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<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY &amp; PROTECTIVE SERVICES COMMITTEE MEETING ON NOVEMBER 25, 2013</b>
<b>FROM:</b>	<b>JOHN KOBARDA FIRE CHIEF, LONDON FIRE DEPARTMENT</b>
<b>SUBJECT:</b>	<b>RFP13-29 SUPPLY &amp; DELIVERY OF AUTOMATIC EXTERNAL DEFIBRILLATORS</b>

<b>RECOMMENDATION</b>
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That on the recommendation of the Fire Chief, and the concurrence of the Managing Director, Neighbourhood, Children and Fire Services, that the following actions be taken:

1. The submission from Physio-Control Canada Sales, Ltd., 7111 Syntex Drive, 3<sup>rd</sup> Floor, Mississauga, ON L5N 8C3, for the Supply and Delivery of Automatic External Defibrillators with Training Capabilities at their proposed price of \$78,965.25, HST extra, **BE ACCEPTED**;
2. Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this purchase; and
3. Approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order, or contract record relating to the subject matter of this approval.
4. That the funding for this purchase **BE APPROVED** as set out in the Source of Financing Report attached hereto as Appendix "A";

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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- None.

<b>BACKGROUND</b>
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Pursuant to By-law F-6 (The Fire Department By-law), Fire Services provides Fire Protection Services, including Rescue and Emergency Services, Defibrillation, and First Aid. Since 1995, Fire Services have provided pre-hospital medical care to individuals experiencing symptoms of cardiac arrest, and the fleet of Engines are equipped with defibrillators.

Medical studies have shown that early CPR combined with rapid defibrillation contributes to increased patient survivability. The act of defibrillation, which is only used on patients in full cardiac arrest, delivers an electrical shock in an attempt to terminate a potentially lethal heart rhythm and permits the heart's own natural pacemaker to re-establish a normal rhythm.

The act of applying electricity for defibrillation is a "controlled act" under the *Regulated Health Professions Act, 1991*, and is prohibited except in certain instances. Certain employees within the Fire Fighting Division are authorized to perform the act of defibrillation because they have been delegated authority to do so by a Medical Director. Since the inception of the program, a Medical Director has been overseeing the London Fire Department's program providing such delegation, including providing direction and oversight with respect to annual training, reviewing and amending medical directives as may be required from time to time, conducting quality assurance audits of every defibrillation call and developing annual training scenarios.

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**Purpose**

During the 2012 Capital budget process, the LFD received Council approval to replace its defibrillators through the normal life cycle program, which was identified in the ten (10) year capital plan. Working in cooperation and consultation with Purchasing & Supply, the group decided that a Request for Proposal would serve the Department best because it enabled it to evaluate innovations and features contributing to a higher level of patient care. Accordingly, a joint team representing both departments was formed for the purposes of developing a comprehensive specification and evaluation process that is detailed later in the report.

**Purchasing Process**

In July of 2013, Purchasing & Supply issued the aforementioned Request for Proposal (RFP) to source a vendor for the supply and delivery of a minimum of sixteen (16) Automatic External Defibrillators (AEDs) with coaching devices; provisions for in-station AED training (14 fire stations), as well as provide train-the-trainer training. Given the importance of the lifesaving devices, the City also sought a business continuity solution in anticipation that up to three (3) AEDs might be simultaneously out of service and/or requiring repair, noting that the solution required that any defective AED be replaced within two (2) hours of the LFD determining it being defective.

In response to the RFP, the City received six (6) submissions that were reviewed by the team for general compliance to the set terms, conditions and specifications. All proponents were provided an opportunity to make a presentation to the team. That process determined that the submissions by three (3) of the proponents were non-compliant and, therefore, eliminated from the process. The remaining three (3) proponents were invited to advance in the process that included a fully scored assessment of the submission, as well as simulated field trials using frontline firefighters that evaluated each defibrillator based on set criteria. The full scope of the evaluation criteria included:

- Accreditations;
- Qualifications of manufacturer;
- References;
- Delivery;
- Five (5) year life cycle cost, which shall include all operating and all initial capital costs;
- Warranty;
- AED Performance;
- Electronic Data Management System;
- Safety and Functionality;
- Completeness of Proposal;
- Training Program;
- Service capabilities of the Proponent's local representative, including warranty work, parts and service;
- Business Continuity Solution; and
- Any other factor the purchaser deems relevant.

As noted earlier, a key component of the overall process included simulated field trials whereby front line firefighters used each of the three (3) remaining proponent's devices and provided assessments through their responses to a number of predetermined measures. The Fire Department and the assessment team would like to acknowledge and thank the Student

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Emergency Response Team (SERT) from the University of Western Ontario for the use of their medical mannequin which provided very accurate and valuable testing results.

It should be noted that of the three (3) remaining proponents in the process, the City eliminated one during the testing phase when it was determined that while the individuals components had received Health Canada approvals, the system presented had not and, as a result, the bid was non-compliant.

**Findings**

On the conclusion of the evaluative process, the Purchasing & Supply team representative compiled the data gathered throughout the process. An analysis of the compilation showed that the submission and defibrillator received from Physio-Control Canada Sales, Ltd. received the highest score and best met the City’s terms, conditions, requirements and specifications. The submission offered the City the best combination of overall equipment pricing (hardware and software), related consumables and support services and in terms of the AED’s performance.

**Financial Impact**

Funding for this expenditure is provided in the 2012 Capital Budget project PP1123-12, as detailed in Appendix “A” (attached) Source of Financing.

**Acknowledgements**

This report was prepared with input from Deputy Chief David Lazenby, Gwen Francis, Manager of Planning and Finance, and Chris Ginty, CPPB, Procurement Officer, Purchasing and Supply.

<b>RECOMMENDED BY:</b>	<b>REVIEWED &amp; CONCURRED BY:</b>
<b>JOHN KOBARDA FIRE CHIEF</b>	<b>LYNNE LIVINGSTON MANAGING DIRECTOR, NEIGHBOURHOOD, CHILDREN &amp; FIRE SERVICES</b>
<b>REVIEWED &amp; CONCURRED BY:</b>	
<b>MIKE TURNER DEPUTY CITY TREASURER</b>	

Attach: Appendix ‘A’, Source of Financing

Cc: Lynne Livingstone, Managing Director, Neighbourhood, Children & Fire Services  
 John Freeman, Manager of Purchasing and Supply; and  
 Chris Ginty, CPPB, Procurement Officer.