

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE  DECEMBER 11, 2018</b>
<b>FROM:</b>	<b>WILLIAM C. COXHEAD MANAGING DIRECTOR, CORPORATE SERVICES AND CHIEF HUMAN RESOURCES OFFICER</b>
<b>SUBJECT:</b>	<b>SINGLE SOURCE PROCUREMENT SS18-34 - OCCUPATIONAL HEALTH SERVICES PROVIDER</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Corporate Services and Chief Human Resources Officer, the following actions **BE TAKEN** with respect to the single source acquisition of an Occupational Health Services provider for The Corporation of the City of London under section 14.4 (d) of the Procurement of Goods and Services Policy:

- a) Civic Administration **BE AUTHORIZED** to negotiate terms acceptable to Civic Administration to continue to acquire Occupational Health Services through its current provider, Workplace Medical Corporation, on the basis that the current fees for services (less than \$60,000/year) will remain unchanged for a contract term of four (4) years with an option for one (1) additional year;
- b) Civic Administration **BE AUTHORIZED** to undertake all administrative acts that are necessary in connection with this project;
- c) the approvals given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract for the work to be done relating to this project; and,
- d) the Mayor and the City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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No previous reports

<b>BACKGROUND</b>
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Since 2013, The Corporation of the City of London ("Corporation") has contracted with Workplace Medical Corporation to deliver Occupational Health Services to employees. These services are provided by a team of health care professionals, including Occupational Health Nurses, Physicians, and Audiologists. Many services are provided, including legislatively required medical surveillance protocols, employee and physician consultations, employee fitness to work assessments, medical coordination, influenza immunizations, audiometric testing, Ministry of Transportation medicals, and post offer and post incident medicals.

These services do not replace the role of employees' treating health care providers (i.e., Family Doctor), rather they assist the Corporation in meeting its legislative roles and responsibilities as an employer and to work with employees' health care providers to ensure employees are able to safely perform their duties.

Civic Administration is recommending that the Corporation extend the contract with their current provider, Workplace Medical Corporation, given the following benefits in doing so:

- Remaining with the current provider will not require any private and confidential medical files to be transferred. If a new provider were to be selected, the transfer of employee medical files would require the consent of each employee as well as significant dollars to fund such a transfer.
- The current provider has extensive historical knowledge of the Corporation's employees, positions, and workplace risks and hazards.
- The Corporation's employees are familiar with the locations, services, and supports provided by the current provider. Compatibility and continuity of services previously received is important given the sensitive nature of the medical services provided to employees.
- The current service provider, Workplace Medical Corporation, has indicated that service fees will remain the same. The funding for this contract (less than \$60,000) is provided for within the existing approved operating budget.

<b>RECOMMENDATION</b>
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Given the above benefits, Civic Administration is recommending we award the Occupational Health Services contract to the current provider Workplace Medical Corporation for four (4) years with an option for one (1) additional year in accordance with section 14.4 (d) of the Procurement of Goods and Services Policy.

**Acknowledgements**

This report was prepared with the assistance of Lisa Brohman, Specialist, Return to Work Services, and Sarah Denomy, Procurement Officer.

<b>PREPARED BY:</b>	<b>RECOMMENDED BY:</b>
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