



BID COMMITTEE DECISION REPORT

Meeting Date: June 21, 2018
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Entry into a contract in relation to Request for Proposals (RFP) PS20180502 - Employee and Family Assistance Program Services with Homewood Health Inc. This item was considered by Bid Committee on June 21, 2018 and was approved without amendment.

COMMITTEE DECISION

The Bid Committee approved the entry into the following contract, under the authority of the City's Procurement Policy ADMIN-008.

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| Solicitation Number: | Request for Proposal PS20180502 |
| Description of the Goods or Service: | Employee and Family Assistance Program Services |
| Recommended Vendor: | Homewood Health Inc. |
| Contract Term and Estimated Contract Value: | The recommended term of the contract is 5 years, with the option to extend for 5 additional one-year terms. The estimated contract price is \$1,974,200.00, plus applicable taxes, over the initial 5-year term of the contract. |

PROCUREMENT SUMMARY

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|--------------------------|---|--------|----------------|
| Date of Issuance of RFP: | April 12, 2018 | | |
| Notices Sent: | Supply Chain Management sent notices to 6 proponents. | | |
| Closing Date: | May 18, 2018 | | |
| Responses Received: | Homewood Health Inc. | Price: | \$1,818,464.60 |
| | Family Services of Greater Vancouver (FSEAP) | | |
| Department: | Supply Chain Management; and Human Resources, with the assistance of Legal Services | | |

COMMENTS

For the recommended contract, the following requirements have been met:

- a) The solicitation documents were publicly advertised in accordance with the City's Procurement Policy ADMIN-008;
- b) The contract is proposed to be entered into with the vendor offering the best value, which is also the highest-scoring vendor and the lowest-priced compliant vendor determined in accordance with the criteria, factors or methods previously disclosed in the public solicitation documents;
- c) Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d) Bid Committee approval authority exists, as outlined in the City's Procurement Policy ADMIN-008 due to the value being in excess of \$750,000 ; and
- e) The Director of Legal Services, Chief Procurement Officer and, Chief Human Resources Officer are to be authorized to execute and deliver all legal documents on behalf of the City.
- f) The Bid Committee approval is pre-contract award, the final contract information may vary subject to final negotiations and award.

DECISION

The Bid Committee approved the entry into a contract in relation to Request for Proposals (RFP) PS20180502 - Employee and Family Assistance Program Services for Human Resources department with Homewood Health Inc. under the authority of the City's Procurement Policy ADMIN-008