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please call 416-212-8010 or 1-866-602-5423, and enter access code 2564577#

WEBINAR WILL BEGIN AT 1:30



How to Do Business with the Ontario Government

A Few Notes Before We Get Started

To hear audio: call 416-212-8010 or 1-866-602-5423, access code 2564577#

To ask questions: please use Q&A feature – send questions to "All Panelists"

Please keep smart phones away from land lines

Will answer as many questions as possible during webinar, others in writing afterwards

This presentation available upon completion of questionnaire

Doing Business email: doingbusiness@ontario.ca



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How to Do Business with the Ontario Government

Who Does what? Procurement in the Ontario Government

Ministry of Government and Consumer Services Supply Chain Ontario

Infrastructure Ontario

Other Government Agencies

Broader
Public Sector
(Education and Health
Sectors)

Assists
ministries to
procure IT,
goods and
services

Establishes

contracts for

common goods

(mandatory) and

agencies/PFO

entities (opt)

& services for

ministries -

enterprise

TBS is the policy owner for OPS/BPS Procurement Directives

ARB is policy owner for advertising related procurements

Oversight of ministry specific procurement

Policy owner for accommodation and real property procurements

Co-ordinates
accommodation and
leasehold
improvements for OPS
and major capital
construction projects for
OPS and BPS

Attracts investment capital for major infrastructure projects

Responsible for its own policy

Procure for own agency

Operate as independent entities

Some have commercial mandates (e.g. LCBO, Presto)

Subject to the BPS
Procurement
Directive

Responsible for its own policy

Procure for own entity

Some participate in buying groups



Agenda

To maximize your chances of being successful in obtaining business with the Ontario government, you should know about:

Ontario Public Service Procurement Process

How to Access Procurement Opportunities

Vendor of Record Arrangements

How to Prepare a Bid Response

How to Market to the Ontario Government



Procurement Policy Overview

The government of Ontario has two key procurement directives: one for the Ontario Public Service (OPS) and the other for the Broader Public Sector (BPS)

The Directives are designed to support procurement processes in the OPS and BPS that are open, transparent and fair as well as achieve value for money

The OPS Procurement Directive applies to goods, services, information technology and consulting services and to all ministries, IT clusters and certain agencies



Procurement Policy Overview (2)

Both Directives are built on the principles in Ontario's procurement-related trade obligations under:

- The Canadian Free Trade Agreement effective July 1, 2017 which replaced the Agreement on Internal Trade
- The Ontario Quebec Trade and Cooperation Agreement
- The World Trade Organization Agreement on Government Procurement
- The Canada European Union Comprehensive Economic and Trade Agreement



www.cfta-alec.ca/

ANNUAL REPORTS NEWS RELEASES

CANADIAN FREE TRADE

REGULATORY RECONCILIATION &

DISPUTE RESOLUTION LABOUR MOBILITY PROCUREMENT OTHER AGREEMENTS CONTACT US

The Canadian Free Trade Agreement (CFTA) is an intergovernmental trade agreement signed by Canadian Ministers that entered into force on July 1st, 2017.

The Canadian Free Trade Agreement



THE CANADIAN FREE TRADE AGREEMENT (CFTA)

NEWS RELEASES

MAY 15, 2017 Panel To Hear Trade Dispute Between Artisan Ales Consulting Inc. And The G...



Procurement Policy Overview (3)

Competitive procurement processes must be fair, transparent, open, and advertised publicly using an electronic tendering service to solicit bids for procurement contracts valued at:

- \$25,000 or more for goods acquisitions; and,
- \$100,000 or more for services and construction acquisitions

Procurements below these thresholds do not have to be advertised using an electronic tendering service

For consulting services, a competitive procurement process must be used for all consulting procurement contracts, regardless of value

The Daily Commercial News and the Ministry of Transportation Registry, Appraisal and Qualification System (RAQS) may be used to advertise construction acquisitions



Where do I find Procurement Opportunities?

