

## Report to Corporate Services Committee

**To:** Chair and Members  
Corporate Services Committee

**From:** Anna Lisa Barbon, Deputy City Manager, Finance Supports

**Subject:** Procurement in Emergencies Update 4 – COVID-19

**Date:** March 28, 2022

## Recommendation

That, on the recommendation of the Deputy City Manager, Finance Supports, as per section 14.2 of the Procurement of Goods and Services Policy, a report of Emergency non-competitive individual purchases which exceed \$50,000 (pre-taxes), that the City has made from the date of February 1, 2021 to January 31, 2022 due to COVID-19, **BE RECEIVED** for information, attached as Appendix "A".

## Executive Summary

This report is the fourth since the Pandemic started in 2020. It is an update of Emergency Procurements as per section 14.2 of the Procurement of Goods and Services Policy from February 1, 2021 to January 31, 2022.

## Linkage to the Corporate Strategic Plan

Council's 2019 – 2023 Strategic Plan for the City of London identifies "Leading in Public Service". This report is for transparency of procurements during the Pandemic which contributes to the outcome that the City is a trusted, open, and accountable service of our community.

## Analysis

### 1.0 Background Information

#### 1.1 Overview

The Procurement of Goods and Services Policy (the Policy) outlines the processes Civic Administration is to follow in order to obtain the best value when purchasing goods or contracting services for the Corporation of the City of London. In the event of an "Emergency", section 14.2 Procurement in Emergencies indicates that Civic Administration is permitted to purchase goods/services under "Emergency" conditions in a non-competitive manner. In this section, "Emergency" means:

*"an event or occurrence that the City Manager or Deputy City Manager deems an immediate threat to:*

- *Public Health;*
- *The maintenance of essential City services; or*
- *The welfare and protection of persons, property, or the environment; and the event or occurrence necessitates the immediate need for goods or services to mitigate the emergency and time does not permit for a competitive procurement process."*

However, when section 14.2 is used, Civic Administration is required to follow defined protocols and then submit an informational report to Council. This protocol from the Policy is outlined below for reference.

*“Where the procurement cost to mitigate the Emergency is anticipated to exceed \$50,000, there must be a notification sent (e-mail contact is acceptable) to the Manager of Purchasing and Supply (or delegate). The steps taken to mitigate the Emergency must always be clearly documented regardless of amount and where the aggregate costs for a single supplier are in excess of \$50,000, the emergency procurement shall be reported by the responsible Deputy City Manager to Committee and City Council (including the source of financing) at the next scheduled meeting following the event. The Deputy City Manager responsible for the area leading the emergency procurement must forward the appropriate purchase requisition(s) to the Manager of Purchasing and Supply within five (5) business days after the mitigation activities associated with the emergency event have been terminated.”*

## **1.2 Previous Reports Related to this Matter**

Procurement in Emergencies – COVID-19, Corporate Services Committee, May 25, 2020, Consent Item # 2.3

Procurement in Emergencies – COVID-19, Strategic Priorities and Policy Committee, September 22, 2020, Consent Item # 2.5

Procurement in Emergencies – COVID-19, Strategic Priorities and Policy Committee, March 29, 2021, Consent Item # 2.2

## **2.0 Discussion and Considerations**

### **2.1 COVID-19**

The current pandemic, COVID-19, poses a unique state that continues for an unknown period of time. Although not required by the policy, in order to be fully transparent as the emergency continues, Civic Administration has brought forward regular reports of emergency procurements rather than wait until the end of the event.

Civic Administration has combined a list of the non-competitive purchases greater than \$50,000 (pre-taxes) made across Service Areas as a result of this pandemic. Appendix “A” provides a list of procurements made under section 14.2 of the Policy to be received for informational purposes. The procurements made under section 14.2 have been consolidated into one report rather than bringing to Committee and Council multiple reports by Service Area.

### **2.2 Scope of Responsibility**

This review is limited to the City of London only and does not include Agencies or Boards and Commissions procurements.

## **3.0 Financial Impact/Considerations**

### **3.1 Funding**

The costs associated with these emergency procurements have been accommodated within the City’s approved budget. Many of these costs are eligible to claim through the various COVID-19 funding supports provided by other levels of government, while others have been offset by cost savings elsewhere in the City’s operating budget.

## **Conclusion**

This is an update and the final report on Procurements made using Section 14.2 Procurements in Emergencies of the Procurement of Goods and Services Policy.

## **Acknowledgements**

This report was prepared with the assistance of Long-Term Care, Housing Stability Services, Emergency Management & Security, and People Services.

**Submitted by:**                    **John Freeman, CSCMP, LSSGB  
Manager, Purchasing and Supply**

**Concurred by:**                    **Ian Collins, CPA, CMA  
Director, Financial Services**

**Recommended by:**                **Anna Lisa Barbon, CPA, CGA  
Deputy City Manager, Finance Supports**

## Appendix "A"

List of Emergency Non-Competitive Purchases Greater than \$50,000 made between February 1, 2021 and January 31, 2022 as a Result of COVID-19 as per Section 14.2 of the Procurement of Goods and Services Policy.

Service Area	Supplier	Total Cost	Description
Social and Health Development	Ark Aid Street Mission	\$321,500	Transitional Housing
Social and Health Development	11662333 Canada Society - Impact London	\$255,000	CHPI Schedule A.7 - Staffing and Programming for 2021 Winter Response
Social and Health Development	Quality Inn Suites	\$52,000	50 Hotel Rooms - April 1-16, 2021
Social and Health Development	Workplace Medical Corp.	\$50,000	Dearness COVID Test Swabs
Social and Health Development	Accela Staff Inc.	\$320,381	Additional Registered Nursing Staff at Dearness
Social and Health Development	London Cares	\$323,500	Isolation and Monitoring space and Winter Response at Fanshawe Golf Course
City Manager's Office	Score Promotions	\$84,500	Rapid Antigen Test Kits
Enterprise Supports	ESM Xpera	\$119,138	Extra Security Costs related to Managing Omicron Variant
	Total:	\$1,526,019	