

Ministry of Education**Ministère de l'Éducation**Business Operation Strategic
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Toronto (Ontario) M7A 0B8**2022:SB19****Date:** June 7, 2022**Memorandum to:** Directors of Education
Senior Business Officials**From:** Colleen Hogan
Director
Business Operation Strategic Support Branch**Subject:** Supply Chain Data Collection - Corporate Reporting for Fiscal
Years 2018/19, 2019/20, 2020/21

As was communicated to school boards in the past, 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, the Ministry of Government and Consumer Services (MGCS) is collecting procurement data from ministries, agencies and BPS entities for the three (3) fiscal years of 2018/19, 2019/20, and 2020/21 (April 1, 2018 – March 31, 2021) with the support of applicable OPS ministries, including the Ministry of Education (EDU). While this was initially communicated as an annual process, there was a temporary hiatus during the pandemic which is why this request spans three years.

As procurement contacts were asked to continually collect this data in anticipation of future reporting, the intention of this memo is to outline some of the details of the data collection exercise as well as to outline next steps to assist you in reporting:

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 MGCS is collecting multiple types of reports, BPS entities are only required to provide two Procurement Activity Report (PAR) submissions.

- 1) Procurement contracts signed **between April 1, 2018 and March 31, 2021** where the contracts are above the following thresholds:
 - a. Goods - \$25,000 and above
 - b. Consulting Services - \$100,000 and above
 - c. Non-consulting Services - \$100,000 and above
 - d. Construction - \$100,000 and above
- 2) Procurement contracts signed **between April 1, 2020 and March 31, 2021** where the contracts fall below the following thresholds:
 - a. Goods – Below \$25,000
 - b. Consulting Services - Below \$100,000
 - c. Non-consulting Services - Below \$100,000
 - d. Construction – Below \$100,000

MGCS has launched the Supply Chain Data Collection Portal (SCDCP) to centralize and streamline the data collection process as well as provide for the continuous collection of data on a go-forward basis. Furthermore, MGCS has created one single PAR template (see sample attached) to streamline the data collection process and to meet obligations under all the trade agreements. **Please note that BPS entities can only submit their PAR submissions through the SCDCP.** Ministries cannot accept reports via email.

PROCUREMENT DATA CONTACT UPDATE

As you may recall, the ministry worked with school board staff to identify procurement contacts last summer. The ministry will continue to use this contact list for the purposes of onboarding contacts on the SCDCP. If you are aware that your procurement contact or their information has changed, please send updated contact information (first name, last name, email address, position title, phone number) to EDUProcurementReporting@ontario.ca by June 15, 2022. For boards that need to update their contact information and would like to participate in the first English training session, please provide your updates by June 13, 2022.

ONBOARDING AND TRAINING

MGCS, in conjunction with EDU, will be providing English-language training sessions on June 14th and 21st and French-language training on June 20th. These sessions will provide details on how school boards will be submitting their reports, delegating authority to the appropriate submitter as well as work to address any questions or concerns that may arise. Additional information regarding these training sessions will be shared with school boards as they become available.

DEADLINES

We are requesting that you submit your first PAR submission (Procurement contracts signed **between April 1, 2018 and March 31, 2021** above the noted thresholds) to the SCDCP by **August 25, 2022** to ensure there is appropriate time for EDU review and approval.

Please note, that the will SCDCP will be re-opened to allow for the submission of the second PAR report (Procurement contracts signed **between April 1, 2020 and March 31, 2021** below the noted thresholds). All SCDCP users will be notified by email when the second reporting period has begun. We are requesting that you submit your second PAR submission to the SCDCP by **November 24, 2022** to ensure there is appropriate time for EDU review and approval.

If you have questions, please send them to EDUProcurementReporting@ontario.ca.

Sincerely,

Colleen Hogan
Director
Business Operation Strategic Support Branch

Attachments: Procurement Activity Report (PAR) Template