On the ONTARIO TENDERS PORTAL

In **2014**, **BravoSolution** became Ontario's new designated electronic tendering service provider replacing MERX Networks

- Services include access to Ontario government open procurement opportunities such as Requests for Bids for goods or services
- Electronic submission of bids is being implemented
- Vendors will no longer be required to purchase a subscription to access and review procurement documents. Vendors can read all our procurement documents free of charge, prior to deciding whether or not to bid.
- The new electronic tendering service is available at <u>ontario.ca/tenders</u>



OTP Main Page

ENG FRE

Ontario Tenders Portal



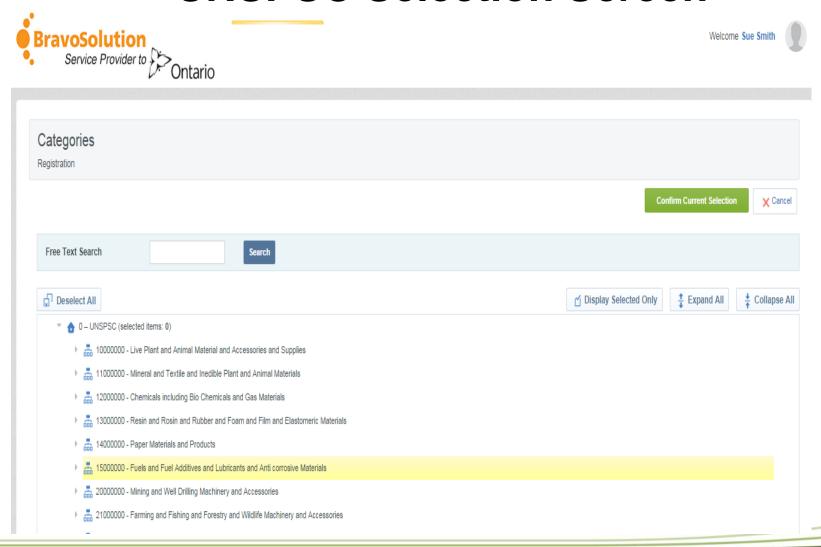


USER LOGIN PUBLIC SECTOR OPPORTUNITIES SUPPLIER REGISTRATION Username: To View and Search: Looking for new business with Ontario Public Sector? Password: **Current Opportunities** Register at no cost to receive email alerts for opportunities tailored to your Past Opportunities business Go **Global Opportunities** New user? Register now! Forgot your password? Vendor Registration Instruction **About Ontario Tenders Portal** Supply Chain Ontario Ministry of Government and Consumer Services

For Technical Support contact eTenderhelp_CA@bravosolution.com or Toll Free 866 722 7390 | Direct 484 335-4586

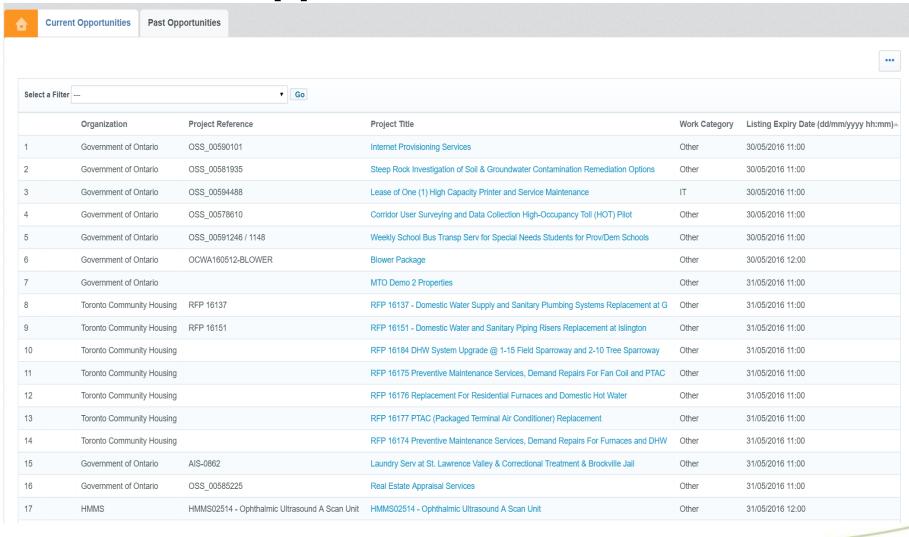


UNSPSC Selection Screen





Opportunities Screen





Tips for a Stress Free Tender

- Read all supporting documentation thoroughly
- Always respond at least a day earlier than the close date
- Use the secure messaging tool
- Only upload attachments when requested
- Answer all relevant questions
- Follow all instructions
- Keep your username and password safe
- Save your work regularly!

