

Clause 14 in Report No. 13 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on September 24, 2015.

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## Renewal of Contracted Services for York Region Public Health

Committee of the Whole recommends adoption of the following recommendations contained in the report dated August 14, 2015 from the Medical Officer of Health and the Commissioner of Community and Health Services:

### 1. Recommendations

It is recommended that:

1. Council authorize the agreements between The Regional Municipality of York and the service providers listed in Attachment 1 for a one-year term, effective January 1, 2016.
2. The Commissioner of Community and Health Services be authorized to execute the agreements on behalf of the Region.
3. The Commissioner of Community and Health Services be authorized to exercise the option to extend each of the agreements for four further one-year terms, provided that the contractor has performed the services to the satisfaction of the Commissioner and is within the annual approved budget.
4. The Commissioner be authorized to delegate the execution of agreements to staff where the total annual amount of the agreement does not exceed \$50,000.

### 2. Purpose

This report seeks authorization for the purchase of services between The Regional Municipality of York and service providers for public health programs.

This report is prepared for Council in order for it to carry out its legislative duties and responsibilities as a Board of Health under the *Health Protection and Promotion Act*.

### 3. Background

A revised purchasing bylaw was approved by Council in June 2014

The Region's former purchasing bylaw (2009-49) was revised to reflect the current municipal purchasing environment. As part of the bylaw's revision, Schedule A was removed which provided exemptions from the procurement requirements of the bylaw for the purchase of professional and special services. Some purchases made by York Region Public Health which were previously exempted from the requirements of the bylaw by Schedule A, are no longer exempt under the current purchasing bylaw.

Under the Region's purchasing bylaw, Council's approval is needed in certain circumstances

The purchasing bylaw (2014-53) permits direct purchases under certain circumstances. Section 9.1 (a) allows for the direct purchase where the paramount consideration is the compatibility of a purchase with an existing equipment or service. Section 9.1 (b) permits direct purchases where there is only one legal entity reasonably capable of providing the deliverables.

Council approval is required to award contracts under sections 9.1 (a) and (b) where the total costs exceed \$100,000. Section 16.1 (a) of the bylaw requires Council approval where the term of a proposed contract is for a period of greater than five years or where the renewal or extension of a contract would result in an aggregate term of greater than five years. As such, service providers listed in Attachment 1 requires Council approval for York Region Public Health to continue with the services as a result of these requirements.

Public Health purchases services to support the effective and efficient delivery of programs and services

As part of the delivery of programs and services mandated by the Ontario Public Health Standards (2014), York Region Public Health purchases services from outside contractors and service providers. These purchases vary depending on the program and type of service needed. Table 1 outlines the categories of purchases made by York Region Public Health, including the rationale for making these types of purchases and examples of service providers. The purchases detailed in Attachment 1 are broken down by these categories.

**Table 1**  
**Categories of Purchases by York Region Public Health**

Category	Rationale for Purchase	Examples of Purchases
Educational Materials, Curriculum and Supplies	Purchases provide educational materials, online curriculum, testing and public education events for the public. These materials are often provided by specialized service providers and/or provide the same services to other health units/organizations	Online prenatal curriculum Food Handler Certification exam answer keys and marking Food security public information events
Health Protection Supplies and Services	Purchases support health protection activities conducted across the region.	Removal and disposal of bats in contact with humans Water sample testing
Media Purchases for Health Promotion Campaigns	Purchases support the delivery of universal health communication campaigns. As many media outlets and facilities are privately owned, the Region must purchase space to promote campaign messages. These service providers differ depending on demographic, scale of project and geographic distribution.	York Region Transit buses Campaigns in movies theatres Messaging in York Region newspapers (including ethnic publications) and other print media
Medical Professionals, Medical and Clinical Services and Supplies	Purchases support the health promotion, protection and prevention mandates of York Region Public Health. These purchases involve the delivery of medical and clinical services that take place across the region.	Nurse practitioner and physician services for sexual health clinics Dispensing of tuberculosis medication Oxygen tanks Security monitoring for vaccine refrigeration Contraceptive products for males and females

