



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 029-20FFC

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health
Michael Clarke, CEO (Interim)

DATE: 2020 November 5

EMERGENCY CONTRACT AWARD

It is recommended that the Finance & Facilities Committee recommends the Board of Health receive Report No. 029-20FFC, re: “Emergency Contract Award” for information.

Key Points

- Emergency Procurement Protocols are required to support the recruitment of School-Focused Nurses in Public Health Units.
- Multiple bids were solicited, and 2 bids were received which were able to meet an expedited delivery schedule.
- The award of laptop purchases was issued to Stronghold Services which provided the lowest acceptable bid of \$48,364.

Background

On August 11th, a memorandum was issued by Dr. David Williams supporting the provincial investment of \$50 million to hire up to 500 additional school-focused nurses in public health units to provide rapid-response support to schools and boards in facilitating public health and preventative measures, including screening, testing, tracing and mitigation strategies.

Four weeks later, the Ministry of Health determined that 25 school nurses would be hired by the Middlesex-London Health Unit to support this investment. The recruitment cycle of these nurses would occur very quickly, and they would require computer equipment immediately to mobilize into the community.

In addition, an emergency purchase of fifty laptops was earlier this year to support the expansion of the COVID program, as described under report 023-20FFC. Three informal bids were provided at that time from an existing supplier pool. Stronghold Services provided the lowest acceptable bid, and, was awarded the contract.

Under the authority of the CEO, an additional emergency purchase of laptops was required to support the expansion of the COVID program. This purchase outside of Procurement Protocols was necessary as a delay would create an unexpected interruption of an essential public service.

Laptop Purchases

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

- 1) 25 x ThinkPad L390 Yoga (20NT0004US)
- 2) 25 x ThinkVision P24h-10 24" Monitor (61AEGAR3US)
- 3) 25 x ThinkPad USB 3.0 to Ethernet Adapter (4X90S91830)
- 4) 25 x Three Year Depot Repair with Keep your Drive (5PS0A22969)
- 5) 25 x Kensington Smart Fit Easy Riser Go (50420) Lenovo L13 Yoga - 20R5001RUS
- 6) 25 x Three Year Accidental Damage Protection – 5PS0A23193
- 7) 25 x - 3 Year Keep Your Drive - 5PS0A23278

Two bids were received by September 8th and the lowest acceptable quote was provided by Stronghold Services Inc. at a value of \$48,364 inclusive of taxes. These laptops were placed on order and arrived two weeks later which was sufficient to meet the needs of new staff members. This expenditure will be funded through the COVID extraordinary costs funding from the Ministry of Health.

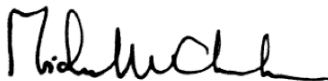
Next Steps

Staff will continue to work within existing financial policies to ensure that procurement processes are as robust as possible given the circumstances.

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



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health



Michael Clarke, PhD
CEO (Interim)