Ontario ⬤

Ministry of Education	**Ministère de l'Éducation**
Business Operations Strategic Support Branch	Direction du soutien opérationnel stratégique
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2025:SB02

Date:	June 24, 2025
Memorandum to:	Directors of Education Senior Business Officials Secretary/Treasurers of School Authorities
From:	Teuta Dodbiba Director (A) Business Operations Strategic Support Branch
Subject:	Supply Chain Data Collection - Corporate Reporting for Fiscal Year 2024-25

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 and Broader Public Sector (BPS) organizations.

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 year 2024-25 (**April 1, 2024 to March 31, 2025)** 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, 2024 and March 31, 2025**, where the contracts are **above** the following thresholds:
  a. Goods - $133,800
  b. Services - $133,800
  c. Construction - $334,400

As part of the PAR, school boards and school authorities are also required to indicate whether they used applicable Building Ontario Businesses Initiative (BOBI) strategies 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.

PROCUREMENT DATA CONTACT UPDATE

As you may recall, as part of the last Corporate Reporting cycle, school boards and school authorities identified procurement data contacts for onboarding and access to the Supply Chain Data Collection Portal (SCDCP). If your school board or school authority 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 and school authorities 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 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, 2024 and March 31, 2025** in accordance with the above noted thresholds) to the SCDCP by **September 12, 2025** 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,

Teuta Dodbiba
Director (A)
Business Operations Strategic Support Branch