OTP Technical Support

8:00 am to 8:00 pm ET - Monday to Friday

Toll Free phone: 866.722.7390

Direct Phone: 484.335.4586

eTenderhelp_CA@bravosolution.com



Procurement Consultation

Potential vendors and/or industry associations may be consulted prior to an actual procurement to provide advice or information relevant to the procurement through:

- Request for Information (RFI)
- Vendor consultations prior to the release of the Request for Bids (RFB), or
- Draft RFB released for comment

There is no procurement award from any of these consultation processes

When the procurement process starts, all discussions with ministries must cease, except through designated contact



Procurement Documents

The most common procurement documents issued by Ontario are:

- Request for Bids (RFB)
- Request for Qualifications (RFQ)
- Request for Services (RFS) issued under a Vendor of Record Arrangement (VOR)



Request for Bids

Request for Bids (RFB): means a procurement document that requests a response from potential vendors to supply goods or services to meet government business need(s). The RFB may include specific requirements, terms and conditions. Evaluation criteria may either be focused on price alone, or price and other factors.



Request for Services

Request for Services (RFS) means the document used during the second stage selection process to request submissions from a vendor (or vendors) listed on a services Vendor of Record arrangement



Vendor of Record (VOR) Arrangements

One or more qualified vendors are authorized to provide goods/services for a defined time period on defined terms and conditions, including pricing, as set out in the VOR agreement

Arrangements are established to reduce procurement costs, administrative redundancy and overhead when there is a need for the same goods/services

Arrangements may be used by the entire government, multiministries or a single ministry (VOR arrangements typically run 3 to 4 years in duration)

Use of arrangements is mandatory for the OPS and **optional** for approved Provincially Funded Organizations (PFO)



How to Qualify for a VOR Arrangement

Monitor Ontario Tenders Portal for VOR Request for Bid (RFB) opportunities in your area of business

Download RFB document(s) from Ontario Tenders Portal and submit your proposal on-line

If successful, you will receive master agreement to sign to become a qualified vendor on the VOR arrangement

Note: please carefully review the RFB evaluation criteria requirements as well as the terms & conditions of the master agreement



Supply Chain Ontario Website





List of VOR Arrangements

Hardware						
OSS-00380585 - Scanners, Large Format Printers and Services	08/21/2018	OPS/PFO				
OSS-00456717 - Telephone Equipment Maintenance Services	10/31/2017	OPS/PFO				
OSS-00457979 - Managed Print Services	01/31/2018	OPS/PFO				
OSS-00466131 - Desktop Management Services and Products (DMSP-03)	05/07/2018	OPS/PFO				
OSS-00522747 - IT Security Products and Services	01/27/2019	OPS/PFO				
Services						
OSS-00377058 - Supply & Delivery Of Electronic Tendering Services	10/31/2018	OPS/PFO				
OSS-00382899 - Web Collaboration Solutions and Services	09/30/2018	OPS/PFO				
OSS-00415819 - Paging and Mobile Devices and Services	01/31/2020	OPS/PFO				
OSS-00430429 - Task-based I&IT Services	09/30/2018	OPS/PFO				
OSS-00437059 - IT Research Subscription Services	06/30/2018	OPS/PFO				
OSS-00445976 - Network Access Services	06/14/2021	OPS/PFO				
OSS-00461242 - I&IT Solutions Consulting Services	12/31/2018	OPS/PFO				
Software						
MGS-IBM-VLA-001 - VLA		OPS/PFO				
MGS-ORACLE-VLA-002 - MGS-ORACLE-VLA-002	03/31/2021	OPS/PFO				
OSS-00341966 - Software-as-a-Service Enterprise Project and Portfolio Management Solution	04/30/2018	OPS/PFO				
OSS-00466433 - Business Analytics, Data Integration and Quality	05/31/2018	OPS/PFO				

