



North Peace Housing Foundation

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Email: tammy.menssa@nphf.ca

To: The Board of Directors
From: Tammy Menssa, Executive Director
Re: Nurse Call Upgrade – Harvest Lodge
Date: June 1, 2023

The Foundation has known for some time that the Harvest Lodge nurse call system was on the verge of becoming obsolete and have budgeted for its replacement accordingly.

Considering the significant cost involved in replacing a nurse call system, Corporate Policy 2.4 Purchasing Policy, Term 5.0 states that the Foundation is required to obtain three formal written proposals from vendors for consideration, for any project over \$5,000.00, exclusive of GST. However, due to special circumstances, as described below, Administration kindly requests that the Board waive the formal tender process in this case.

In the recent expansion project of the DSL wing at Del-Air Lodge, a nurse call system was required. Since the existing system in the Lodge could not be integrated due to its obsolete nature, it was decided to upgrade it as part of the expansion project. The project team has already conducted a formal tender process and awarded the nurse call installation to ACSSI North Inc., a reputable and experienced company based in Edmonton.

Administration recommends partnering with ACSSI North Inc. to install the same nurse call system in all Foundation facilities. Standardizing the system across all sites will bring about several benefits, including enhanced training and knowledge sharing among staff, cost savings in terms of ordering replacement equipment and technician visits, and the potential for volume discounts on software and monitoring fees.

By working with a single vendor for the nurse call system across the Foundation, we can achieve operational efficiencies and ensure consistency in service and support throughout our facilities.

Options for Consideration:

1. Direct Administration to contact ACSSI North Inc. to obtain quotes for the replacement of the nurse call systems for Harvest, Homesteader, and Heritage Tower Lodge, with the focus on Harvest Lodge for replacement in 2023.
2. Direct Administration to obtain 3 written quotes for the replacement of the Harvest Lodge Nurse Call System, as per Corporate Policy 2.4. Purchasing Policy.

Recommendation: Option 1

Thank you,

Tammy Menssa
Executive Director