

Ministry of Education

Office of the ADM

Capital and Business Support Division
20th Floor, Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Ministère de l'Éducation

Bureau du sous-ministre adjoint

Division des politiques financières et des opérations
20^e étage, Édifice Mowat
900, rue Bay
Toronto ON M7A 1L2



2019: B01

MEMORANDUM TO: Directors of Education
Senior Business Officials

FROM: Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

DATE: January 8, 2019

SUBJECT: School Board Trade Agreement Report on Procurement
Activity for 2017-18

The Ontario Government has trade reporting obligations under several trade agreements and is required to provide a consolidated annual report of the procurement activities of organizations covered by trade agreements to the federal government.

These trade obligations now extend to broader public sector (BPS) organizations and municipalities in addition to the ministries and their agencies. As a covered entity, school boards are now required to report on their procurement activities to the Ministry of Education for inclusion in Ontario's consolidated report.

Since 2016, Ontario has been sharing information with BPS organizations, advising them about the new reporting obligations. This information can be found at: [Doing Business with the Government - Information for Buyers](#).

PROCUREMENT ACTIVITY REPORT

As the trade agreements vary in reporting thresholds, Supply Chain Ontario (SCO) has created one template to streamline the data collection process and to meet obligations under all the trade agreements including:

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

Please use the reporting template attached which includes additional instructions. The submitted data report requires sign-off by the Director of Education.

School board submissions should align with the province's fiscal year (FY 2017-18) that begins April 1, 2017 and ends March 31, 2018. Procurement contracts that fall under the following categories and thresholds should be included:

- Goods valued at \$100,000 or greater;
- Services valued at \$100,000 or greater; or,
- Construction valued at \$250,000 or greater.

As noted in the attached Frequently Asked Questions (FAQs), the trade agreement threshold applies to a single procurement where the total procurement contract value (including HST amounts) meets or exceeds the threshold. HST values should be included when determining whether or not a contract must be reported in accordance with the above thresholds.¹

School boards should report the total procurement value of multi-year contracts for the year in which they are established beginning April 1, 2017. The total procurement value represents the estimated value of spending expected to occur over the term of the multi-year contract.

School boards should also report any contracts established through procurements conducted by group purchasing organizations or Vendor of Record (VOR) arrangements (i.e. OECM, Ministry of Government and Consumer Services' (MGCS) VOR, or board-specific VORs) that meet the above threshold values.

Please see the attached two FAQ documents that provide additional information on the process. The first FAQ provides information on the Procurement Activity Reporting requirements for the fiscal year 2017-18. The second FAQ includes information specific to school boards.

SUBMISSION PROCESS

School boards should complete the following:

- Procurement Activity Report FY 2017-18 in Excel file; and,
- Attestation Form.

The attached reporting template includes specific instructions on how to fill out the Procurement Activity Report, found under the "Instructions" tab. Please review these instructions before completing the template.

¹ If a contract for services is valued at \$90,000 before HST, but \$101,700 with applicable taxes, this item *would* meet the reporting threshold and should be reported by school boards.

Completed submissions should be sent to the following email address by no later than **February 15, 2019**: EDUTradeReporting@ontario.ca

Should you require further information, please contact Cheri Hayward, Director, School Board Business Support Branch, at Cheri.Hayward@ontario.ca or 416-327-7503.

Sincerely,

Original Signed By:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

cc: Supply Chain Managers
Student Transportation Managers
Regional Internal Audit Managers