



## BID COMMITTEE DECISION REPORT

Meeting Date: June 21, 2018  
Contact: Nick Kassam  
Contact No.: 604 829 2097

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Entry into a contract in relation to Request for Proposals (RFP) PS20180502 - Employee and Family Assistance Program Services with Homewood Health Inc. This item was considered by Bid Committee on June 21, 2018 and was approved without amendment.

### COMMITTEE DECISION

The Bid Committee approved the entry into the following contract, under the authority of the City's Procurement Policy ADMIN-008.

Solicitation Number:	Request for Proposal PS20180502
Description of the Goods or Service:	Employee and Family Assistance Program Services
Recommended Vendor:	Homewood Health Inc.
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is 5 years, with the option to extend for 5 additional one-year terms.</p> <p>The estimated contract price is \$1,974,200.00, plus applicable taxes, over the initial 5-year term of the contract.</p>

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	April 12, 2018		
Notices Sent:	Supply Chain Management sent notices to 6 proponents.		
Closing Date:	May 18, 2018		
Responses Received:	Homewood Health Inc.	Price:	\$1,818,464.60
	Family Services of Greater Vancouver (FSEAP)		
Department:	Supply Chain Management; and Human Resources, with the assistance of Legal Services		

## COMMENTS

For the recommended contract, the following requirements have been met:

- a) The solicitation documents were publicly advertised in accordance with the City's Procurement Policy ADMIN-008;
- b) The contract is proposed to be entered into with the vendor offering the best value, which is also the highest-scoring vendor and the lowest-priced compliant vendor determined in accordance with the criteria, factors or methods previously disclosed in the public solicitation documents;
- c) Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d) Bid Committee approval authority exists, as outlined in the City's Procurement Policy ADMIN-008 due to the value being in excess of \$750,000 ; and
- e) The Director of Legal Services, Chief Procurement Officer and, Chief Human Resources Officer are to be authorized to execute and deliver all legal documents on behalf of the City.
- f) The Bid Committee approval is pre-contract award, the final contract information may vary subject to final negotiations and award.

## DECISION

The Bid Committee approved the entry into a contract in relation to Request for Proposals (RFP) PS20180502 - Employee and Family Assistance Program Services for Human Resources department with Homewood Health Inc. under the authority of the City's Procurement Policy ADMIN-008