Vendor of Record Program: Three Year Outlook – 2017

Vendor of Record Program: Three Year Outlook 2017 (part 2 of 3)



Category - Description	Client Users	Vendor of Record Program**	Estimated Electronic Tendering*	Estimated Contract Start Date
Quarter 3				
Replacement – Employee Assistance Program Services	OPS	OSS-00245988	Feb-2017	Aug-2017
Dairy Products	OPS & BPS	OSS-00280785	Mar-2017	Sept-2017
Replacement – Tasked Based I&IT Services VOR	OPS & BPS	OSS-00430429	Mar-2017	Sept-2017
Open/Refresh # 3 – Management Consulting (If extension implemented)	OPS & BPS	OSS-00426611	Mar-2017	Sept-2017
Quarter 4				
French Language Evaluation & Training	OPS & BPS	OSS-00245884	Apr-2017	Oct-2017
Environmentally Responsible Print and Copy Paper	OPS & BPS	OSS-00389633	Jan-2017	Nov-2017

Tendering documents may include Requests for Information (RFI).

7



^{**}Indicates current VOR arrangement number. Number will be changed upon creation of replacement RFP.

Contractor Security Screening

Vendors doing business with the Ontario Government may be required to obtain security screening checks and receive security clearance before contracts can be awarded and work undertaken

Vendors will be advised in the procurement document if security screening is a requirement for a specific assignment

Questions about the security screening component of the procurement process can be directed to the designated procurement contact



Tax Compliance

To do business with Ontario, a vendor must be in compliance with their provincial tax obligations

The procurement documents will include the Tax Compliance Declaration Form, that gives the ministry the right to confirm your tax status with the Ministry of Finance (MOF)

The Ministry of Finance will advise the procuring ministry whether the tax compliance verification was successful

You will be asked to address the matter, if the Ministry of Finance indicates that the tax compliance verification was not successful

The contract will not be awarded until Ontario tax obligations are met



Procurement Process

Typical procurement process includes:

- Consultation
- Issue Request for Bids
- Question and answer period
- Bid submission
- Bid closing
- Bid evaluation
- Conditional selection
- Award
- Debriefing



Questions & Answers

Review the procurement documents carefully. There are usually one or more opportunities to seek clarification of information presented in the procurement document

- There will be a designated person to address questions within a period of time specified in the procurement documents
- There may be a vendor meeting where a presentation and question and answer period will also occur. For some procurements, there may be a site tour
- All questions and answers are issued as addenda (modifications in eRFB) to the procurement documents and are available to all vendors who accessed the original documents

Tip: Do not contact anyone other than the designated procurement contact as this could jeopardize the procurement process



Bid Submission

Entering the procurement process can be a binding situation. For many procurements, you are agreeing with the terms and conditions, including the Agreement, at the time you submit your response. In procurement law this is called Contract A

 Typically, for these procurements there will be a period of irrevocability. For complex procurements this can be 6 months or more. During this period of irrevocability, you may not change any elements of your response regardless of market changes that may occur over the timeframe (e.g. gas prices)

Tip: For complex procurements, ensure your response can withstand anticipated market changes over the period of irrevocability



Bid Evaluation

The procurement documents will describe what is required and how your response will be evaluated. Evaluation can include mandatory eligibility requirements, rated requirements and pricing requirements

The vendor with the highest ranked response considering all the evaluation requirements will be successful

Tip: Be clear in your responses. We cannot evaluate what is not submitted in your responses even if you have done business with a ministry in the past



Award

The successful vendor will be notified following the evaluation and will be asked to satisfy any outstanding requirements of the procurement (e.g. proof of insurance). The ministry will then enter into an agreement with the vendor

Once the agreement is signed by the ministry, all vendors who submitted bids will be notified of the contract award and offered a debriefing

Contract award notifications will also be published in the same manner the procurement was originally posted



Debriefing

Vendors are entitled to know why their bid was not successful. Vendors who participate in procurements valued at \$25,000 or more are offered an opportunity for a debriefing

Debriefings are valuable to vendors because they provide vendors the opportunity to learn the strengths and weaknesses of their bid responses. The objective of a debriefing is to help vendors learn how to submit more competitive bids in the future



Tips for Writing Effective Proposals

Review opportunities - decide to bid or not to bid

Conduct preliminary assessment

- Is my company capable of offering the goods/services requested?
- Does my company meet the evaluation criteria?
- Does my company accept all the terms and conditions?
- Does my company accept the basis of payment or pricing methods?
- Is my company capable of winning the contract against the competition?



