

Introduction to Ontario's Vendors of Record

A Presentation to the Business Resource Committee
of
Ontario Agencies Supporting Individuals with Special
Needs (OASIS)

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This Presentation

- What are Vendors of Record (VORs)?
- Advantages of VORs
- Accessing VORs
- OASIS agency access to VORs
- VORs available to agencies
- Accessing VORs on the internet
- Ministry supports for VOR use
- Next Steps
- Registering to become a BPS Purchaser

Vendors of Record (VOR)

- The Province has negotiated contracts, called Vendors of Record, with selected vendors for the supply of commonly used goods, services and IT licences
- Ministry of Government Services (MGS) conducted Request For Proposal (RFP) competitions, qualified suppliers/consulting firms and contracted with them for specific goods and/or services at agreed-to rates and conditions (e.g., work conditions)
- One 'master' agreement is signed with each qualified vendor setting out conditions of work with the OPS including rates, insurance coverage, tax status, corporate legal status, technical qualifications and skills for specific services
- A VOR is a list of pre-qualified vendors (i.e., suppliers and/or consulting firms)
- The Broader Public Sector (Transfer Payment Agencies) can use VORs to make purchases

Advantages of using Vendor of Record Arrangements (VOR)

- Saves time and expense of undertaking separate competitive tendering process
- Rates and other terms agreed-to
- Quality has been established
- Significant potential savings include:
 - 78% price reductions from catalogue prices for 600 of the most commonly used office products and reductions on some other products (VOR with Lyreco)
 - 30% to 40% price reductions from market prices for bulk fuels; propane, heating oil, diesel and gasoline (VOR with ESSO and a number of propane suppliers)
 - 20% to 25% price reductions on cellular phones, wireless devices and Blackberries

OASIS Members can Access VORs

- Approximately 30 VORs are available to the Broader Public Sector (BPS) which includes “major transfer payment agencies”
- Agencies have the choice of making purchases through VORs or through their own procurement processes
- Savings realized through use of VORs are retained by agencies
- Use of VORs is a way an agency can ensure it is receiving “value for money” in its purchases

IT Vendors of Record Available to OASIS Members

Software

- Citrix and MGCS Agreement
- LA-0001 - Licence Agreement for Enterprise Portal Software
- Microsoft and MGS Agreements for BPS
- SA-2989 - MBS DBMS Standard
- VOR-1011 - IT Security Products and Services
- VOR-MGS-BI-2006 - Business Intelligence Software

Services

- VOR-1008 - Cellular Wireless Transmission Services & Wireless Devices
- VOR-1013 - Audio & Video Conferencing Solutions & Services
- VOR-1017 - Web Collaboration Solutions & Services

Non-IT Vendors of Record Available to OASIS Members

Non-IT VOR

- Fuel & Energy - OSS-073152 - Bulk Propane
- Fuel & Energy - OSS-073814 - Bulk Fuel - Gasoline, Diesel & Heating Oil
- Cleaning Supplies - OSS-073818 - Cleaning Supplies & Sanitary Papers
- Clothing - OSS-071955 - Leather Gloves and Mitts
- Clothing - OSS-074055 - Tactical Uniforms (Shirts & Pants)
- Clothing - OSS-075346 - Uniform Dress
- Clothing - OSS-075631: Insignia - Supply & Delivery
- Clothing - OSS-076414 Leather and Nylon Duty Belts
- Courier - SSB-063714 - Courier Services
- Law Enforcement - SSB-066746 Multi-Purpose Patrol Jackets & Pants -
- Footwear - OSS-073320 – Footwear
- Fuel & Energy - Aviation Fuels
- Cleaning Supplies - OSS-073539 - Warewashing & Related Chemicals, Chemical Dispensing Systems & Technical Services
- Vehicle purchase from Chrysler, Ford, GM and Nissan

Human Resources Management

- HR - OSS-076080: Temporary Help Services

Linens

- Linen Products - OSS-071511-3 - Bed Sheets, Pillowcases, Diapers, Bed pads

Furniture

- Office Products - OSS-075096 - General Office Products
- Office Furniture - OSS-050079 - General Task, Specialty Task, 24/7, Side, Meeting Room
- Office Furniture - SSB-064256 - Seating - Executive Task Chairs
- Office Furniture - SSB-064257 - Common Area Chairs

OntarioBuys vs. Vendors of Record

OntarioBuys

- Ministry of Finance program to have hospitals, colleges, universities and school boards modernize their procurement processes
 - Form self-managing buying groups to reduce administrative costs and obtain cost reductions
 - Buying groups decide what to purchase and what standing agreements to establish
 - Shared procurement organizations would replace individual purchasing functions where cost beneficial to members
 - Introduce standard practices with policies, codes of conduct and standardized forms and processes
 - Create e-marketplace with online catalogues, order forms, RFP and RFT templates, contracts, invoicing and payments
 - <http://www.eva.virginia.gov/>
 - Financial aid provided to set up shared procurement organizations
 - Started to research how best to introduce the initiative to the social services sector

Vendors of Record Arrangements

- Ministry of Government Services has established agreements to serve ministries
 - Reduce administrative costs, ensure quality and obtain cost reductions
 - Standardization of agreements and terms and conditions
 - Some but not all VORS are available to BPS agencies
 - BPS use is optional
 - VORs are another option to consider
 - VORs are currently available

The two initiatives are complementary

Ministry of Government Services manages the internet portal to VORs

- Ministry of Government Services (MGS) maintains a list of VOR arrangements with user guides, details on their services, rates, and ordering procedures on the internet at <http://www.doingbusiness.mgs.gov.on.ca>
 - The VOR information is written for OPS ministries and some requirements may not apply to agency purchases.
- Agencies must register online with MGS as a “BPS Purchaser” to access the website
- Depending on the VOR, agencies may have to open an account with an individual vendor
- MGS provides contacts for questions regarding the terms and conditions of a particular VOR arrangement
- MGS conducts training sessions for BPS purchasers
- In response to requests, MGS will speak at meetings or participate in

Ministry of Community and Social Services supports

- Ministry of Community and Social Services supports:
 - Confirmation of each agency as a transfer payment agency of the ministry, as part of the registration process
 - Provision of introductory “Fact Sheets” on the IT VORs
 - Provision of short articles to introduce VORs to OASIS members or to profile a specific VOR of interest
 - Follow-up with MGS on problems and concerns
 - Answer questions around registration and initial use

How can we best support OASIS agencies?

How can we best support OASIS agencies to use VORs?

Registering as a BPS Purchaser

- To register as a Broader Public Sector (BPS) purchaser:
- Go to <http://www.doingbusiness.mgs.gov.on.ca>, the Ministry of Government Services internet site
- On the right hand side of the screen select “Register”
- Complete the registration
- As the website states, the registration processing takes a day or two to become activated. On receipt of a user name and password, purchasers can access information for each VOR, including vendor contacts who can answer questions and provide information