



TO: Chair and Members of the Board of Health

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

DATE: 2020 December 3

EMERGENCY PURCHASE AWARD - LAPTOPS

It is recommended that the Finance & Facilities Committee recommends the Board of Health receive Report No. 031-20FFC, re: “Emergency Purchase Award - Laptops” for information.

Key Points

- Immediate recruitment for an additional 50 contact tracers commenced on October 6th.
- Requirements were issued for 20 laptops to support the new hires.
- Single source emergency procurement award issued to Stronghold Services for \$28,160.

Background

The Finance and Facilities Committee was notified at the September 10th meeting that Emergency Procurement Protocols are required to support the recruitment of twenty-five School-Focused Nurses as requested by the province. The award of laptop purchases was issued to Stronghold Services which provided the lowest acceptable bid of \$48,364.

On October 6th, notifications were received to expedite the Contact Tracer recruitment process to address the urgent need for contact tracing support in the COVID-19 program. An additional fifty contact tracers were to be recruited on a temporary part-time basis, with the expectation that approximately twenty of these staff members would be scheduled on a more regular basis, including potential for full time hours on a casual status. The purpose of this additional recruitment was to support the MLHU objective for aggressive contact tracing capacity. Accordingly, an emergency purchase of an additional twenty laptops was required to support these individuals. Emergency procurement is defined in policy G-230A section 3.3.

Under the authority of the CEO, an additional purchase of laptops was required to support the expansion of the COVID program. This purchase was necessary as a delay would create an unexpected interruption of an essential public service. This potential delay meets the criteria for use of the emergency procurement protocol.

Laptop Purchases

The laptop requirements were adjusted from previous purchases. The previous Lenovo L390 Yoga model was replaced by the L13 Yoga. In addition, given the temporary nature of the new recruits, these employees were provided laptops only.

The specifications are listed below:

- 1) 20 x ThinkPad L13 Yoga
- 2) 20 x Three Year Accidental Damage Protection
- 3) 20 x - 3 Year Keep Your Drive

The award was provided to Stronghold Services, at a total of \$28,160. The base price of the laptop increased by \$111 per unit in comparison to the last award. This cost increase is attributed to a reduced base warranty period of 1 year on the L13 model, where the previous model included a 3-year base warranty. This difference increased warranty costs.

Next Steps

All attempts to seek multiple quotes, and where possible and appropriate, multiple bids, will continue to be made. 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 as appropriate.

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



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