

Respondent Information Session

Date: September 24, 2020

Time: 10:00 a.m. EST (Toronto Time)

Tender_13599

DRAFT Request for Responses (“DRAFT RFR”)

Body Transportation Services

Introduction

- This presentation is for information purposes only and requirements may be subject to change.
- All questions should be sent via email to the Ministry Contact:
Kurt White at Kurt.White@Ontario.ca

Purpose

- This DRAFT RFR is issued by Her Majesty the Queen in right of Ontario as represented by The Ministry of the Solicitor General “the Ministry”.
- The purpose of this information session is to provide interested Respondents with information on:
 - the DRAFT RFR;
 - Ontario Government procurement processes;
 - The Ontario Tenders Portal (OTP) eTendering System; and
 - Submission process to respond to the DRAFT RFR for Body Transportation Services.
- This presentation will be posted on the OTP after the session.

Questions

- Any process related questions can be addressed during this session, including:
 - Questions regarding the process;
 - Questions regarding registration and use of the OTP; and
 - Questions regarding submission and deadlines.
- Questions related to the Deliverables will not be answered verbally and must be submitted in writing through the messaging feature in OTP or to the DRAFT RFR Contact noted on slide 2 and also identified in Section 1.1.8 of the qualification envelope of the DRAFT RFR.
- Questions will be accepted until 4:00 p.m. EST (Toronto time) on October 1, 2020.
- Responses to written questions received will be provided in an addendum, which will be posted on the OTP by 4:00 p.m. EST (Toronto time) on October 8, 2020. Each addendum shall form an integral part of this DRAFT RFR.
- No communication between the Respondent and any other Ministry personnel other than the DRAFT RFR Contact is to take place regarding this DRAFT RFR or any of the Deliverables during the process.

Context - Why are we going through this process?

- An audit of the Office of the Chief Coroner and Ontario Forensic Pathology Service (OCC/OFPS) identified a requirement for the OCC/OFPS to procure body transportation services in order to comply with the Management Board of Cabinet Procurement Directive.
- Specifically, the audit stated that “Approved Service Providers should be used for Body Transportation and there should be duly signed agreements in place between the OCC and each service provider, defining expectations, terms and conditions of service.”
- Subsequent to the audit, the OCC/OFPS released a Request for Information. We heard responses from some Service Providers that there was room for improvement in the area of fair distribution of the service opportunities.
- Formalizing this process will ensure that all interested and licensed Service Providers can provide services to the OCC/OFPS, and that service will be shared equitably between Service Providers in each catchment area.

What is a DRAFT RFR?

- This DRAFT RFR is the first step in a two-part process intended to seek your input, as the OCC/OFPS plans to conduct a process in the future to create a roster of licensed Funeral Establishments and Transfer Service Operators to provide Body Transportation Services throughout the Province of Ontario (“roster”).
- Participation in the DRAFT RFR process will not result in placement on the roster. This is a non-binding process; there is no intention to create a legal obligation, a legal relationship or legal duties between the parties arising out of submission of a Response to the DRAFT RFR.
- Participation in the DRAFT RFR process is voluntary and not a prerequisite to being eligible to respond to the final RFR.

What is a DRAFT RFR?

- The DRAFT RFR provides advanced notice to licensed Funeral Establishments and Transfer Service Operators of the following:
 1. the process that will be required to become a Service Provider on the roster; and
 2. the expectations of Service Providers on the roster.
- The DRAFT RFR process is for informational purposes only. The Ministry is requesting Respondents review the entire DRAFT RFR package and provide feedback on the four areas identified in the document.
- The feedback you provide will be helpful in finalizing the RFR that will then be used for Service Providers to apply to be on the roster.
- In order to be placed on the roster, you must successfully participate in the second step of this process, which is to successfully respond to the final RFR, when released.

DRAFT RFR Timetable

Activity	Date and Time (EST/Toronto Time)
Issue Date of DRAFT RFR	September 14, 2020
Respondent Information Session	10:00 a.m. on September 24, 2020
Deadline for Questions	4:00 p.m. on October 1, 2020
Deadline for Addenda (includes answers to your questions)	4:00 p.m. on October 8, 2020
Response Deadline	4:00 p.m. on October 16, 2020

Should any of the above timelines change, the Ministry would issue an addendum through the OTP.

Ontario Tenders Portal (OTP) eTendering System

- The OTP is the online bidding portal for procurement opportunities within the government of Ontario and Broader Public Sector Entities, currently hosted by Jaggaer.
- The OTP is located at the following link:
 - <https://ontariotenders.app.jaggaer.com/esop/nac-host/public/web/login.html>
- The Body Transportation Services DRAFT RFR can be accessed by locating **tender_13599 – Draft RFR Body Transportation**
- Respondents are required to register with the OTP and express interest in the opportunity in order to download the documents.
- There are no costs to register, download or submit a Response through the OTP for opportunities of interest.

ENG FRE

Ontario Tenders Portal

JAGGAER
Service Provider to Ontario

USER LOGIN

Username:

Password:

Go

Forgot your password?

