South West LHIN

Agenda Item 4.3

# Report to the Board of Directors
## Consulting Contracts & Procurement
## April 1, 2011 to March 31, 2012

**Meeting Date:** **June 27, 2012**

**Submitted By:** **Michael Barrett, CEO**
**Lisa Johnson, Manager of Corporate Services**

**Submitted To:** ☒ **Board of Directors** ☐ **Board Committee**

**Purpose:** ☐ **Information Only** ☒ **Decision**

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**Suggested Motion:**
*THAT the South West LHIN Board of Directors approve the Consulting Contracts & Procurement Report for submission to the Ministry of Health and Long-Term Care on June 30, 2012.*

**Background:**

Further to the Ministry of Health and Long Term Care (MOHLTC) communication dated July 15, 2011, LHINs are now required to provide a fiscal year report on consultant use. Starting in June 2012 the LHIN Board will approve and submit a LHIN Report on Consultant Use to MOHLTC for the period of April 1, 2011 to March 31, 2012.

The South West LHIN is providing a review of all consultant contracts which the LHIN has entered into over the last year. This reporting will ensure compliance with the recommendations contained in the Ontario Auditor General's Special Report, *Consultant Use in Selected Health Organizations*.

It should be noted that the South West LHIN was one of the first LHINs to publicly report all consulting contracts that the LHIN had entered into. The LHIN reported in both the 2010 and 2011 calendar years.

The LHIN continues to improve our procurement process to ensure compliance with the Procurement Directive and the Auditor General Report recommendations when engaging in consultant contracts. Tools include the LHIN-developed checklist, business case, preparation of Request for Services (RFS) / Request for Proposals (RFPs), vendor selection using a ranking system, statement of work, and reconciliation of invoicing to ceiling limits.

The attached Appendix 1 is the LHIN Report on Consultant Use which the LHIN has undertaken for the period April 1, 2011 to March 31, 2012.

## LHIN Report on Consultant Use

**Name of LHIN: South West LHIN**

**Reporting Period:** April 1, 2011 to March 31, 2012

| No. | Consultant Firm Name | Name and Title of Consulting Contract | Contract Term *(If the contract term has been extended please include the original contract term and the amended contract term)* | Procurement Value *(A+B+C) A=Original Value B=Value of Amendments C=Total Procurement Value Total Paid ($)* | Consultant Selection Process *(Open Competitive, Invitational Competitive, Non-competitive – If non-competitive explanation required* | Modifications to Agreement *(if yes, did the procurement documents permit modifications to the term or value of the agreement?)* |
|---|---|---|---|---|---|---|
| 1 | RFS was cancelled | SWlcf-031711 LHIN-CEO Strategic Vision Work | April 18, 2011 to December 31, 2011 | $60,000 | Invitational Competitive | |
| 2 | Dr. Michael Sharpe | SWlcf-031711 Critical Care Lead | 2nd Extension of existing contract to March 31, 2013 | $75,000 | Open Competitive | Yes, the agreement allowed for two 1-year extensions |
| 3 | Dr. Johnathan F. Dreyer | LHIN_CCL_002_011 Emergency Department Lead | 1 June 2011 - 31 March 2012 | $75,000 | Open Competitive | |
| 4 | Shepell.fgi | LHIN_EDL_005_012 Employee Assistance Program | VOR - Extension of existing contract from 1 August 2011 to 31 July 2012 | $2,400 | Invitational Competitive | Yes, the agreement allowed for one 1-year extension |
| 5 | KPMG | Request for Accounting Consulting Services - Accounting services for year end 2010-11 preparation | April 7, 2011 to May 31, 2011 | $25,000 | Non-Competitive | |
| 6 | N/A - Vendor not awarded, successful bid for RFS | SWracs-033111 Board of Directors Retreat Facilitator | 1 November - 31 November 2011 | $5,000 | Invitational Competitive | |
| 7 | Canacom | SWbrf-080511 English-French RFP Summary for PPM Software | Feb 2, 2011 to Feb 25, 2011 | $158 | Invitational Competitive | |
| 8 | Sheerwood Systems Inc. | SWflts-080211 Equipment Rental for Quality Improvement Symposium April/28/2011 | 28 March 2011 - 4 May, 2011 | $8,781 | Invitational Competitive | |

