

**Report to
Rapport au:**

**Ottawa Board of Health
Conseil de santé d'Ottawa
16 September 2019 / le 16 septembre 2019**

**Submitted on September 5, 2019
Soumis le 5 septembre 2019**

**Submitted by
Soumis par:**

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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2019-OPH-PCS-0006

SUBJECT: DELEGATION OF AUTHORITY – CONTRACTS AWARDED FOR THE PERIOD OF JANUARY 1 TO JUNE 30, 2019

OBJET: DÉLÉGATION DE POUVOIR – CONTRATS ACCORDÉS POUR LA PÉRIODE DU 1^{er} JANVIER AU 30 JUIN 2019

REPORT RECOMMENDATION

That the Board of Health for the City of Ottawa Health Unit receive this report for information.

RECOMMANDATION DU RAPPORT

Que le Conseil de santé de la circonscription sanitaire de la ville d'Ottawa prenne connaissance du présent rapport à titre d'information.

BACKGROUND

The purpose of this report is to present to the Board a review of delegation of authority contracts awarded for the period of January 1, 2019 to June 30, 2019.

The Delegation of Authority By-law delegates certain authorities related to financial, legal, and organizational matters. In relation to financial matters, the by-law states that the Medical Officer of Health is authorized to approve, amend, extend and execute service agreements and funding agreements.

The City's Purchasing By-law, being By-law No. 50 of 2000, requires reporting on a semi-annual basis of delegation of authority reports. Purchasing activities associated with the Purchasing By-law over \$25,000 are included in this report.

DISCUSSION

Summary of Q1 & Q2 2019 Purchasing Activity

The contracts over \$25,000 approved for the period of January 1, 2019 to June 30, 2019 are listed in Document 1 of this report and summarized in Table 1, below. A total of 11 purchase orders exceeding \$25,000 were awarded from January 1, 2019 to June 30, 2019. The value of these purchase orders totalled \$859,601.78.

Table 1: Q1 & Q2 2019 Purchases by Type

Contract Type	Number of Contracts	Contract Value
Goods/Materials/Services	7	\$605,258.41
Professional Services	4	\$254,343.37
Total	11	\$859,601.78

RURAL IMPLICATIONS

There are no rural implications associated with this information report.

CONSULTATION

The preparation of this report is required by the Purchasing By-law and as such no public consultation is required.

LEGAL IMPLICATIONS

There are no legal impediments to receiving the information in this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

FINANCIAL IMPLICATIONS

Prior to contract approval, the City of Ottawa's Supply Branch confirms that the appropriate funds are available within the departmental budget, as availability of funds is a condition of approval under the City's Purchasing By-law.

Supply Branch certifies that all the contracts awarded under Delegation of Authority for the period of January 1, 2018 to June 30, 2019, are in compliance with the Purchasing By-law.

ACCESSIBILITY IMPACTS

There are no accessibility implications associated with this report.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with this report.

SUPPORTING DOCUMENTATION

DOCUMENT 1 – Ottawa Public Health Purchase Orders > \$25,000 Awarded Under Delegated Authority, January 1, 2019 to June 30, 2019

DISPOSITION

This report is provided to the Board of Health for information pursuant to the City of Ottawa Purchasing By-law.