PUBLIC SECTOR OPPORTUNITIES

To View and Search:
Current Opportunities
Past Opportunities
Global Opportunities

SUPPLIER REGISTRATION

Looking for new business with Ontario Public Sector?
Register at no cost to receive email alerts for opportunities tailored to your business.
New user? Register now!

About Ontario Tenders Portal

Vendor Registration Instruction

Supply Chain Ontario
Ministry of Government
and Consumer Services

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

United Nations Standard Products and Services Codes (UNSPSC)

- UNSPSCs are used to categorize opportunities on the OTP, to make it easier for Respondents and bidders to locate opportunities that may be of interest to them or align with their business.
- When registering, Respondents select UNSPSC(s) that best match the service(s)/good(s) they provide.
- **The Body Transportation Services DRAFT RFR has been coded under UNSPSC:**
 - Category 85 (Healthcare Services)
 - Subcategory 85171500 (Funeral and Associated Services)

United Nations Standard Products and Services Codes (UNSPSC) continued

- Once you have registered under the appropriate UNSPSC(s), you will be notified of opportunities posted under those categories.
- That means that as long as you register with the UNSPSC identified on slide 10, you will be notified when the final RFR posts.

Dear Supplier,

Please find below the latest Opportunities published on: Ontario Tenders Portal / Portail des appels d'offres de l'Ontario

Recently published opportunities:

Opportunity 'This DRAFT Request for Responses ("DRAFT RFR") is issued by Her Majesty the Queen in right of Ontario as represented by the Solicitor General (the "Ministry"), for the purposes of gathering information about the marketplace in order to potentially assist it in determining its future purchasing requirements. Respondents are asked to respond to the Ministry and provide the information as requested.

The Ministry anticipates that it will be conducting a process in the future to create a roster of licensed Funeral Establishments and Transfer Service Operators to provide Body Transportation Services throughout the Province of Ontario.

' in 'tender_13599' - 'Draft RFR Body Transportation'

View more: <https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fontariotenders.app.jaggaer.com%2Fesop%2Fquest%2Flogin.do%3Fqv%3D35444042017490FE1621&data=02%7C01%7Cclaura.m.donaldson%40ontario.ca%7Ce8a9e9b6fcca4b4bf33208d8595e8b02%7Ccddc1229ac2a4b97b78a0e5cacb5865c%7C0%7C0%7C637357609884786347&data=ttoFLa2oEJuo9r%2BdmLq68yeeifbfnfeMikiYloPGrFdc%3D&reserved=0>

Respond by: 16/10/2020 16:00:00 - EST - North America Eastern Time DST

DRAFT RFR Attachments

Attachment #	Title	What to Attach/Complete for your Response to the DRAFT RFR
Ontario Tender Portal	*Qualification Envelope (Qualification Response)	Complete sections 1.5.3 through to and including 1.5.6, as well as 1.5.34 through to and including 1.5.37 of the Form of Offer only. Attach your Response under section 1.6.
Attachment #1	DRAFT RFR Parts 1-4	The remainder of the attachments are for review and feedback only as part of the DRAFT RFR. These attachments are not to be completed and submitted during the DRAFT RFR stage.
Attachment #2	Body Transportation Service Provider Agreement	

*the Qualification Envelope of the RFR is found on the OTP. It includes information and attachments required as part of the Response, as well as the Form of Offer. Once the Respondent has registered and accessed the DRAFT RFR, the Qualification Envelope will be visible. Refer to slide 14 to see an example of the Qualification Envelope.

DRAFT RFR Attachments continued

Attachment #	Title	What to Attach/Complete for your Response to the DRAFT RFR
Attachment #3	Ontario Body Transportation Catchment Area Map	<p>These attachments are for review and feedback only as part of the DRAFT RFR. These attachments are not to be completed and submitted during the DRAFT RFR stage.</p>
Attachment #4	Ontario Body Transportation Catchment Area Selection (includes case statistics)	
Attachment #5	List of Individuals Providing Body Transportation	
Attachment #6	Triton Application User Guide	
Attachment #7	Respondent Checklist	

Qualification Envelope (Qualification Response)

Attachments
are found here

The Qualification Envelope (Qualification Response) is visible when you select 'My Response', under 'RFI Details'. To complete the Qualification Envelope and Form of Offer, you must click 'Create Response'.

