

**Report to  
Rapport au:**

**Ottawa Board of Health  
Conseil de santé d'Ottawa  
25 April 2022 / 25 avril 2022**

**Submitted on April 12, 2022  
Soumis le 12 avril 2022**

**Submitted by  
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**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2022-OPH-PCS-0002**

**SUBJECT: DELEGATION OF AUTHORITY – CONTRACTS AWARDED FOR THE PERIOD OF JULY 1 TO DECEMBER 31, 2021**

**OBJET: DÉLÉGATION DE POUVOIR – CONTRATS ACCORDÉS POUR LA PÉRIODE DU 1<sup>er</sup> JUILLIET AU 31 DÉCEMBRE 2021**

## **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 de ce 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 July 1, 2021 to December 31, 2021.

The Delegation of Authority By-law delegates certain authorities related to financial, legal and organizational matters. With respect 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.

In previous years, the Delegation of Authority Report has been developed using data based on Purchase Orders issued within the Delegation of Authority period. The new procurement system, Ariba, provides the option to report the total expected expenditures of the contract, including optional years approved but not committed, which better aligns with the requirement of the bylaw. As a result, the contract values reported appear higher for 2021 as the total expected expenditure of contracts awarded in 2021 is reported, including the remaining value of contracts not reported on previous reports.

## **DISCUSSION**

### **Summary of Q3 & Q4 2021 Purchasing Activity**

The contracts over \$25,000 approved for the period of July 1 to December 31, 2021 are listed in Document 1 of this report and summarized in Table 1 below. A total of 8 contract approvals exceeding \$25,000 were awarded during this period, for a total value of \$7,056,884.40.

Table 1: Q3 & Q4 2021 Purchases by Type

Contract Type	Number of Contracts	Contract Value
Goods/Materials/Services	8	\$7,056,884.40
Professional Services	0	\$0.00
Total	8	\$7,056,884.40

**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 associated with 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.

The Supply Branch certifies that all the contracts awarded under Delegation of Authority for the period of July 1, 2021 to December 31, 2021, 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.

**SUPPORTING DOCUMENTATION**

DOCUMENT 1 – Ottawa Public Health Contracts > \$25,000 Awarded Under Delegated Authority, July 1, 2021 to December 31, 2021

**DISPOSITION**

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