Best Practices for Bidding

Review all key details and dates included in Part 1 of the RFB

Ensure that your bid is structured as set out in Part 2 – Contents of a Complete Bid. This can also be used as a checklist to assist in bid preparation

Review the deliverables in detail to ensure that you understand the ministry's business requirements

Ensure that all mandatory requirements set out in the Bid such as certifications or bonding are included with the bid, if requested

Respond to all rated requirements regardless of points value

Review the terms and conditions of the Bid

All OPS procurements are covered by the Accessibility for Ontarians with Disabilities Act (AODA) accessible procurement requirements, regardless of value



Requirements

Pricing

- The procurement document will tell you:
 - what costs should be included in your response (e.g. delivery, travel, maintenance)
 - how to present these costs (e.g. per unit, total cost) in your response



Form of Agreement

The Procurement Document will include a Form of Agreement (or Contract) that you will be required to sign

The Form of Agreement is a legal agreement that will also be signed by the ministry if you are successful

Unless indicated in the procurement document, the Form of Agreement cannot be amended



Marketing to the Ontario Government





Take Advantage of Public Information

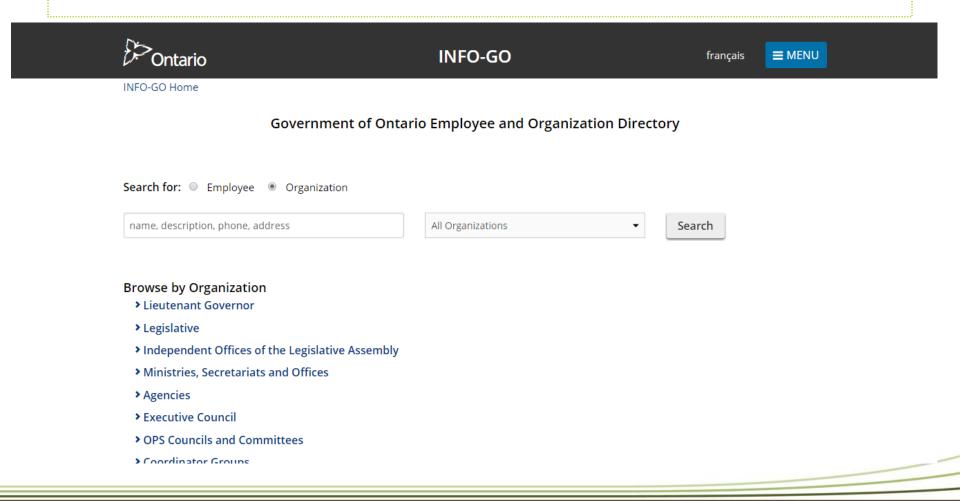
Information about the government's mandate, programs, priorities, and budget cycle are available through documents like the budget, Throne Speech, ministry business plans, and press releases – all of which can be found on the government's website

The more you learn about our priorities, challenges and needs, the better you will be able to position your organization to do business with the government

This information will also help you to determine who is most likely to be in the market for your goods or services. You can then use use the Ontario government directory: http://www.infogo.gov.on.ca



INFO-GO Website





Ministry Programs

Doing Business with the Government

- **▶ SCO Home**
- ▶ Information for Vendors
- ▶ Information for Buyers
- ▶ Events and Seminars
- VOR Arrangements
- ▶ GreenFIT
- ▶ BPS Supply Chain Secretariat
- Procurement Policies & Trade
 Agreements
- **▶ FAQ**
- ▶ Vendor Reporting
- ▶ About Supply Chain Ontario

Explore Government

gov.on.ca/mbs/psb/psb.nsf/English/index



FOR VENDORS

Sell Your Products and Services To The Public Sector Market

The Ontario Government spends billions of dollars each year on goods, services and construction from 51,000 vendors, most of which are located in Ontario. Learn how to become one of these vendors.

eTendering Registration

FOR PUBLIC SECTOR BUYERS

Broader Public Sector Supply Chain Secretariat

Access Ontario Government Vendor of Record Program

The Ontario Government has contracted with vendors to supply a variety of goods and services which are accessible to public sector buyers in Ontario.

