



TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health/ CEO

DATE: February 27, 2020

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## LAPTOP PURCHASES - CONTRACT AWARD

### ***Recommendation***

*It is recommended that the Board of Health:*

- 1) *Receive Report No. 013-20 for information; and*
- 2) *Approve entering into a contractual agreement with Insight Canada for the purchase of laptop computers*

### **Key Points**

- MLHU staff examined requirements for the purchase of technology to support staff working both internally at Citi Plaza and externally in the community.
- Quotes were prepared for the purchase of laptops compatible with the current technology infrastructure and 3 bids were received. The lowest acceptable bid was received from Insight Canada for \$77,882 + HST.

### **Background**

A focus on technology requirements for numerous initiatives, including Enterprise Resource upgrades, the adoption of Electronic Client Records and a growing mobile workforce through Activity Based Workstations (hoteling) and the approval of Alternative Work Arrangement policies has prioritized IT expenditures on end user equipment purchases since December of 2018. This end user replacement strategy for laptops is approaching completion across the organization and to date 240 laptops and desktops have been replaced, with approximately 50 laptops remaining. The remaining fleet of laptops and desktops have reached the end of their warranty period and functional capabilities. They are due for replacement this fiscal year. The replacement strategy has been successful and helped transform the capabilities of staff across the organization. This strategy would recommend the next replacement of laptops in December 2021.

### **Laptop Quotation**

A Request for Quotation (RFQ) was issued on February 7, 2020 for the purchase of 50 laptops to support the productivity of staff and complete the next phase of equipment upgrades. The quote includes:

- 1) Laptop
- 2) 24" Monitor
- 3) Ethernet adapter
- 4) Riser stand
- 5) 3-year warranty service.

The equipment selected was based on the compatibility and interchangeability with the current fleet of laptops and monitors.

The bid closed on February 21<sup>st</sup> and three quotes were received for the equipment specified. While all bidders provided equipment and services in line with the quote requirements, Insight Canada provided the lowest acceptable bid. Insight is a Fortune 500 company and has more than two decades of experience helping Canadian businesses procure and manage hardware, software and cloud products.

It is recommended that Insight Canada be awarded the contract for laptops.

### **Next Steps**

As a result of the quote process undertaken, it is recommended that the contract for laptops be awarded to Insight Canada.

This report was prepared by Procurement & Operations Team, Healthy Organization Division.



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