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|---|---|---|---|---|---|---|
| 9 | Media1 Films | Videography for Quality Improvement Symposium April/28/2011 | 28 March 2011 - 4 May, 2011 | $5,080 | Invitational Competitive | |
| 10 | Lytwyn Resources Inc | HR Support as Required for Recruitment Purposes | Original Contract - Mar 9, 2011 to Mar 31, 2012 Extension of existing contract to Mar 31, 2013 | $4,300 per position | Invitational Competitive | Yes, the agreement allowed for one 1-year extension |
| 11 | Complete Interiors | SWrss-111810 HRM & SPIRE Expansion Project 6th Floor | September 16 - November 31, 2011 | $7,178 | Non-competitive. Single sourced as vendor completed existing modular cubicle workspace and needed to reconfigure existing cubicle and add two more. | |
| 12 | Solution Q Inc. | SWspire-081511 Project Portfolio Management (PPM) Software | March 23, 2012 to March 31, 2015 | $106,200 | Open Competitive | |
| 13 | The Accountability Group Inc | SWppms-062111 Board to Board Governance Training Sessions | March 19, 2012 to May 11, 2012 | $15,375 | Invitational Competitive | |
| 14 | Lutech Translation Inc | SWb2bgt-090111 English-French RFS Summary for Board Retreat | Deadline to October 5 2011 | $265 | Invitational Competitive | |
| 15 | Canacom | SWfltsbr-09282011 English-French RFS Summary for LHIN CEO Retreat | Deadline to October 7 2011 | $238 | Invitational Competitive | |

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|---|---|---|---|---|---|---|
| 16 | Dr. Rob Annis | SWfltscr-100211 A Primary Care Leader for each LHIN | January 25, 2012 to January 25, 2013 | $75,000 | Open Competitive | |
| 17 | Unleashing Potential | LHIN_PCL_001_011 Meeting Facilitator - Mental Health Integration Opportunities | December 23 2011 - January 31, 2012 | $1,500 | Invitational Competitive | |
| 18 | Bali Creative Source | SWmfmhio-120511 Design and production of a video resources using Adobe After | Deadline to April 30 2011 | $1,375 | Invitational Competitive | |
| 19 | Well Life CPR Services | Joint Health & Safety Committee &Staff First Aid Training | March 1 -March 31 2011 | $115/person to a max of 18 staff | Invitational Competitive | |
| 20 | N/A - Vendor not awarded, successful bid for RFS | SWjhscfat-100411 South West LHIN Senior Leadership Retreat Facilitator | January 16 - February 29, 2012 | $1,500 | Invitational Competitive | |
| 21 | Forsefield | SWslrf-120511 Community Bulletin Report - Spring 2012 | Deadline date March 15, 2012 | $6,944 | Non-competitive. Single sourced from existing VOR and less than $25,000. Previously designed the Community Bulletin containing LHIN restrictions on scope of design due to LHIN visual identity guidelines. | |
| 22 | CARF Canada | Mental Health and Addictions (MH&A) & | March 7 2012 | $10,000 | Non-competitive. | |

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|---|---|---|---|---|---|---|
| | | Community Support Services (CSS) 101 Information Session | | | There is no existing VOR for accreditation services. Single sourced due to CARF Canada is the only vendor who can supply services for the training session required. As per the Procurement Directive the LHIN is allowed to issue to one vendor once value is under $25,000.00. | |
| 23 | Seed Creative Source (subsidiary of Forsefield) | SWMmhacssis-011912 French Language Services Tool Kit | Deadline date to April 20, 2012 | $6,150 | Non-competitive. Single sourced from existing VOR and less than $25,000. Familiar with LHIN visual identity guidelines. | |