

TO:	CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON FEBRUARY 20, 2019
FROM:	SANDRA DATARS BERE MANAGING DIRECTOR HOUSING SOCIAL SERVICES AND DEARNESS HOME
SUBJECT	PROVIDE HOMEMAKING SERVICES FOR THE CORPORATION OF THE CITY OF LONDON AWARD REQUEST FOR PROPOSAL 18-48

RECOMMENDATION

That, on the recommendation of the Managing Director Housing, Social Services and Dearness Home, the following actions **BE TAKEN** with respect to the award of the Request for Proposal (RFP) 18-48 Homemaking Services at the Dearness Home:

- a) That the Request for Proposal (RFP) 18-48 **BE AWARDED** to CBI Limited , 3300 Bloor Street W, Suite 900 Toronto, ON M8X 2X2;
- b) The proposed by-law attached as "Appendix A" **BE INTRODUCED** at the Municipal Council meeting of March 5, 2019 to;
- c) **APPROVE** agreement between The Corporation of the City of London and CBI Limited attached as Schedule 1 and to;
- d) **AUTHORIZE** the Mayor and Clerk to execute the agreement attached as Schedule 1.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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None

BACKGROUND

Purchasing Process

A request for proposal for the Homemaking Services at the Dearness Home was issued and six (6) submissions were received on November 26, 2018.

An Evaluation Committee consisting of four (4) staff members evaluated the submissions based on pre-determined criteria. The criterion was based on the following requirements:

- Proponent Profiles
- Proponent Experience
- Team Qualifications
- Proponent Understanding of Project
- Methodology to Complete Project
- Annual Proposed Price Schedule
- References

Upon completion of the evaluation of proposal submissions, one (1) Proponent scored exceptionally higher than the other submissions.

The Evaluation Committee unanimously confirmed CBI Limited as the successful Proponent and recommend CBI Limited to provide the Homemaking Services for the Dearness Home.

Discussion

The Homemakers Program is a discretionary program provided by the City of London, operated out of the Dearness Home and funded under the *Homemakers and Nurses Services Act*.

In operation at the City for many years, the program facilitates the provision of homemaking services to eligible clients through Purchase of Service Agreements with our current local community provider CBI Limited.

The current contract is set to expire on March 5, 2019 and the new contract attached as Schedule 1 will be awarded to the successful proponent of the competitive process, CBI Limited. A transition plan will not be required as CBI Limited will continue as our contracted provider.

FINANCIAL IMPACT

The program has a claims-based cost shared funding model. The Ministry of Health and Long Term Care (MOHLTC) provides funding for 80% of costs for client services and the City of London funding the remaining 20%. The City also incurs the cost of administering the program (100%).

The total program expenditure costs, as listed in the city's Budget, is \$180,000 with MOHLTC revenue of \$144,000 (80%) and City costs of \$36,000. In addition, administrative expenses are \$31,781 for a total City budget of \$67,781. The maximum proposed price of the service contract is \$175,000 which is within the City's current budget for Homemaking Services. This contract will provide 7, 000 hours of service to approximately 60 clients in the community.

The Province issues funding letters annually to address municipal pressures and surpluses and it is our expectation that for 2018/19 will be received by the end of March 2019. Spending in 2019 through this contract will be in line with the most current approved expenditure target notice and within the City's budget.

PREPARED BY:	REVIEWED AND SUBMITTED BY:
CHERYL GILMOUR MANAGER COMMUNITY LIFE	LESLIE HANCOCK ADMINISTRATOR – DEARNESS HOME
RECOMMENDED BY:	
SANDRA DATARS BERE MANAGING DIRECTOR HOUSING, SOCIAL SERVICES & DEARNESS HOME	

- cc: Janice Brown, Manager Financial & Business Services
 Leslie Hancock, Administrator, Dearness Home
 John Freeman, Manager Purchasing and Supply
 Jason Wills, Risk Management
 Lynn Marshall, Solicitor

APPENDIX A

Bill No.
2019

By-law No.

A by-law to approve the agreement between The Corporation of the City of London and CBI Limited for the provision of Homemaking Services

WHEREAS subsection 5(3) of the *Municipal Act, 2001* provides that a municipal power shall be exercised by by-law;

AND WHEREAS the City has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, or any other Act, pursuant to the provisions of section 9 of the *Municipal Act, 2001*;

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. The agreement to be entered into between The Corporation of the City of London and CBI Limited regarding the provision of Homemaking Services, substantially in the form attached as Schedule 1 to this By-law, is approved.
2. The Mayor and the City Clerk are authorized to execute the agreement approved in paragraph 1 above.
3. This by-law shall come into force and effect on the day it is passed.

PASSED in Open Council , 2019

Ed Holder
Mayor

Catharine Saunders
City Clerk

First reading -
Second reading -
Third reading –