

**Ministry of Education**  
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**Ministère de l'Éducation**  
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Toronto ON M7A 1L2



**2014: B2**

**MEMORANDUM TO:** Directors of Education

**FROM:** Gabriel F. Sékaly  
Assistant Deputy Minister  
Financial Policy and Business Division

**DATE:** **January 17, 2014**

**SUBJECT:** **Student Transportation RFP Process Review**

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I am writing to inform you that, at the invitation of the Ministry of Education, Supply Chain Ontario (SCO), Ministry of Government Services will be undertaking a procurement process review of various Request for Proposals (RFP) issued by transportation consortia. The purpose of the review is to examine the issues raised by the school bus operator associations as they relate to the procurement process and to identify opportunities for best practices for transportation consortia to consider in future RFP design.

School boards are designated Broader Public Sector organizations that must comply with the *Broader Public Sector (BPS) Procurement Directive*. As with procurement of all goods and services, student transportation procurement decisions are a board's responsibility, subject to compliance with the *BPS Procurement Directive* (BPSPD).

SCO procures and manages commonly acquired goods and services for the Ontario Public Service (OPS) through the enterprise Vendor of Record program; provides advisory and administrative support to ministries conducting procurements; manages the government's eTendering system; develops and implements approved procurement policies within the OPS ; and supports the implementation of the BPSPD by BPS entities. SCO also has invested significantly in a continuous improvement program and have successfully streamlined procurement processes to support vendors doing business with Ontario.

SCO staff will consult directly with the school board sector and industry associations from February to April 2014.

SCO anticipates concluding its review and providing findings to the Ministry of Education by the summer. Findings will be specific to the RFP document(s) including scope, deliverables, performance requirements, evaluation criteria and methodology but also what opportunities may exist province-wide for more co-ordination of procurement activities for student transportation services.

I would like to thank all school boards and transportation consortia for the effort you invested into the competitive procurement process. I would strongly encourage your participation and support in this review process.

If you have any questions please contact Cheri Hayward, Director, School Business Support Branch at (416) 327-7503, or [cheri.hayward@ontario.ca](mailto:cheri.hayward@ontario.ca).

*Original Signed by*

Gabriel F. Sékaly  
Assistant Deputy Minister  
Business and Finance Division

With attachment

cc: Marian Macdonald, ADM,  
Supply Chain Ontario, MGS  
Superintendents of Business  
Transportation Managers  
Procurement Managers