## Renewal of Contracted Services for the Public Health Branch

Category	Rationale for Purchase	Examples of Purchases
Health Research, Journals and Publications	Purchases support the delivery of evidence-based public health programs, services and policies. These purchases are primarily made to support the operation of the public health library.	Print and electronic journal subscriptions Access to online literature databases Participation in province-wide Rapid Risk Factor Surveillance System which is an ongoing survey of our residents related to key public health programs and indicators
Software, Licences and Maintenance	Purchases maintain access to online and software based programs and services primarily used to assess and evaluate public health programming	Fluid survey, an online survey software NVIVO qualitative data analysis software
Health Programs – Transportation	Purchases provide access to York Region Public Health programs and services for individuals who may not be able to access them otherwise	Taxis for clients as part of the prenatal programs and parenting programs
Uniforms	Purchases ensure staff have the same public presence and appearance to residents, regardless of an individual's date of hire	Public health inspector outerwear
Miscellaneous	Purchases support ongoing program operations. These purchases do not distinctly fall within the above categories	Online Legal searches for York Region businesses Purchase of grocery store and gas gift cards for clients who have food insecurity and/or transportation challenges

#### 4. Analysis and Options

York Region Public Health purchases were reviewed to ensure compliance with the 2014 bylaw

A review was undertaken of all York Region Public Health purchases that were in place to support program and service delivery covered under:

- Schedule A of the former purchasing bylaw (2009-49); and/or
- Sections 9.1 (a) and (b) and Section 16.1 (a) of the current purchasing bylaw (2014-53)

Attachment 1 provides details, including vendors, descriptions of services, and approximate annual totals per provider and category. This list is comprehensive, but changes to service providers can take place from time to time, requiring York Region Public Health to be flexible with regards to who provides the service. For example, in July 2015, Newad Media purchased Zoom Media. Zoom Media is a service provider used by the Region for media buys.

York Region Public Health is requesting approval for service agreements listed in Attachment 1

The public health environment is mandated by the Ontario Public Health Standards (2014). Through these Standards, the Region delivers a range of programs and services to residents under broad categories of: assessment and surveillance, health promotion and policy development, disease and injury prevention and health protection.

Due to the unique public health environment, some service providers are challenging to recruit. Finding a suitable and reliable service provider can be difficult. This makes the ability to retain these service providers important to support successful public health programming on a year-to-year basis.

Therefore, service contracts outlined in Attachment 1 will continue to be renewed annually if contractor service performance is positive and the budgets remain within approved amounts as outlined in the 2015-2018 Multi-Year Budget.

Link to key Council-approved plans

Compliance with applicable legislation and delivering effective, efficient and evidence-based public health programming contributes to objectives of Protecting Public Health under the Support Community Health and Well-being priority area of the 2015-2019 Strategic Plan. It also aligns with an action of

Vision 2051 to foster the health and well-being of the population through the promotion and protection of health and the prevention of illness

## 5. Financial Implications

York Region Public Health has been executing annual purchase of service agreements with the individual service providers as outlined in Attachment 1. The costs for these service agreements are comparable to market value for these deliverables and professionals with the required qualifications and experience.

Public health programs and services are funded by the Ministry of Health and Long-Term Care (75% approximately) and the tax levy (25% approximately). Expenditures are managed within York Region Public Health's annual approved operating budget.

Service providers for York Region Public Health are chosen based on one or more of the following reasons:

- The unique public health environment can limit the number of different service providers capable of delivering the services needed
- Service providers may be used by other public health units from across the province to purchase the same service
- There is only one service provider capable of delivering the specialized services required by public health
- Service providers are determined by manufacturers, limiting our ability to find alternatives.

As new service providers emerge within the marketplace, York Region Public Health will consider these new service providers to ensure value-for-dollar can be achieved while delivering the best service that meets public health needs.

## 6. Local Municipal Impact

Delivering effective, efficient and evidence-based programs and services to residents ensures that the region and its local municipalities are offered high quality public health programming that meets local and regional needs.

## 7. Conclusion

Renewal of the current purchase of service agreements will enable York Region Public Health to continue with the services currently provided that support the delivery of public health programs and services mandated through the Ontario Public Health Standards.

For more information on this report, please contact Dr. Karim Kurji, Medical Officer of Health at ext. 74012.

The Senior Management Group has reviewed this report.

