

Ministry of Education

Ministère de l'Éducation

Business Operations Strategic
Support Branch

Direction du soutien
opérationnel stratégique

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2024: SB17

Date: August 28, 2024

Memorandum to: Directors of Education
Senior Business Officials
Secretary/Treasurers of School Authorities

From: Patrizia Del Riccio
Director (A)
Business Operations Strategic Support Branch

Subject: Supply Chain Data Collection - Corporate Reporting for Fiscal
Year 2023-24

The Ontario Government has procurement reporting obligations under several trade agreements and is required to provide an annual report of the procurement activities of ministries, agencies, Broader Public Sector (BPS) organizations and municipalities.

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, Supply Ontario (SO) is collecting procurement data for the fiscal period of **April 1, 2023 to March 31, 2024** with the support of applicable OPS ministries, including the Ministry of Education (EDU).

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

In scope procurement contracts are those signed between **April 1, 2023 and March 31, 2024**, where the contracts are **above** the following thresholds:

- a. Goods - \$121,200
- b. Services - \$121,200
- c. Construction - \$302,900

BUILDING ONTARIO BUSINESSES INITIATIVE (BOBI)

As part of the PAR, there are two new data elements related to BOBI ('Used BOBI Criteria' and 'Contract Awarded to an Ontario Supplier') incorporated into the template. BPS entities are now required to indicate whether applicable BOBI strategies were used in procurement contracts signed within the required reporting period, at or above the specified Canada Free Trade Agreement (CFTA) trade thresholds and awarded the contract to an Ontario supplier as a result.

The BOBI compliance start date for the BPS started January 1, 2024, which includes Hospitals, School Boards, Colleges, Universities, Children's Aid Societies, Shared Services and Group Purchasing Organizations.

PROCUREMENT DATA CONTACT UPDATE

As you may recall, as part of the last Corporate Reporting cycle, school boards identified procurement data contacts for onboarding and access to the Supply Chain Data Collection Portal (SCDCP). If your school board procurement data contact has changed, please send updated contact information (first name, last name, position title, email address, phone number) to SCO.Reporting@supplyontario.ca with a copy to EDUProcurementReporting@ontario.ca as soon as possible. Alternatively, school boards can update their procurement data contact information directly on the SCDCP through an existing registered contact.

ONBOARDING AND TRAINING

SO will be offering English and French information sessions on the reporting templates, the new BOBI reporting requirements, and the SCDCP portal. To [register](#), go to the SO Eventbrite webpage. Copies of all templates, along with FAQs (Frequently Asked Questions) and a User Guide for PAR submissions, can be found on the SCDCP portal.

DEADLINES

We are requesting that you submit your PAR submission (Procurement contracts signed between **April 1, 2023 and March 31, 2024** in accordance with the above noted thresholds) to the SCDCP by **October 15, 2024** to support EDU's submission timelines to report back to SO. The SCDCP is now open for the data collection exercise.

All report submissions and approvals are to be completed through the SCDCP.

If you have any questions about this memo, please reach out to Lorraine Smith at lorraine.smith@ontario.ca. For questions related to the SCDCP submissions, please email SCO.Reporting@supplyontario.ca.

Sincerely,

Original signed by

Patrizia Del Riccio
Director (A)
Business Operations Strategic Support Branch