1. Qualification Response (questions: 38)

1.1 Procurement Details - Question Section	
Note	Note Details
1.1.1 Ontario Tenders Portal eTendering System Instructions for Bidders	<ul style="list-style-type: none"> For help, unregistered Vendors can select the "About Ontario Tenders Portal" link from the OTP eTendering Home page and various help categories are available under the heading titled "For Vendors", e.g. "Responding to a Tender Guide". Once Vendors have registered on the OTP eTendering System, Vendors can log into the system and access the Vendor Guides available in the "File Sharing" section. Should you require further assistance, you can reach the BravoSolution helpdesk at: <ul style="list-style-type: none"> * E-mail: eTenderhelp_CA@jaggaer.com * Phone: 866-722-7390 Direct 484 335-4586 Ensure that you leave adequate time for issues to be resolved prior to any deadlines described in the RFB. For "Bid Process Requirements", refer to Part #4 - Terms and Conditions of the RFB.
1.1.2 File Size Restrictions when Uploading Attachments	<p>Please keep attachments to a manageable size in order to facilitate uploading to the Ontario Tenders Portal eTendering System. The portal allows individual attachments from 4Mb up to a maximum of 250Mb.</p> <p>Please note that only ONE (1) file can be uploaded for each attachment question. If your file is large or you have multiple files to attach, you can compress the data into a single compressed ZIP file.</p> <p>Attachment File Names: Use company name or company initials to keep attachments to the Bid unique. Keep file name length manageable. Use of special characters (such as @\$%#&*+=<>?) in the attachment file name should be avoided.</p>
1.1.3 Attachments to the Request for Response	<p>Download and read the attachments that form part of the Request for Responses ("RFR") before submitting your Response:</p> <ol style="list-style-type: none"> Attachment# 1 – Draft RFR Part 1 – 4 Attachment# 2 - Body Transportation Service Provider Agreement Attachment# 3 - Ontario Body Transportation Catchment Areas Map Attachment# 4 - Ontario Body Transportation Catchment Areas Selection Attachment# 5 - List of Individuals Providing Body Transportation Services Attachment# 6 – Triton Applicant User Guide Attachment# 7 – Respondent Checklist <p>The attachments to the RFR are located in the "Attachments" folder, which can be accessed from the 'RFx' page, 'RFx Details' tab, 'Buyer Attachments' section of the OTP eTendering System.</p> <p>Addenda Attachments: Any addenda issued for to the RFR are located in the "Addenda" folder, which can be accessed as noted above.</p>
1.1.4 Definitions	<p>Definitions for capitalized words can be located in Part #2 - Definitions of Attachment# 1.</p>



Deliverables for Body Transportation Service

- Respondents are asked to review the DRAFT RFR in its entirety.
- The Deliverables are specifically outlined in:
 - Part 3 of Attachment #1;
 - Schedule A of the Body Transportation Service Provider Agreement - Attachment #2; and
 - Schedule B of the Body Transportation Service Provider Agreement - Attachment #2.
- The Fee Schedule is outlined in Schedule 4 of [Ontario Regulation 19/15](#) made pursuant to the Coroners Act, as well as Schedule C of the Body Transportation Service Provider Agreement – Attachment #2.

OTP eTendering System Demonstration

- Registering/creating an account;
- Finding and expressing interest in this DRAFT RFR (and also the final when it is released);
- How to ensure you are notified if something else is posted on the OTP related to the DRAFT RFR, e.g. addenda;
- Submitting questions;
- Saving a working version of the Response;
- Submitting a Response; and
- Modifying the Response prior to the closing date and time.

Submitting a Response

RFI : rfi_1037 - Draft RFR Body Transportation Running


Project: [tender_13599](#) - Draft RFR Body Transportation
Closing Date: 16/10/2020 16:00:00
Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (7). [Click here to read the files before Submitting your Response.](#)

RFI Details Messages (Unread 0)

Settings Buyer Attachments (7) My Response Associated Users

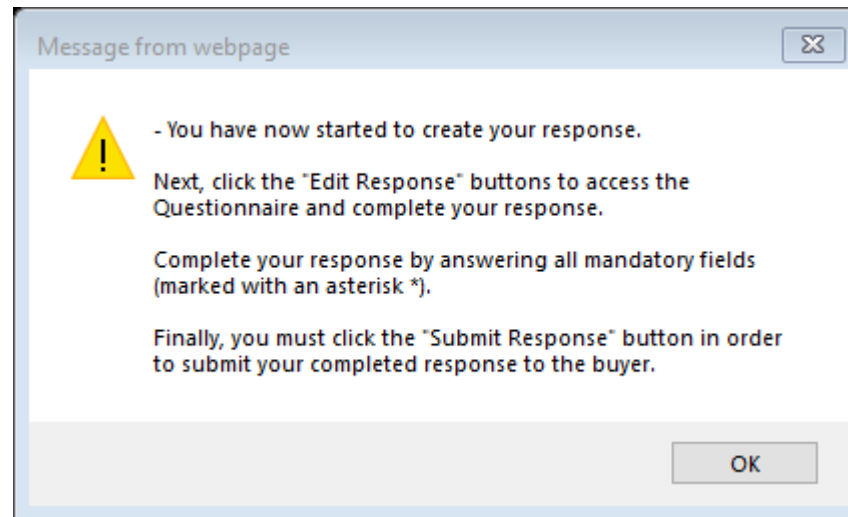
[Create Response](#) [Decline To Respond](#)



- Feedback requested shall be submitted in a Word document, or other searchable format.
- Responses must be submitted through the OTP by 4:00 p.m. EST (Toronto time) on October 16, 2020, by attaching your feedback document to the Qualification Envelope under section 1.6.
- You must also fill in sections 1.5.3 through to and including 1.5.6, as well as 1.5.34 through to and including 1.5.37 of the Form of Offer.
- Responses submitted in any other fashion (e.g. directly to the Ministry Contact or another Ministry personnel), or late responses will not be accepted or reviewed by the Ministry.

