

Report to Community and Protective Services Committee

To: Chair and Members
Community and Protective Services Committee

From: Cheryl Smith, Deputy City Manager, Neighbourhood and
Community-Wide Services

Subject: Single Source SS21-27 Procurement of Learn to Swim, Lifeguard
Qualifications, Literature and Associated Fees

Date: June 22, 2021

Recommendation

That, on the recommendation of the Deputy City Manager, Neighbourhood and Community-Wide Services, the following actions be taken with respect to the Learn to Swim certification and associated fees:

- a) the proposal from Lifesaving Society, 400 Consumers Road Toronto, ON, for the provision of Learn to Swim Programs and, Lifesaving Certification for the City of London, at an estimated annual purchase value of \$87,000 (HST excluded), for a five (5) year period **BE ACCEPTED**; it being noted that this is a single source contract as per the Procurement of Goods and Services Policy Section 14.4 e), as the required goods and/or services are being supplied by a particular supplier(s) having specialized knowledge, skills, expertise or experience in the provision of the service;
- b) subject to approval of a) above, the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this contract; and,
- c) the approval and authorization provided for in a) and b) above, **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.

Executive Summary

This report presents the next steps required to approve the Lifesaving Society as the sole provider of Learn to Swim programs and Lifesaving Certification offered by the City of London, Aquatic Services.

The purpose of this report is to seek Council's approval to single source contract with the Lifesaving Society as the only acceptable provider of Learn to Swim and Lifesaving Certification for the next five years.

Linkage to the Corporate Strategic Plan

Aquatic programs such as Learn to Swim programs and Lifesaving Certification are aligned with the following strategic area of focus in the City of London Strategic Plan 2019 – 2023:

- Strengthening our Community, under the outcome Londoners have access to the services and supports that promote well-being, health, and safety in their neighbourhoods and across the city.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

- [Single Source 18-37 Single Source Procurement of Lifeguard Qualification Literature / Manuals and Associated Registration Fees / Documents](#) (December 10, 2018)
- [Single Source 17-03 Single Source Procurement of Lifeguard Qualification Literature / Manuals and Associated Registration Fees / Documents](#) (February 22, 2017)

2.0 Discussion and Considerations

2.1 Background and Purpose

The City of London provides a Learn to Swim program and advanced leadership courses to the residents of London through our indoor and outdoor pools. The Learn to Swim program includes swim lessons for infants, toddlers, children and adults. This provides an opportunity for all ages to participate in learning water safety and swimming skills. The advanced certifications lead youth to learn lifesaving skills and obtain certification in Lifeguarding. These qualifications are mandatory for the hiring and maintaining of qualifications for the City's approximately 300 Aquatic staff as well as for the First Aid certifications, taught to residents and City employees. The course fees and manuals are the fees payable to the Lifesaving Society to certify the candidates. There is no other provider of these services, therefore, Civic Administration is requesting single source approval to enter into a contract with the Lifesaving Society for a five year period.

3.0 Financial Impact/Considerations

The estimated annual expenditure is \$87,000 (HST excluded). This estimate is based on historical usage for the City of London Aquatics division (prior to COVID). Funding for this annual contract is included in the Aquatics Operating account. Course materials and costs are offset by revenue from user fees of the candidates taking advanced certification courses.

Committing to a five year agreement allows the City of London to be eligible for the Lifesaving Society's loyalty program. Under this program, the City of London would receive a credit equal to ten percent of purchases in a calendar year that can be used to offset materials and fees.

4.0 Key Issues and Considerations

The previous two contract renewals were part of a Request for Proposal process supported by Purchasing and Procurement. The Lifesaving Society was the successful candidate in these two previous incidences. Based on changes to legislative requirements, Lifesaving Society is the only qualified provider based on special knowledge, expertise, and experience to provide the specific certifications, materials and literature required by the Aquatic Services department.

Conclusion

The learn to swim and leadership program supports our mandate of drowning prevention and keeping Londoner's safe in and around the water through lessons and safety education.

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