

Ministry of Education Procurement Activity Reporting FAQ

1. What level of approval is being sought from school boards?

Broader Public Sector (BPS) organizations (including school boards and publicly funded academic, health and social services organizations) may follow their own organization's approval processes. School boards are being asked to complete an attestation signed by the Director of Education to confirm the accuracy of the report submission.

2. What documents are required for a complete submission?

A complete submission should contain the following:

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

3. What types of collaborative purchasing or VOR arrangements should school boards report?

School boards should report the total value of any new collaborative purchasing or VOR arrangements entered into between April 1, 2017 and March 31, 2018. This includes OEM contracts, board-specific VORs, as well as the use of MGCS VORs.

4. How should school boards report multi-year contracts?

School boards should only report *new contracts* signed between April 1, 2017 and March 31, 2018. The total procurement value of multi-year contracts should be reported the year the contract is established. Previously reported contracts will not be reported in future years.

5. Where should school boards send the Procurement Activity Report once all the data is collected?

Completed submissions should be sent to the following email address:
EDUTradeReporting@ontario.ca

6. What is the deadline for school boards to submit their Procurement Activity Reports?

Completed submissions should be received by the ministry no later than **February 15, 2019**.

7. Who do I contact if there are any questions?

Should you require further information, please contact Cheri Hayward at
Cheri.Hayward@ontario.ca