Submitting a Response

- After you click 'Create Response' a pop up box will provide instructions.



'Submit Response' once all mandatory fields are completed and your feedback is attached



Submit Response Online Questionnaire in Excel

My Response Summary

1. Qualification Response Missing mandatory responses (8)

View Response Index Only

1. Qualification Response (questions: 38)

Edit Response

Click 'Edit Response' to begin or to return to your saved response



Submitting a Response

- Only sections of the Form of Offer with a red asterisk (*) are required to be completed and submitted, along with your feedback in section 1.6. At this time, you are not required to complete any of the other sections, complete/upload attachments or submit your license, insurance, etc.

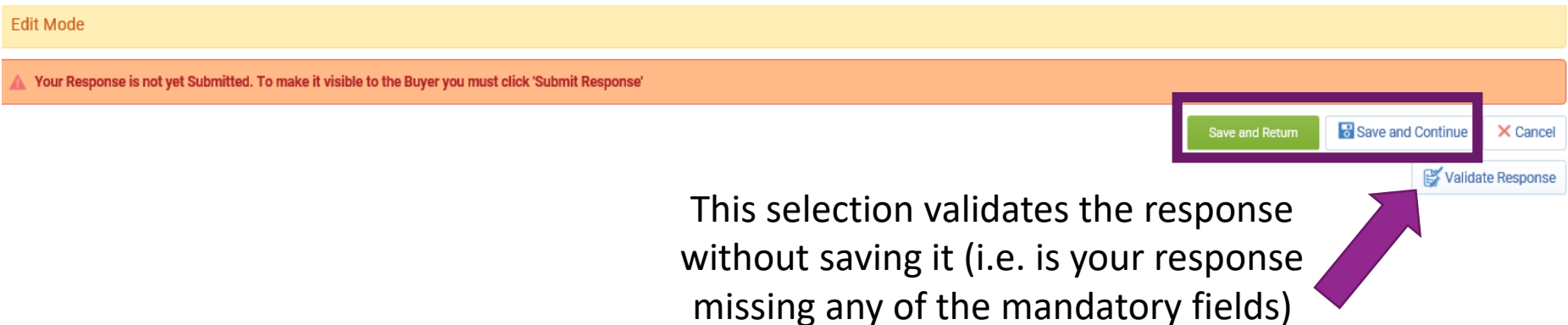
	Question	Description
1.5.3	Respondent Information	* Enter the full legal name of the Respondent.
1.5.4	Respondent Information	* Enter any other registered business name under which the Respondent carries on business.
1.5.5	Respondent Information	* Enter the jurisdiction under which the Respondent is incorporated or formed.
1.5.6	Respondent Information	* Enter the name, title, address, telephone number and email address of the contact person for the Respondent.
1.5.34	Authorized Signing Representative	* Enter the Name of the Authorized Signing Representative.
1.5.35	Title of Authorized Signing Representative	* Enter the Title of the Authorized Signing Representative.
1.5.36	E-mail Address and Telephone Number of Authorized Signing Representative.	* Enter e-mail address and telephone number of the Authorized Signing Representative.
1.5.37	Submission of Response	* I, the individual indicated above, acknowledge and confirm that (a) I am submitting this Response on behalf of the Respondent; (b) the Respondent has read, understood, agrees and consents to be bound by the terms, conditions and provisions of the Draft RFR. Please confirm by selecting from the drop-down menu. "I have read and accept the contents of this section."
	Note	Note Details
1.5.38	Instructions for Submitting Response	Respondents shall complete and save responses to all of the required sections of the RFR. Respondents must click "SUBMIT RESPONSE" and confirm this action by clicking "OK" to submit the Response to the Ministry; otherwise, the Ministry will not receive the Response. Any Response (or sections of a Response) submitted through the OTP online messaging function will not be accepted.

1.6 DRAFT RFR Feedback - Question Section

	Note	Note Details
1.6.1	Respondent Instruction	Respondent are asked to compile any feedback concerning the RFR Process or any pertinent information they may have into a single document and upload it in this section.
	Question	Description
1.6.2	Respondents Feedback to RFR Process	Respondents are asked to provide feedback about the Draft RFR Process including any additional information that the Respondent would require in order to be able to submit a Response to the final RFR in the future as per Part 1 of Attachment #1.

Submitting a Response

- You may save your response as a draft and resume working on it at a later time (prior to the closing date and time) by selecting save, then returning to your previously saved response.



The screenshot shows a user interface for submitting a response. At the top, there is a yellow bar labeled "Edit Mode". Below it is an orange warning bar that reads: "Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'". At the bottom right, there are four buttons: "Save and Return" (green), "Save and Continue" (blue with a document icon), "Cancel" (white with a red X icon), and "Validate Response" (white with a document icon and a checkmark). A purple box highlights the "Save and Return" and "Save and Continue" buttons. A purple arrow points from the text below to the "Validate Response" button.