August 14, 2015

Attachment (1)

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Accessible formats or communication supports are available upon request

## Purchasing Activities of the Public Health Branch

Service Provider	Services Provided	Approximate Annual Amount of Purchases
<b>Category: Educational Materials, Curriculum and Supplies</b>		
<b>Category Annual Total: \$20,645</b>		
<b>,Category 5 Year Total with 2% CPI Increase/year: \$107,438</b>		
Allan Wayne Publishing	Purchase of custom educational books for children on vector-borne diseases	\$ 6,000
Apperson/Camtria	Answer key (scantron) for Food Handler Certification exams	\$ 750
Customized Communications Inc. (CCI)	Provides access to and content for online prenatal curriculum which is a new program enhancement under Child and Family Health	\$8,600
Clean Air Champions (A program of Motivate Canada)	Keynote earth day interactive presentation to 100 elementary students (grades 4-6)	\$ 495
Superior Medical	Teaching supplies i.e.-Videos, dolls, posters, etc. for Child and Family Health Programs	\$ 4,800
<b>Category: Health Protection Supplies and Services</b>		
<b>Category Annual Total: \$37,300</b>		
<b>Category 5 Year Total with 2% CPI Increase/year: \$194,111</b>		
AAA Gates Wildlife Control	Capture of live bats that have come into contact with York Region Residents and then euthanizing and submitting for testing.	\$ 1,300
HACH	Provides chlorine residual test kits and chlorine reagents, turbidity metres, calibration kits along with annual maintenance	\$ 1,000
Pestalto	Supply of CDC Mosquito light traps for vector-borne diseases program which is required as part of our mosquito surveillance program.  Company serves as brokerage between the US manufacturer and purchasers in Canada.	\$ 5,000
York Durham Environmental Lab	Provides water sample testing	\$30,000
<b>Category: Media Purchases for Health Promotion Campaigns</b>		
<b>Category Annual Total: \$321,700</b>		
<b>Category 5 Year Total with 2% CPI Increase/year: \$1,674,140</b>		
Bell Media	Media advertisements and purchases to promote public health campaigns and messages to target audiences	\$16,500
CBS Outdoor (now Outfront Media)		\$20,000
Clear Channel		\$10,000
Corus Entertainment		\$24,500
Creative Displays Technologies		\$ 8,000



<b>Service Provider</b>	<b>Services Provided</b>	<b>Approximate Annual Amount of Purchases</b>
Facebook	Media advertisements and purchases to promote public health campaigns and messages to target audiences  Total across service providers: \$229,700	\$ 200
Futuresign		\$ 3,000
GO Station Advertising (IMA Outdoor Inc.)		\$ 3,500
LCBO Food and Drink		\$20,000
Newad (note, as of July 15, 2015, Newad has purchased Zoom Media, with the exception of fitness locations)		\$ 6,000
Pattison Outdoor Advertising		\$ 8,000
PHSN		\$11,000
Rogers Media		\$24,000
The Weather Network		\$ 2,000
Zoom Media		\$ 8,000
Cineplex Media Cineplex purchases include: <ul style="list-style-type: none"> <li>• Show-Time Ads</li> <li>• Pre-Show Ads</li> <li>• Mobile Ads</li> <li>• Backlits (84" LCD Screen)</li> <li>• Lobby Ads</li> </ul>		\$65,000
Durham Promotions		Public health messaging advertisements placed on York Region buses (above what is provided at no cost)
Metro Land Papers	Print ad buys for various public health campaign messaging	\$27,000
Municipal Parks and Recreation Guides	Promotion of public health programs and services	\$ 1,000
NeoTraffic	Static and digital ads at shopping malls across the region	\$ 9,000
YR Media Group and ethnic newspapers	Advertisement for West Nile Virus and Lyme Disease information to York Region residents	\$25,000
<b>Category: Medical Professionals, Medical and Clinical Services and Supplies</b>		
<b>Category Annual Total: \$175,200</b>		
<b>Category 5 Year Total with 2% CPI Increase/year: \$911,748</b>		
Anne Hughes NP	Clinical nurse practitioner services for the sexual health clinics	\$ 3,000
Bayer	Sale of contraceptive products to sexual health clinic program at low cost	\$ 4,000
Paladin		\$ 700
Pamco		\$15,000
Tri-Medic	Total across service providers: \$30,300	\$ 600
Janssen		\$10,000
Centric Pharmacy	Dispensing of TB medication. York Region	\$ 1,500
Dale's Pharmacy	Public Health medication and client is directed to location based on proximity to	\$ 7,000
Health-Plus Pharmacy		\$ 5,000

