



## MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 68-22

TO: Chair and Members of the Board of Health  
FROM: Emily Williams, Chief Executive Officer  
DATE: November 10, 2022

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### LAPTOP PURCHASES - CONTRACT AWARD

#### **Recommendation**

*It is recommended that the Board of Health:*

- 1) *Receive Report No. 68-22 for information; and*
- 2) *Approve entering into a contractual agreement with Stronghold Services Corporation for the purchase of laptop computers.*

#### **Key Points**

- MLHU IT and Finance leadership staff have introduced annualized equipment refresh planning to ensure health unit staff have current technology to enable working in a hybrid work arrangement.
- Quotes were prepared for the purchase of laptops compatible with the current technology infrastructure and three bids were received. The lowest acceptable bid was received from Stronghold at \$84,405.00 + HST.

#### **Background**

A focus on technology requirements for numerous initiatives, including Enterprise Resource upgrades, the continued adoption of Electronic Client Records, a growing mobile workforce through Activity Based Workstations and the ongoing Alternative Work Arrangement (Hybrid) policies, has prioritized IT expenditures on end-user equipment. This end-user replacement strategy for laptops approaching end-of-life (four years) not only maintains supportable equipment across the organization, but also provides a more manageable fiscal approach to ongoing hardware procurement, allowing improved estimates on yearly budgets.

#### **Laptop Quotation**

A Request for Quotation (RFQ) was issued on October 13, 2022 for the purchase of 85 laptops to support the productivity of staff and complete the next phase of equipment upgrades. The quote includes:

- 1) Laptop
- 2) Laptop Charger
- 3) 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 November 2 and three quotes were received for the equipment specified. While all bidders provided equipment and services in line with the quote requirements, Stronghold Services provided the lowest acceptable bid.

### **Next Steps**

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

This report was prepared by the Information Technology Team, Healthy Organization Division.

A handwritten signature in black ink that reads "EWilliams". The signature is written in a cursive, flowing style.

Emily Williams, BScN, RN, MBA, CHE  
Chief Executive Officer