of Bids Received

Supplier Name
Culture Check Inc.
MSP Teambuilding Inc.*

*Supplier did not meet the minimum technical score

DIVISION CONTACTS

Clarman Yang, Acting Manager, Corporate Services & Finance & Treasury Services
Purchasing Client Services, Purchasing and Materials Management Division;
Telephone: 416-392-1302, Clarman.Yang@toronto.ca

Shanley McNamee, General Manager, Children's Services Division; Telephone: 416-392-8134, Shanley.Mcnamee@toronto.ca

Alison Petersen, Budget Coordinator, Children's Services Division; Telephone: 416-392-3198, Alison.Petersen@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 submitted electronically in Ariba; 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

Genevieve Sharkey
Chief Procurement Officer