<b>Service Provider</b>	<b>Services Provided</b>	<b>Approximate Annual Amount of Purchases</b>
	home.	
Various clinic physicians	Clinical physician services for the sexual health clinics	\$120,000
Gamma Dynacare	Laboratory diagnostic testing	\$ 700
In Spec Systems	Security/alarms for vaccine storage in fridges	\$ 3,000
Levitt Safety	Annual calibration of Portacount machine. This machine has been purchased from Levitt Safety and is being used for the mask-fit testing process on an annual basis.	\$ 3,000
Market Lab Inc (Southmedic)	Phlebotomy supplies Blood draw table Phlebotomy wedges (arm rests) Blood draw station accessories	\$1,500
Medigas/Praxair	Provision of O2 tanks, exchange when empty or expired and service if required.	\$200
<b>Category: Health Research, Journals and Publications</b>		
<b>Category Annual Total: \$102,759</b>		
<b>Category 5 Year Total with 2% CPI Increase/year: \$534,764</b>		
Ebsco Canada	Access to online journals and books	\$27,000
Elsevier/Science Direct	Journals; best price- direct through publisher	\$ 2,475 USD
Ovid Technologies	Offers a suite of medical and healthcare related databases, multidisciplinary in scope (Medline, HealthStar, Cochrane Database of Systematic Reviews & PsycInfo) for evidence based research -purchase individual journals b/c Ovid offers best price	\$ 6,000 USD
Proquest Public Health	Searchable online database with a public health focus; includes full text journals, reports, dissertations, news and trade reports. Subject areas include: Environmental Health, Business, maternal & child Health, Epidemiology	\$ 3,045 USD
Proquest RefWorks	An online research management, collaboration tool for storing, managing information	\$ 2,400 USD
Institute for Social Research	Rapid Risk Factor Surveillance System (RRFSS)	\$61,839
<b>Category: Software, Licences and Maintenance</b>		
<b>Category Annual Total: \$10,662</b>		
<b>Category 5 Year Total with 2% CPI Increase/year: \$55,484</b>		
Fluid Survey	Online survey software used by various Public Health Branch programs and services to evaluate programs and services	\$ 5,250
Mail Chimp	Online email program that is used to send mass emails to registered clients interested in receiving information from Public Health. This online software has functionality to collect metrics on the emails that are useful for evaluating and	\$ 302

<b>Service Provider</b>	<b>Services Provided</b>	<b>Approximate Annual Amount of Purchases</b>
	monitoring campaign performance	
NVIVO (QSR)	Qualitative analysis software used to assess and evaluate programs and services. NVIVO is one of the most common qualitative analysis software used in the qualitative data analysis field	\$ 2,370
Prococious Technology	Provides ClearDent software and annual support which is used for all clinical appointment scheduling as well as client documentation and case management functions	\$ 2,740
<b>Category: Health Programs Transportation</b>		
<b>Category Annual Total: \$2,500</b>		
<b>Category 5 Year Total with 2% CPI Increase/year: \$13,010</b>		
Markham Avenue Taxi Today's Taxi Georgina Taxi	Transportation services	\$ 2,500
<b>Category: Uniforms</b>		
<b>Category Annual Total: \$1,000</b>		
<b>Category 5 Year Total with 2% CPI Increase/year: \$5,204</b>		
Oak Tree Design	Re-order of Jackets for Health Protection Staff ensuring similar appearance and branding	\$ 1,000
<b>Category: Miscellaneous</b>		
<b>Category Annual Total: \$17,700</b>		
<b>Category 5 Year Total with 2% CPI Increase/year: \$92,112</b>		
Ontario Corp	Legal Corporate Searches	\$ 2,500
PC and Fresh Co Grocery Store Gift Cards	Gift card given to clients in the home visiting program who have food insecurity identified as a concern. During pregnancy and up to 6 month of baby's age  Gas gift cards given for an alternate mode of transportation if client is able to secure a ride with a personal friend/family	\$15,200
<b>Grand Total Annual Expenditures for Purchases of Service: \$689,466</b>		
<b>Grand Total 5 Year Total with 2% CPI Increase/year: \$3,588,010</b>		