

**REPORT NO. 125 of the  
SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held November 14, 2012

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**Present:**  
**Councillor Ed Sleiman, Chair**  
**Councillor Jo-Anne Gignac**  
**Councillor Alan Halberstadt**  
**Councillor Percy Hatfield**  
**Councillor Fulvio Valentinis**

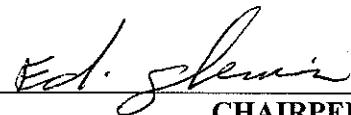
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

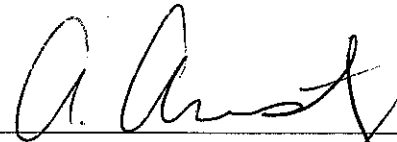
Moved by Councillor Gignac, seconded by Councillor Halberstadt,  
**THAT** the report of the Social Development and Health Commissioner dated September 26, 2012 entitled "Request for Deposit of Funds to the Capital Account for Huron Lodge" regarding the deposit to Huron Lodge's capital account #7042039 the annual life enhancement funds provided by Medical Pharmacies Group **BE APPROVED**.

Carried.

*Clerk's Note:* The administrative report authored by the Manager of Program Services, Huron Lodge dated September 26, 2012 entitled "Request for Deposit of Funds to the Capital Account for Huron Lodge" is attached as background information.

LIVELINK #16180, AH/11289

  
\_\_\_\_\_  
CHAIRPERSON

  
\_\_\_\_\_  
DEPUTY CITY CLERK

NOTIFICATION:		
Name	Telephone	Email



**THE CORPORATION OF THE CITY OF WINDSOR Social  
Development, Health and Culture Standing Committee-  
Administrative Report**



**MISSION STATEMENT:**

*"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"*

<b>LiveLink REPORT #: 16180 AH/11289</b>	<b>Report Date: September 26, 2012</b>
<b>Author's Name: Mary Bateman</b>	<b>Date to Standing Committee: Nov. 14, 2012</b>
<b>Author's Phone: 519 253-6060 ext. 8254</b>	<b>Classification #:</b>
<b>Author's E-mail: mbateman@city.windsor.on.ca</b>	

**To: Social Development, Health and Culture Standing Committee**

**Subject: Request for Deposit of Funds to the Capital Account for Huron Lodge**

**1. RECOMMENDATION: City Wide: \_\_\_\_\_ Ward(s): \_\_\_\_\_**

That the Social Development, Health and Culture Standing Committee **APPROVE** the deposit to Huron Lodge's capital account #7042039 the annual life enhancement funds provided by Medical Pharmacies Group.

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

As a result of the Request for Proposal (RFP) No. 89-11 and the proponent's proposal dated July 21, 2011 an annual life enhancement fund to be used toward a program of Huron Lodge's choice (identified in CAO#1805) became part of the agreement in the provision of Pharmacy Services. The contract for services will be for a 3 year term. The contract period may subsequently be extended for an additional two (2) year period by mutual agreement.

The Chief Administrative Officer, through the authority delegated to the office and in accordance with the provisions of S.16 and S. 38 (6) of Purchasing By-Law 400-2004 and through CAO#1805 on March 2, 2012 approved the retention of the Proponent to provide Pharmacy Services at Huron Lodge.

The funds identified in the contract for life enhancement were received on September 7, 2012 and subsequently deposited in Trans Code 70282 awaiting Standing Committee approval for depositing to Huron Lodge's capital account #7042039.

### **3. DISCUSSION:**

It is the goal of Huron Lodge to implement up-to-date point of care technology in providing long term health care throughout the facility. Point of care is an electronic documentation program that allows all clinical information to be encompassed in one electronic system. By automating our existing hard copy forms and documentation completed by the front line staff, the system allows for streamlined workflow processes and provides enhanced information to be consolidated into one area. The electronic information provides an overall picture of the resident's status from all aspects of the interdisciplinary team and allows for informed decision making. This thereby allows for enhanced resident quality of life through improved care planning and monitors that care has been provided and documented in adherence with the Long-Term Care Homes Act (2007) and Regulations. The Point of Care technology will be on kiosks that will be located in hallways and near dining areas on the Resident Home Area for access by the front line staff members that will be using the software.

All RFP's to be completed for hardware and software requirements in the implementation of this goal will involve close participation and input from the City's Information Technology department. These funds will be earmarked towards the accomplishment of this goal.

### **4. RISK ANALYSIS:**

N/A

### **5. FINANCIAL MATTERS:**

The alternative resources provided by Medical Pharmacies Group are an opportunity to support the facility in obtaining the most up-to-date technology without impacting the Corporation's overall budget for hardware and software costs. Municipal funds are not being requested for this program.

The proponent has agreed to pay to the Corporation an annual life enhancement fund in the amount of \$80,000 to be used toward a program of Huron Lodge's choice. The contract for services is for a three year term and may subsequently be extended for an additional two years by mutual agreement. These funds will be administered by Huron Lodge in project 7042039 – HL Annual Capital Requirements. Project approvals will be obtained through the Capital Budget Process.

