



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2020 September 10

EMERGENCY CONTRACT AWARD

It is recommended that the Finance & Facilities Committee recommends the Board of Health receive Report No. 023-20FFC, re: “Emergency Contract Award” for information.

Key Points

- Emergency Procurement Protocols are required to support the development of the COVID-19 program.
- Three (3) informal bids were solicited from an existing supplier pool for computer equipment.
- The award of laptop purchases was issued to Stronghold Services which provided the lowest acceptable bid of \$102,830

Background

The primary goals of a non-competitive purchase are to allow for procurement in an efficient and timely manner. Under joint authority of the appropriate Director and the CEO, the requirement for competitive bid solicitation for goods, services and construction may be replaced with negotiations by the Director, Healthy Organization, or designate where in the event of an “Emergency” as defined by Procurement Protocols G-230. [Appendix A](#) defines the Procurement in Emergencies in further detail.

Under the authority of the CEO, an urgent purchase of laptops was required to support the COVID-19 program. This purchase outside of Procurement Protocols was necessary to avoid a delay that would create an unexpected interruption of an essential public service. These services would include activities such as case and contact management, public health inspections, clinical services, school teams and family home visits.

Laptop Purchases

While the purchases were required immediately, informal quotations were solicited from three existing suppliers. These suppliers were requested to supply and deliver the following materials:

- 1) 50x – Lenovo L13 Yoga - 20R5001RUS
- 2) 50x - 3 Year Accidental Damage Protection – 5PS0A23193
- 3) 50x - 3 Year Keep Your Drive - 5PS0A23278
- 4) 50x – Lenovo ThinkVision Monitor P24H - 61AEGAR3US
- 5) 50x – Lenovo USB to Ethernet Adapter - 4X90S91830
- 6) 50x - SmartFit Easy Riser Go Notebook Stand – 50421

Three bids were received by August 11th and the lowest acceptable quote was provided by Stronghold Services Inc. at a value of \$102,830 inclusive of taxes. These laptops were placed on order and are expected to arrive in the next six weeks which is in line with the hire of new staff members. Loaner laptops are also available to new staff members in the short term.

Next Steps

With the exception of the items identified in this report, single source contract awards will be evaluated on a case by case basis and will be brought to the attention of the Finance and Facilities Committee for update or approval.

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



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On behalf of Christopher Mackie, Medical Officer of Health



Dr. Michael Clarke, PhD
Interim CEO