This selection validates the response without saving it (i.e. is your response missing any of the mandatory fields)

- Once you have finalized and submitted your Response, it may be modified at any time before the DRAFT RFR closing date and time. At the closing date and time, the most recent version of the Response submitted will be provided to the Ministry.

Any further process related questions regarding this Draft Request for Responses?



On behalf of the Office of the Chief Coroner and the
Ontario Forensic Pathology Service,

THANK YOU

for your time, for the important service you provide and
thank you in advance for your feedback.

Appendices

OTP eTendering System Customer Support

- If you are having difficulties or require assistance downloading documents please contact Customer Support at:
 - eTenderhelp_CA@jaggaer.com; or
 - 866-722-7390 or 484-335-4586
- For online help documents, Respondents can log into the OTP and check the 'Supplier Guides and Information' section.
- Additional information is available at the following link:
<http://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/EN/etendering-pre-launch-message>
- Reference guides were also provided with the communication sent out by the Bereavement Authority of Ontario on behalf of the OCC/OFPS.
- It is strongly recommended that pop-ups be enabled in your web-browser. This will allow a warning message to appear if your session has been inactive for over 15 minutes and is about to be logged out. The time out function is an important security requirement for the OTP.

Supplier Guides

- Before you log in:

Ontario Tenders Portal

JAGGAER
Service Provider to Ontario

USER LOGIN

Username:

Password:

Go

[Forgot your password?](#)

PUBLIC SECTOR OPPORTUNITIES

To View and Search:

- Current Opportunities
- Past Opportunities
- Global Opportunities

SUPPLIER REGISTRATION

Looking for new business with Ontario Public Sector?

Register at no cost to receive email alerts for opportunities tailored to your business.

[New user? Register now!](#)

[About Ontario Tenders Portal](#) | [Vendor Registration Instruction](#)

[Supply Chain Ontario Ministry of Government and Consumer Services](#)

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

Supplier Guides

- Once you have logged in:

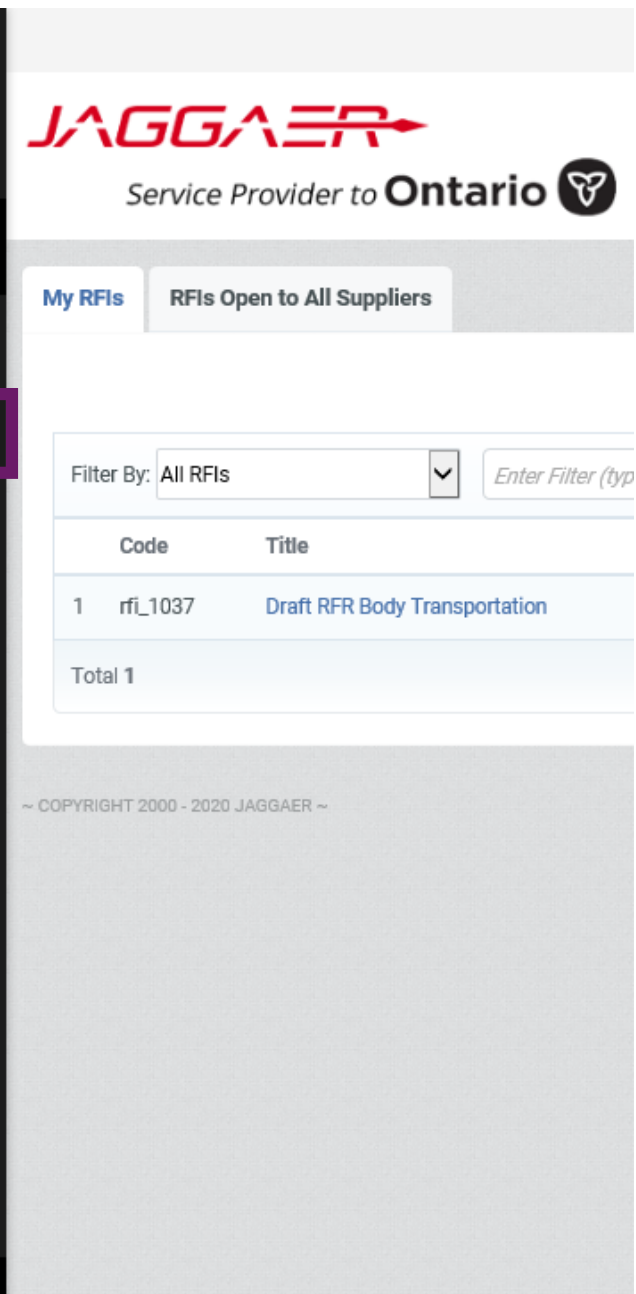
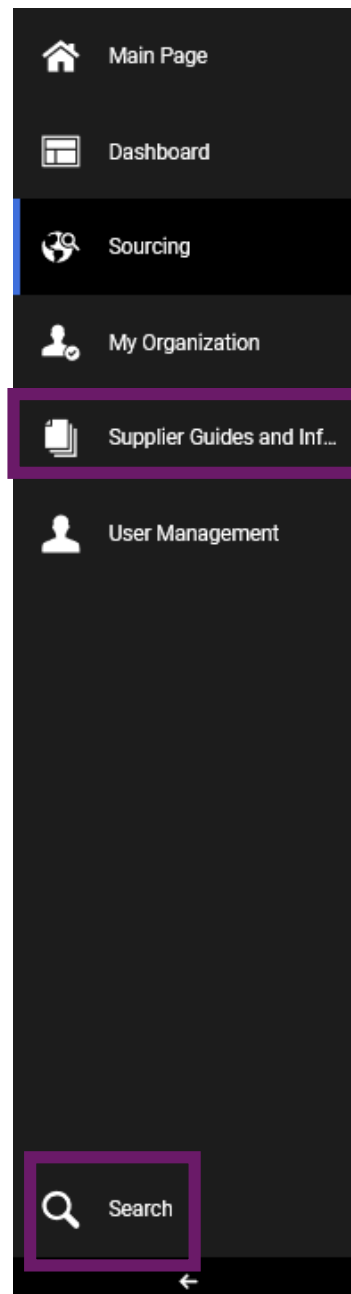