### **6. CONSULTATIONS:**

Marco Aquino, Financial Planning Administrator  
Victor Ferranti, Manager of Capital Budget & Reserves  
Harry Turnbull, Executive Director of Information Technology

**7. CONCLUSION:**

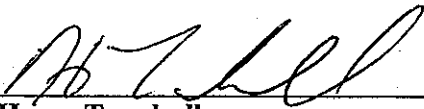
In utilizing the funds provided now and for the length of the agreement for the implementation of bedside care technology, Huron Lodge can continue to be a leader in the provision of long term care to its residents and the community as a whole.



**Mary Bateman**  
Manager of Program Services



**Lucie Lombardo**  
Administrator, Huron Lodge

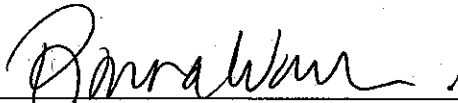


**Harry Turnbull**  
Executive Director of Information  
Technology

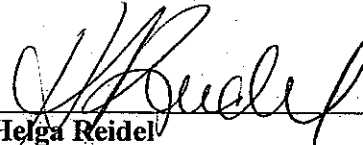


**Onorio Colucci**  
Chief Financial Officer/City Treasurer and  
Corporate Leader Finance and Technology

MA



**Ronna Warsh**  
Community Development and Health  
Commissioner and Corporate Leader  
Social Development, Health, Recreation  
and Culture



**Helga Reidel**  
Chief Administrative Officer

/ja

**APPENDICES:**  
CAO1805 with its report

**DEPARTMENTS/OTHERS CONSULTED:**  
Name:  
Phone #: 519 ext.

**NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX



# THE CITY OF WINDSOR

**MISSION STATEMENT:**

*"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"*

**COUNCIL SERVICES/CITY CLERK  
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WINDSOR, ONTARIO  
N9A 6S1**

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## CAO APPROVAL NOTICE

**The Chief Administrative Officer approved the following recommendation:**

**CAO1805**

**APPROVED – March 2, 2012**

That **APPROVAL BE GIVEN** to award Request for Proposal (RFP) #89-11 to Medical Pharmacies Group Limited/

That the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to execute a service agreement for Pharmacy Services at Huron Lodge subject to approval as to form by the City Solicitor and approved as to content by the Administrator of Huron Lodge.

AH/11289

*Steve Vlachodimos*

Deputy City Clerk/Senior Manager of Council Services

September 26, 2012

/jr

Internal Distribution

Huron Lodge [Mary Bateman]

Administrator, Huron Lodge

Community Development & Health Commissioner

Manager of Purchasing & Risk Management

Executive Director of Information Technology

Chief Financial Officer & City Treasurer

City Solicitor

External Distribution

H11/11284

**CAO APPROVAL ONLY**

**THE CORPORATION OF THE CITY OF WINDSOR  
Huron Lodge**



**MISSION STATEMENT:**  
"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services and will mobilize innovative community partnerships"

REQUEST APPROVED:	<b>Re-RECEIVED</b>  MAR 0 1 2012	REFER TO:
APPROVED FOR AGENDA:		BRING FORWARD ONE
FILE	<b>CHIEF ADMINISTRATIVE OFFICE</b>	COPY TO:

<b>Author's Name: Mary Bateman</b>	<b>Report Date: February 13, 2012</b>
<b>Author's Phone: (519) 253-6060 ext. 8254</b>	<b>CAO #: 1805</b>

**TO: Chief Administrative Officer**

**SUBJECT: Administrative Report under the Delegation of Authority re:  
Award Request for Proposal #89-11 to Medical Pharmacies Group Limited  
City Wide: \_\_\_\_\_ Ward(s): 1**

This item is being brought forward for CAO approval pursuant to Delegation of Authority By-law 208-2008. (Section 3.15)

**1. RECOMMENDATION:**

That approval **BE GIVEN** to award Request for Proposal (RFP) #89-11 to Medical Pharmacies Group Limited.

That the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to execute a service agreement for Pharmacy Services at Huron Lodge subject to approval as to form by the City Solicitor and approved as to content by the Administrator of Huron Lodge.

**2. BACKGROUND:**

This request is made pursuant to the authority granted by By-law 208-2008 Section 3.15. Request for Proposal #89-11 was sent out on July 9, 2011 and closed on July 25, 2011. In all, there were a total of 6 (six) respondents to the RFP. The respondents were:

- Medical Pharmacies Group Limited (First Medical Pharmacy)
- Fountainebleu Pharmacy
- Medisystem Pharmacy Ltd
- National Pharmacy
- Remedy Rx
- Yee Pharmacy

The RFP #89-11 has been attached for reference purposes and will form part of the Service Agreement with the successful proponent.

Submissions were evaluated by the Director of Care and the Manager of Program Services through a defined set of Deliverables (pages 7-13 of the RFP); the proponents' response to Appendix B (pages 24-26) and the assessment of the proponents' response as evaluated in Appendix C - Evaluation Criteria (pages 27 & 28). The recommended proponent met all mandatory criteria and scored strongly on all qualitative criteria. The recommended proponent had the highest overall score.

