

Ministry of Education

School Board Business
Support Branch

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Ministère de l'Éducation

Direction du soutien aux activités des
conseils scolaires

2 rue Carlton, #710
Toronto (Ontario) M5B 1J3

2021:SB01

Date: February 1, 2021

Memorandum to: Directors of Education
School Authorities
Senior Business Officials

From: Colleen Hogan
Director
School Board Business Support Branch

Subject: Second Phase of the Safe Return to Class Fund – Collaborative
Procurement Information Request

I am writing to provide you with information regarding the next steps for the collaborative procurement process for the following two components of the second phase of the Safe Return to Class Fund announced on February 1st:

- Optimizing air quality and ventilation; and
- Additional devices to support remote learning.

We will partner with the Ministry of Government Services (MGCS) and the Ontario Education Collaborative Marketplace (OECM) to ensure school boards can access and receive products that support these initiatives in the most expeditious and cost-effective manner. Until the government has confirmed which products will be collaboratively procured, we have asked all school boards and authorities not to source products on their own.

We are requesting your input to ensure we understand the types of products and quantities required by school boards and school authorities. By pursuing collaborative purchasing, we will be striving to acquire as many devices and products as possible for each board and authority up to the upper threshold of their funding allocation. As such, once we've locked in pricing with suppliers, we will confirm for boards and authorities the number of devices/products to expect.

Based on the reported volumes required, MGCS and OECM will work to secure the available supply to meet the needs of boards and authorities. As we will be coordinating multiple vendors to meet the demand for all boards and authorities, MGCS and OECM will work with vendors to ensure a significant portion of the order is received in the initial phase and the remaining supply through subsequent phases.

School boards and authorities are asked to complete the attached Collaborative Procurement Information Request template to provide the following:

- School board contacts for both Air Quality and Ventilation Products and Additional Devices to Support Remote Learning;
- Specific products required under each category, such as standalone/portable HEPA units or Chrome books;
- The number of units required for each item for procurement planning purposes;
- Information on how boards plan to use the funding outside of the items referenced in the template.

Recognizing the urgent need in locking down the supply to provide these items as quickly as possible, please complete this request by February 8, 2021, and submit your completed template to EDUProcurementReporting@ontario.ca.

Should you have any questions regarding the template, please e-mail the EDUProcurementReporting@ontario.ca mailbox.

We will provide you with more information as it becomes available and we work through the operational details for the collaborative procurement process, including shipping details for delivering these items to boards and authorities.

Thank you for all of the work you are doing and your continued collaboration during these challenging times.

Sincerely,

Original signed by

Colleen Hogan
Director
School Board Business Support Branch

cc: Tony Pontes, CODE
Peter Derochie, COSBO