USER PROFILE

- ▶ Manage Your Profile
- ▶ Manage Password
- ▶ Manage Users

MY PROCUREMENT PROJECTS

- ▶ Projects
- ▶ Opportunities Open to All Suppliers
- ▶ RFI Open to All Suppliers
- ▶ My RFI
- ▶ RFx Open to All Suppliers
- ▶ My RFx
- ▶ My Auctions
- ▶ Supplier Guides and Information



OTP eTendering System Technical Requirements

- To access the OTP, the Respondent will need the following minimum technical requirements:
 - If using a PC, the Respondent will need to use Internet Explorer 8-10 (the use of Internet Explorer 7 is not recommended). The latest version of Internet Explorer can be downloaded at no cost at www.microsoft.com
 - If using a Mac, the Respondent will need to use Firefox. The latest version of Firefox can be downloaded at no cost at www.mozilla.com/firefox
 - Java is not essential to use eTendering, but it is required for some advanced functions such as mass uploading and downloading attachments. The latest version of Java can be downloaded at no cost at www.java.com

Registering/Creating an Account

- Upon visiting the OTP system, Respondents should register as a New User if not already registered, in order to receive system generated alerts once an opportunity is posted with the selected UNSPSC

The screenshot displays the Ontario Tenders Portal website. At the top right, there are language options for "ENG" and "FRE". The main header features the "Ontario Tenders Portal" logo and the "JAGGAER" logo, with the tagline "Service Provider to Ontario". Below the header, there are three main navigation buttons: "USER LOGIN", "PUBLIC SECTOR OPPORTUNITIES", and "SUPPLIER REGISTRATION". The "USER LOGIN" section includes a "Username:" field, a "Password:" field, and a "Go" button. Below the login fields is a link for "Forgot your password?". The "PUBLIC SECTOR OPPORTUNITIES" section lists "To View and Search:", "Current Opportunities", "Past Opportunities", and "Global Opportunities". The "SUPPLIER REGISTRATION" section includes the text "Looking for new business with Ontario Public Se...", "Register no cost to receive email alerts opportunities tailored to your busin...", and a "New user? Register now!" link. A purple arrow points to the "New user? Register now!" link. At the bottom, there are three footer links: "About Ontario Tenders Portal", "Vendor Registration Instruction", and "Supply Chain Ontario Ministry of Government and Consumer Services". Below the footer links, there is a contact information line: "For Technical Support contact Etenderhelp_CA@jaggaer.com or Toll Free 866 722 7390 | Direct 484 335-4586".

Locating the Draft RFR Body Transportation

LOGOUT

Ontario Tenders Portal
JAGGAER
Service Provider to Ontario

USER PROFILE

- ▶ Manage Your Profile
- ▶ Manage Password
- ▶ Manage Users

MY PROCUREMENT PROJECTS

- ▶ Projects
- ▶ Opportunities Open to All Suppliers
- ▶ RFI Open to All Suppliers
- ▶ My RFI
- ▶ RFx Open to All Suppliers
- ▶ My RFx
- ▶ My Auctions
- ▶ Supplier Guides and Information

Welcome to the Ontario Government Tender Portal

This service provides a secure and efficient means for you to engage in procurement "Projects" with our Buyers.

The "Opportunities Open to All Suppliers" page allows you to review open tender opportunities.

New procurement projects are available by clicking on "RFI Open to All Suppliers/RFx Open to All Suppliers"

Once you have expressed interest in a new procurement it will move to your "My RFI / My RFx" page, where you can download any documentation and submit your response.

A free helpdesk is available to support you in using this service. If you require any assistance then please contact the helpdesk as soon as possible.

Ontario is eliminating user fees for the Ontario Tenders Portal

- As of April 1, 2018, vendors will no longer be required to pay user fees for their online bid submissions on the Ontario Tenders Portal.

For more information, please click [here](#) for Frequently Asked Questions

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

1. After you sign-in, click 'Opportunities Open to All Suppliers'



Locating the Draft RFR Body Transportation

2. Filter by
'Project Info'

The screenshot shows a web application interface with a search and filter section. At the top, there are two tabs: 'Current Opportunities' (active) and 'Past Opportunities'. Below the tabs is a search bar with a dropdown menu set to 'All Opportunities' and a search input field containing the placeholder text 'Enter Filter (type to start search)'. Below the search bar is a 'Filter Details' section with a dropdown arrow. Under 'Filter Details', there are two filter items: 'Project Info' and 'All Opportunities', each with a red 'X' icon. The 'Project Info' filter is selected, and its details are shown: 'Contains' with a dropdown arrow and a text input field containing 'body transportation'. To the right of the filter details is a 'Remove Filter' button with a red 'X' icon. Below the filter details is a 'Search' button. At the bottom of the screenshot, the header of a table is visible with columns: 'Buyer Organization', 'Project Reference', 'Project Title', 'Publication Date', 'Work Category', and 'Listing Expiry Date (dd/mm/yyyy hh:mm)'. Three purple arrows point to the 'Project Info' filter, the search input field, and the 'Search' button.

3. Type in 'body
transportation'

4. Click 'Search'

Locating the Draft RFR Body Transportation

Current Opportunities Past Opportunities

5. Click 'Draft RFR Body Transportation'

Filter By: --





Filter Details Remove Filter

	Buyer Organization	Project Reference	Project Title	Publication Date	Work Category	Listing Expiry Date (dd/mm/yyyy hh:mm)
1	Government of Ontario	Draft RFR Body Transportation	Draft RFR Body Transportation	14/09/2020 08:04	Other	16/10/2020 16:00

Total 1 Page 1 of 1

6. Scroll down near the bottom of the page; select this icon to view further details and express an interest in participating

Published Lots

	Code	Title	Time Limit to Express Interest	
1	 rfi_1037	Draft RFR Body Transportation	16/10/2020 16:00	  

Express Interest in the Draft RFR

- Respondents are required to express interest in the opportunity in order to download the attachments

7. Click 'Express Interest'

▼ RFI : rfi_1037 - Draft RFR Body Transportation 🟢 Running

Project: tender_13599 - Draft RFR Body Transportation
Closing Date: 16/10/2020 16:00:00

[Express Interest](#) [✗ Decide Later](#) [🖨️ Printable View](#)

Response Status

Response Status

No Response Prepared

Overview

Code

rfi_1037

Description

Draft RFR Body Transportation

Title

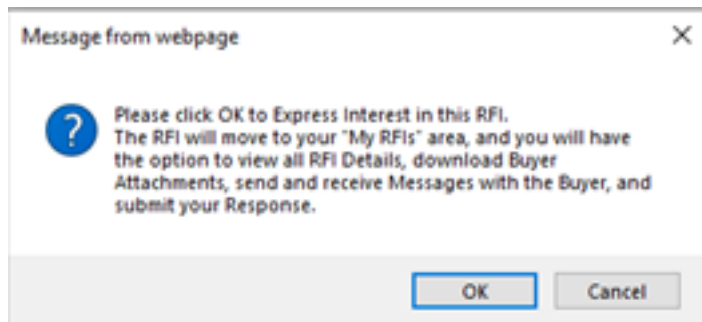
Draft RFR Body Transportation

Supplier Access

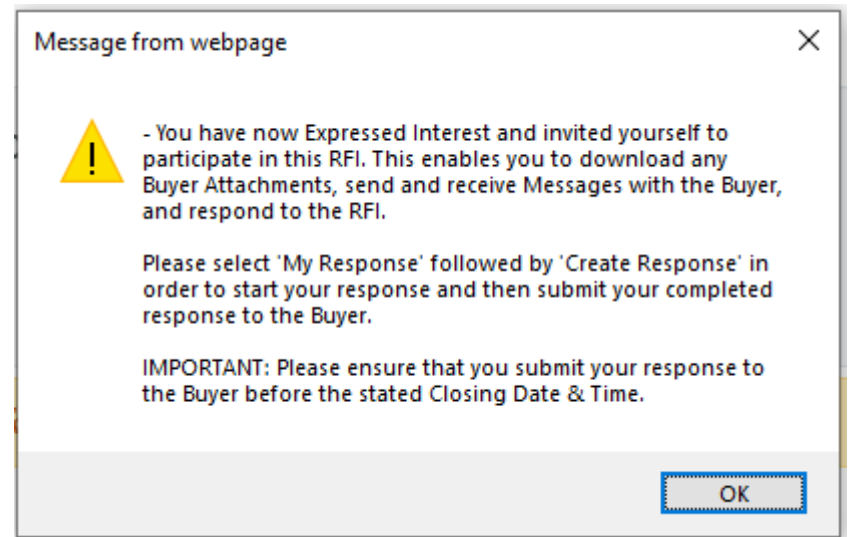
RFI Open to All Suppliers

Express Interest in the Draft RFR

- Once you select 'OK', the Draft RFR will move into your "My RFI" area.