Register As Buyer | Login

Forgot Your Password?

Announcements

- SUPPLY ONTARIO Reverse Trade Show
- Update May 1, 2017: Purolator Service Delivery During Collective Bargaining
- Supply Chain Ontario's Vision 2020
- Consultation on the draft revised Ontario Public Service (OPS) Procurement Directive
- Ethical Apparel Procurement Responsible Manufacturers Information Report
- eTendering System



Supply Chain Ontario Website



Electronic Tendering



- New eTendering System -Announcement
- · Find Bid Opportunities

Doing Business



- Doing Business
- Free Seminars/Webinars
- Procurement Policies and Trade Agreements
- Bid Dispute Process
- Frequently Asked Questions
- Related Procurement Links

VOR Program



- Search: Vendor of Record
- Vendor of Record Program 3
 Year Outlook
- Vendor Reporting

BPS-SCS

Broader Public Sector Supply Chain Secretariat (BPS Supply Chain Secretariat)

- BPS Supply Chain Secretariat
- BPS Procurement Directive
- Accountability in the Broader Public Sector

Procurement Policies



The Ontario government is committed to open, fair and transparent procurement processes.

Other Popular Pages

- OPS, BPS and PFO Client Definition
- · Direct Deposit Payments
- Agreement on Internal Trade
- Trade and Cooperation Agreement Between Ontario and Quebec

Related Links

- 2017 Ontario Budget
- Doing Business with the Government of Canada
- Procurement opportunities within Canada
- Provincial Agencies, Boards and Commissions
- Related Procurement Links

Canadian Free Trade Agreement



www.cfta-alec.ca

Français

ANNUAL REPORTS

NEWS RELEASES

DISPUTE RESOLUTION LABOUR MOBILITY PROCUREMENT OTHER AGREEMENTS CONTACT US

DOING BUSINESS

CANADIAN FREE TRADE

ONTARIO

DOING BUSINESS WITH THE ONTARIO GOVERNMENT:

Please visit www.ontariotenders.bravosolution.com to access tender notices for procurement opportunities with the Ontario government. Tender notices may also be published in the Globe and Mail for goods and services procurement opportunities and the Daily Commercial News for construction procurement opportunities. Ontario does not maintain any corporate source lists. Any ministry source lists must be advertised openly through a request for qualification process.

FOR ANY INQUIRIES OR COMPLAINTS, PLEASE CONTACT:

Inquiries

Supply Chain Ontario, Ontario Shared Services Ministry of Government and Consumer Services Government of Ontario





Tender notices for procurement opportunities within Ontario's broader public sector

DESCRIPTION	PRINCIPAL SITE(S)			
GOVERNMENT ENTITIES	www.ontariotenders.bravosolution.com www.bidsandtenders.ca			
Construction	www.dcnonl.com www.oca.ca www.bidsandtenders.ca			
Workplace Safety and Insurance Board	www.merx.com www.biddingo.com			
Workplace Safety and Insurance Board (construction)	www.dcnonl.com			
CROWN CORPORATIONS AND GOVERNMENT ENTERPRISES				
Ontario Lottery and Gaming Corporation	www.merx.com			
MUNICIPALITIES AND MUNICIPAL ORGANIZATIONS	www.merx.com www.biddingo.com www.bidsandtenders.ca			
Construction	www.dcnonl.com www.oca.ca www.bidsandtenders.ca			
Niagara Public Purchasing Committee	www.nppc.ca www.nppc.ca/tendersmore.aspx			



Additional Information

Resources and Contact Information for:

Ministry of Government and Consumer Services

Ontario Shared Services

Supply Chain Ontario

Website: ontario.ca/supplychain

Email: doingbusiness@ontario.ca

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