### **3. DISCUSSION:**

In carrying out the applicable provisions of the Long Term Care Homes Act, O. Reg. 79/10 Section 119, Huron Lodge must retain and have a written contract for pharmacy services. The recommended proponent meets all terms, conditions and criteria as set out by RFP #89-11. It should also be noted that there was no pricing criteria to be evaluated in this RFP.

The recommended proponent is not the only local provider of pharmacy services to long term care in the Essex County area but given all the evaluation criteria, the second local proponent ranked third.

The recommended proponent is the current service provider and has serviced Huron Lodge residents since 2004. The 2004 award was through an RFP process consisting of a 3 year contract with an option to renew for an additional 2 years. In 2009, another RFP was issued but later expired and withdrawn; wherein it was reissued in the late summer of 2011. The re-issue in 2011 included a requirement for the successful proponent to fund several potential future initiatives over and above that of the 2009 RFP. Actual implementation of any of these will follow corporate policies for purchasing and project management. These initiatives include:

- a) Compliance with the new Long Term Care Act enacted on July 1, 2010
- b) A total of 22 personal computers obtained through the City's information technology (IT) department (this is 14 units more than previously requested)
- c) A total of 12 printers obtained through the City's IT department (this is 4 more units than previously requested)
- d) A total of 16 electronic devices, such as tablets, to assist in the delivery of care at the bedside (an RFP coordinated by the City's Information Technology department will occur for the provision of this equipment)
- e) Funding for e-mars technology (hardware, software and implementation) compatible with the City's current software - "Goldcare" and any other City IT requirements including training of same (an RFP coordinated by the City's Information Technology department will occur for the provision of this equipment)
- f) Enhanced contribution to the Huron Lodge environment through staff education support; Equipment and technology support and resident life enhancement

The recommendation of the evaluation committee has also been brought forth and accepted by the Huron Lodge Committee of Management on December 12, 2011.



**4. FINANCIAL MATTERS:**

Pharmacy services are compensated through the Ontario Drug Benefit Program (ODB) and other private health providers (e.g. Green Shield, Sun Life and/or the resident). As such, there is no cost impact on the Huron Lodge budget. However, the extensive funding of equipment, technology services and financial support will enable Huron Lodge to access the most current technology in the provision of care to the residents.


The financial benefit is somewhat intangible to quantify but utilizing an estimated formula of 25 cents/pill/per resident utilizing 5 pills per day, multiplied by the number of residents (224) at 365 days per year totals a figure of approximately \$100,000.00. This figure will vary based on the values and numbers of medications.


**5. CONSULTATIONS:**


Manager Purchasing and Risk Management  
Purchasing Supervisor  
Executive Director of Information Technology

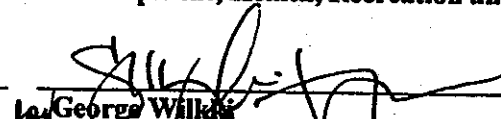
**6. CONCLUSION:**


It is a requirement of the Long Term Care Homes Act, O. Reg. 79/10 Section 119 to have a written service agreement in place for the provision of pharmacy services with a qualified proponent. Approval of the award to the recommended proponent will enable Huron Lodge in conjunction with Legal to finalize the written service agreement.


  
\_\_\_\_\_  
Mary Bateman  
Manager of Program Services


  
\_\_\_\_\_  
Ronna Warsh  
Community Development and Health  
Commissioner and Corporate Leader Social  
Development, Health, Recreation and Culture

  
\_\_\_\_\_  
Lucie Lombardo  
Administrator, Huron Lodge

  
\_\_\_\_\_  
George Wilkie  
City Solicitor and Corporate Leader  
Development and Public Safety

  
\_\_\_\_\_  
Shelby Askin Hager  
Manager of Purchasing and Risk  
Management

  
\_\_\_\_\_  
Harry Turnbull  
Executive Director of Information  
Technology


  
\_\_\_\_\_  
Onorio Colucci  
Chief Financial Officer/City  
Treasurer and Corporate Leader  
Finance and Technology

MA

/ja

**Recommendation Accepted by the Chief Administrative Officer.**

Date: 3/2/12

  
\_\_\_\_\_  
**Helga Reidel**  
**Chief Administrative Officer**

**Applicable Amendments (as requested by the Chief Administrative Officer)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**APPENDICES:**  
  
**Appendix A RFP 89-11**  
  
**Note:** All *Insurance Certificates* to be directed to and approved by the Risk Management Coordinator. Any evidence of insurance must be to the satisfaction of the Risk Management Coordinator. As such, all operating areas and service units are to forward any *Insurance Certificates* to the Risk Management Coordinator who will review and approve them or contact the broker to request amendments.

**DEPARTMENTS/OTHERS CONSULTED:**  
**Name:**  
**Phone #: 519            ext.**

**NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX