



BOH Executive Committee

Minutes

Friday March 19, 2021

Date: Friday, March 19, 2021
Location: Electronic via Zoom
Time: 1:00 PM to 1:30 PM
Members Present: Sue Paterson (Chair), Anne Eadie, Helen-Claire Tingling
Regrets:
Also Present: Dr. Ian Arra, Matt McMurdie
Secretary: Erin Meneray

1.0 Call to Order

The meeting was called to order at 1:03 PM

2.0 Disclosure of Pecuniary Interest

There were none.

3.0 Amendments to Agenda

There were no amendments to the agenda.

4.0 Approval Of Agenda

Moved by: Anne Eadie

Seconded by: Helen-Claire Tingling

“THAT, the agenda be approved as circulated.”

Carried

5.0 Sole Sourced Contact For Booking System

In preparation for vaccine rollout we were considering different plans; one was to have our own booking system if the province did not offer one. The Health Unit completed the research at the time and a company was chosen however the Ministry announced that they would be launching their own system so plans to purchase our own were tabled. The provincial system aligned nicely with booking specific age groups however there are limitations with regards to booking groups that are prioritized in other ways.

The current provincial on-line booking program does not allow the separation of the vaccine events that are based on age and the curated lists based on non-age based priority. Communication from the ministry is that the system is not anticipated to have this capability in the near future.

This software is required to ensure the optimal operation of the hubs and clinics through the separation of vaccine events via the two systems (the Provincial online system for the

age based priority and the requested GBHU deployed software from Verto Inc. for the non-age base priority).

There is a lot of manual work if we do not have such a system, Province system for booking age groups – our own system for phase 2 (all essential services that are named in phase 2 – estimate approximately 25000).

The cost of the solution from Verto Inc. is \$16, 000 for implementation (fixed price) and a variable cost of \$0.40 per scheduled vaccination. We estimate that there are approximately 25,000 residents in Grey & Bruce to be vaccinated this way, requiring two doses representing \$18,500 in variable costs. This could fluctuate and be as high as \$23,000 depending on volume. There is also a monthly minimum of \$3000 per month irrespective of the volume processed, which may have an impact on the total variable cost, again depending on volume. Adding the fixed cost with the variable cost range reflects a total of \$34,500 to \$39,000 if no minimum variable costs are encountered. While this range represents Management’s best estimate, a total of \$50,000 is being requested.

It was noted that we could use one system for everything, however, if we continue to use the provincial system for age specific groups we would not incur additional costs.

The Board requested more detailed information be included in this request as well as future sole-sourcing approval requests.

How many companies were contacted?

Which companies were contacted?

What was the criteria/rational for choosing one over the other?

What is the term of the agreement?

What are the budget implications with respect to Special COVID Funding?

Moved by: Helen-Claire Tingling

Seconded by: Anne Eadie

“THAT, the Board of Health Executive approve the single source procurement of the purchase of a booking system by VERTO Inc. for COVID-Vaccination appointments, and requests THAT, further supporting documentation be added to the briefing note regarding how many companies were contacted, what the rationale was for choosing or excluding any given companies, the term of the agreement and the guidance from the Ministry on Special COVID funding, and FURTHER THAT, the Board of Health Executive will approve the revised form via e-mail once a revised briefing note is distributed.”

Carried

6.0 Adjournment

By motion of Anne Eadie, the Board of Health Executive Committee meeting adjourned at 1:26 PM

X

Sue Paterson
Chair

X

Erin Meneray
Recording Secretary