

**Report to
Rapport au:**

**Ottawa Board of Health
Conseil de santé d'Ottawa
2 March 2015 / 2 mars 2015**

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Soumis le 23 février 2015**

**Submitted by
Soumis par:
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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2015-OPH-IQS-0004

SUBJECT: DELEGATION OF AUTHORITY – CONTRACTS AWARDED FOR THE PERIOD OF OCTOBER 1 TO DECEMBER 31, 2014

OBJET: DÉLÉGATION DE POUVOIR – CONTRATS ACCORDÉS POUR LA PÉRIODE DU 1 OCTOBRE AU 31 DECEMBRE 2014

REPORT RECOMMENDATIONS

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

RECOMMANDATIONS 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 October 1, 2014 to December 31, 2014.

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 quarterly basis of delegation of authority reports. Purchasing activities associated with the Purchasing By-law over \$10,000 are included in this report.

DISCUSSION

Summary of Q4 2014 Purchasing Activity

The contracts over \$10,000 approved for the period of October 1, 2014 to December 31, 2014 are listed in Document 1 of this report and summarized in Table 1, below. A total of eighteen (18) purchase orders exceeding \$10,000 were awarded from October 1, 2014 to December 31, 2014. The value of these purchase orders totalled \$717,564.50.

Table 1: – Q4 2014 Purchases by Type

Contract Type	Number of Contracts	Contract Value
Goods/Materials/Services	11	\$555,130.29
Professional Services	7	\$162,434.21
Total	18	\$717,564.50

RURAL IMPLICATIONS

There are no rural implications to this information report.

CONSULTATION

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

COMMENTS BY THE WARD COUNCILLOR(S)

No comments by Ward Councillors for this report.

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 information report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

FINANCIAL IMPLICATIONS

Prior to contract approval, the Supply Branch of the City of Ottawa 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 October 1, 2014 to December 31, 2014, 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 for this report

BOARD OF HEALTH STRATEGIC PRIORITIES

The recommendations in this report support the Board of Health Strategic Priority E3: Measure and report publicly on progress.

TERM OF COUNCIL PRIORITIES

There are no term of council priorities associated with this report.

SUPPORTING DOCUMENTATION

DOCUMENT 1 – Ottawa Public Health Purchase Orders > \$10,000 Awarded Under Delegated Authority, October 1, 2014 to December 31, 2014.

DISPOSITION

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