

Ministry of Education

Ministère de l'Éducation

Business Operations Strategic
Support Branch

Direction du soutien
opérationnel stratégique

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2024: SB05

Date: February 5, 2024

Memorandum to: Directors of Education
Senior Business Officials
Secretary/Treasurers of School Authorities

From: Patrizia Del Riccio
Director (A)
Business Operations Strategic Support Branch

Subject: Supply Chain Data Collection - Corporate Reporting for Fiscal
Years 2021-22 and 2022-23

The Ontario Government has procurement reporting obligations under various trade agreements and is required to provide an annual report of the procurement activities of ministries, agencies, and Broader Public Sector (BPS) entities. These include:

1. World Trade Organization – Government Procurement Agreement (WTO-GPA);
2. Canada Free Trade Agreement (CFTA);
3. Canadian-European Comprehensive and Economic Trade Agreement (CETA);
4. Ontario-Quebec Trade Cooperation Agreement (OQTCA).

To support these obligations, Supply Ontario (SO) is collecting procurement data for the following two (2) fiscal years: 2021-22; and 2022-23 (**April 1, 2021 – March 31, 2023**) with the support of applicable OPS ministries, including the Ministry of Education (EDU).

REPORTING REQUIREMENTS – PROCUREMENT ACTIVITY REPORTS

To meet the above noted requirements, the Ontario Government is required to provide a consolidated annual report of the procurement activities of organizations (including BPS entities) covered by trade agreements to the federal government. Although SO is collecting multiple types of reports, BPS entities are only required to provide Procurement Activity Report (PAR) submissions.

In scope procurement contracts are those signed between **April 1, 2021 and March 31, 2023**, where the contracts are **above** the following thresholds:

- a. Goods - \$121,200
- b. Services - \$121,200
- c. Construction - \$302,900

PROCUREMENT DATA CONTACT UPDATE

As you may recall, as part of the last Corporate Reporting cycle, school boards identified procurement data contacts for onboarding and access to the Supply Chain Data Collection Portal (SCDCP). If your school board procurement data contact has changed, please send updated contact information (first name, last name, position title, email address, phone number) to SCO.Reporting@supplyontario.ca with a copy to EDUProcurementReporting@ontario.ca as soon as possible. Alternatively, school boards can update their procurement data contact information directly on the SCDCP through an existing registered contact.

ONBOARDING AND TRAINING

SO will host two (2) training sessions in English on **February 7, 2024** and **February 15, 2024**, and one (1) training session in French on **February 13, 2024**. These sessions will provide details on how school boards and authorities can submit their reports using the SCDCP, delegate authority to the appropriate submitter, and address any questions or concerns that may arise. Additional training can be provided on a demand basis for groups of ten (10) participants or more. If you or your team would like to attend the training sessions, kindly send your request to SCO.Reporting@supplyontario.ca for registration details. Copies of all templates, along with FAQs (Frequently Asked Questions) and a User Guide for PAR submissions, can be found on the SCDCP portal.

DEADLINES

We are requesting that you submit your PAR submissions (Procurement contracts signed between **April 1, 2021 and March 31, 2023** in accordance with the above noted thresholds) to the SCDCP by **March 1, 2024** to support EDU's submission timelines to report back to SO.

If you have any questions about this memo, please reach out to Lorraine Smith at lorraine.smith@ontario.ca. For questions related to the SCDCP submissions, please email SCO.Reporting@supplyontario.ca.

Sincerely,

Original signed by

Patrizia Del Riccio
Director (A)
Business Operations Strategic Support Branch