



**City of Kingston
Report to Council
Report Number 21-209**

To: Mayor and Members of Council
From: Paige Agnew, Commissioner, Community Services
Desiree Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Casie Keyes, Administrator, Rideaucrest Home
Date of Meeting: August 10, 2021
Subject: Rideaucrest Home – Agreement with Silver Group Purchasing

Council Strategic Plan Alignment:

Theme: Financial measures/budget

Goal: 2.5 Advocate for funding and increased investments.

Executive Summary:

The City of Kingston's Rideaucrest Home ("the Home") has been in a consulting services agreement with Extendicare (Canada) Inc. since 2013. Within the current consulting agreement term (November 1, 2020 – October 31, 2022) the Home has access to Silver Group Purchasing Partner Network ("SGP") to assist in procurement decisions and contract provisions. This report seeks Council approval to utilize group buying opportunities with SGP for the procurement of goods and/or services for the Home, between \$5,000 to \$50,000 per transaction.

Recommendation:

That Council delegate authority to the Administrator of Rideaucrest Home to enter into SGP supplier agreements for the purchase of goods and/or services for Rideaucrest Home valued between \$5,000 to \$50,000 per purchase, on an as required basis subject to staff's review of the requirements, budget availability, and competitiveness for each purchase; and

That a By-Law to amend By-Law Number 2016-189, "A By-law to Consolidate the Delegation of Powers and Duties", as amended, attached as Exhibit A to Report Number 21-209, be presented to Council for all three readings.

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF FINANCIAL
OFFICER & CITY TREASURER

**Desiree Kennedy, Chief
Financial Officer & City
Treasurer**

ORIGINAL SIGNED BY COMMISSIONER

**Paige Agnew, Commissioner,
Community Services**

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Brad Joyce, Commissioner, Corporate Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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Options/Discussion:

SGP Purchasing Partner Network (“SGP”) is the purchasing division of Extendicare and a Group Purchasing Organization (“GPO”). SGP negotiates national and regional contracts on behalf of its 1,200 Extendicare and GPO members, of which Rideaucrest Home is covered as an Extendicare Assist Home. SGP is mainly focused on, and is intended for use by, long term care and retirement living facilities, offering significant and measurable cost savings that helps to insulate all partners from the unpredictability of rising prices. SGP adheres to stringent product standards and specifications, guaranteeing pricing on core products and services required to support long term care homes operations. The SGP Purchasing Partner Network contains opportunities for the Home to realise efficiencies with purchases related to all aspects of operations; administration, furnishing within the residents home and common areas, dietary supplies and equipment, food and beverages, environmental supplies, housekeeping and laundry supplies and equipment, as well as nursing and personal care supplies and equipment.

Since the onset of COVID-19 it has become evident that purchases in long term care need to happen promptly to ensure resident care remains at a level of service excellence, and that funding opportunities are maximised within the timelines and expenditure guidelines outlined by the province. While By-Law Number 2000-134 - ‘A By-Law To Establish Purchasing Policies And Procedures’ allows for emergency procurement and single source purchases, access to a group purchasing organization such as SGP will ensure the Home has access to quality resources, without the time delays of market research, price comparisons, and contract negotiations, leveraging against the total spend volume of the entire enterprise to ensure significant cost savings.

SGP adheres to procurement guiding principles, supply chain code of ethics and trade treaty obligations which have been reviewed by Procurement staff and complies with the requirements outlined in the City of Kingston’s By-Law Number 2000-134 ‘A By-Law to Establish Purchasing Policies and Procedures’ with respect to an open, transparent and competitive process as well as standards in compliance with the Ministry of Health and Long Terms Care Homes Act (2007). Some procurement categories within SGP have multiple awarded vendors and few have only one vendor awarded. When procurement is required within a particular category, staff at the Home will review all vendor options available to determine the best value for money. Procuring through SGP vendor contracts would effectively establish standing orders for the Home for specified products and services; purchase orders would then be issued against those standing orders to procure products and services.

This delegation does not obligate the City of Kingston to purchase goods and/or services through SGP, it gives the City of Kingston the option to participate in any of the procurement opportunities offered through SGP should the procurement be beneficial and provide best value for money to the City. Exercising rights to this agreement with SGP does not obligate the City of Kingston to pay any participation fees.

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Existing Policy/By-Law:

None

Notice Provisions:

None

Accessibility Considerations:

The procurement of all goods and services undertaken through SGP meet or exceed all standards of the *Accessibility for Ontarians with Disabilities Act (AODA)*.

Financial Considerations:

Any goods and/or services procured through SGP are subject to operating and capital budget approvals.

Contacts:

Casie Keyes, Administrator, 613-546-4291 extension 4283

Laura Rabbie, Administration Manager, 613-546-2695 extension 4223

Other City of Kingston Staff Consulted:

Alan McLeod, Acting Director of City Services and City Solicitor

Brent Funnell, Supervisor, Procurement Operations

Andrew Reeson, Associate Legal Counsel

Exhibits Attached:

Exhibit A - A By-Law to Amend By-Law Number 2016-189, "A By-Law to Consolidate the Delegation of Powers and Duties"

By-Law Number 2021-XX

A By-Law to Amend By-Law Number 2016-189, “A By-Law To Consolidate the Delegation of Powers and Duties”, as amended

Passed: [Meeting Date]

Whereas the Council of The Corporation of the City of Kingston deems it advisable to amend By-Law Number 2016-189, “A By-Law to Consolidate the Delegation of Powers and Duties”, as amended;

Therefore Be It Resolved That The Council of The Corporation of the City of Kingston hereby enacts as follows:

1. By-Law Number 2016-189 of the Corporation of the City of Kingston entitled, “A By-Law To Consolidate the Delegation of Powers and Duties”, as amended, is hereby further amended as follows:

- 1.1. By adding the following section to Schedule “A”, Consolidated List of Delegations of Authority:

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Administrator of Rideaucrest Home	Authority to enter into Silver Group Purchasing Partner Network supplier agreements for the purchase of goods and/or services for Rideaucrest Home valued between \$5,000 to \$50,000 per purchase, on an as required basis subject to staff’s review of the requirements, budget availability, and competitiveness for each purchase.	By-Law Number 2021-XXX

2. This By-Law shall come into force and take effect on the date of its passing.

Given all Three Readings and Passed: Meeting date [Meeting Date]

John Bolognone
City Clerk

Bryan Paterson
Mayor