8. Click 'OK' to express interest



9. Click 'OK'

My RFIs



USER PROFILE

- ▶ Manage Your Profile
- ▶ Manage Password
- ▶ Manage Users

MY PROCUREMENT PROJECTS

- ▶ Projects
- ▶ Opportunities Open to All Suppliers
- ▶ RFI Open to All Suppliers
- ▶ My RFI
- ▶ RFx Open to All Suppliers
- ▶ My RFx
- ▶ My Auctions
- ▶ Supplier Guides and Information



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Once you have expressed interest in a new procurement it will move to your "My RFI / My RFx" page, where you can download any documentation and submit your response.

A free helpdesk is available to support you in using this service. If you require any assistance then please contact the helpdesk as soon as possible.

Announcements:

- This notice is to inform all interested parties that the Ontario Government and its agencies have the option to leverage the Ontario Education Collaborative Marketplace (OECM) Office Space Furniture and Related Services buying agreement. OECM's procurement opportunities are posted on this tender portal.
- **Ontario is eliminating user fees for the Ontario Tenders Portal.** As of April 1, 2018, vendors will no longer be required to pay user fees for their online bid submissions on the Ontario Tenders Portal. For more information, please click [here](#) for Frequently Asked Questions.
- The Ontario Tenders Portal will be unavailable due to scheduled maintenance beginning September 18 at 8:00 PM EST – September 20 at 5:00 PM EST.

■ Once you express interest, you will receive an automated email with details of how to create a response

Dear Supplier,

You have successfully invited yourself to participate in the following RFI - Request for Information, conducted by Government of Ontario on Ontario Tenders Portal / Portail des appels d'offres de l'Ontario :

Type: RFI - Request for Information
RFx Number: rfi_1037
Title: Draft RFR Body Transportation
Project Number: tender_13599
Project Title: Draft RFR Body Transportation

IMPORTANT:
In order to participate in the RFI - Request for Information you must now create and submit a response to Government of Ontario. Instructions are provided below. The deadline for submitting responses for this RFI - Request for Information is:

Date: 16 Oct., 2020
Time: 16:00 (EST - North America Eastern Time DST)

It is important that you comply with the above deadline as late submissions may not be accepted and you will risk exclusion from this RFI - Request for Information.

To view the details of the RFI - Request for Information please click the following link and enter your Username and Password:
<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fontariotenders.app.jaggaer.com%2Fesop%2Fquest%2Flogin.do%3Fqvu%3D189139210174936651D0&data=02%7C01%7Claura.m.donaldson%40ontario.ca%7Cec8709cf28944abcf01408d859b40717%7Ccddc1229ac2a4b97b78a0e5cacb5865c%7C0%7C1%7C637357977033237330&data=FnoKEcWilltHhQGRDZCbJu7XI%2FUXqQn7gFSpoOUbYUc%3D&reserved=0>

Or browse as follows:

- Connect to <https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fontariotenders.app.jaggaer.com%2F&data=02%7C01%7Claura.m.donaldson%40ontario.ca%7Cec8709cf28944abcf01408d859b40717%7Ccddc1229ac2a4b97b78a0e5cacb5865c%7C0%7C1%7C637357977033237330&data=3CvkX2D9cYAs8dfHN49G1U0se%2FIGZUZ%2F4GJzHoJgRU%3D&reserved=0>
- Enter your Username and Password
- Browse to the Projects module.
- Click on RFI - Request for Informations
- Click RFI - Request for Information rfi_1037 to view details and reply to the RFI - Request for Information.

To create and submit your response to the RFI - Request for Information:

- Click 'Create Response' and proceed to complete all requested information in each envelope by clicking the 'Edit response' buttons. Attach any appropriate documentation in the envelopes if requested.
- Once you have completed your response, click 'Submit Response' to send the response to Government of Ontario.

If you require any clarification on this RFI - Request for Information, please submit your query through online messaging provided within this RFI - Request for Information ("Messages" function).

Please do not reply to this message. This is an automated email alert, and replies to this message are routed to an unmonitored mailbox.

For assistance please contact our Helpdesk operated by JAGGAER:
Freephone: 1-866-722-7390

email: etenderhelp_CA@jaggaer.com

GUIDANCE ON SPAM FILTERS:

In order to prevent eTendering portal emails from being quarantined by your organisation fire wall or spam filter, you are advised to instruct your IT team to accept all emails from etenderhelp_CA@jaggaer.com or from a ".jaggaer.com" address.

Please also review the Junk Email settings of your email client software to avoid accidental message deletion.

- Once you have expressed interest, you can view all documents associated with the DRAFT RFR.
- Attachments are found in the 'Buyer Attachments' tab, under 'RFI Details'. This DRAFT RFR has seven (7) attachments, listed on slides 12 and 13.

Note the closing date and time

A warning will appear if you have not downloaded all of the attachments associated with the RFR

RFI : rfi_1037 - Draft RFR Body Transportation

Project: [tender_13599](#) - Draft RFR Body Transportation

Closing Date: 16/10/2020 16:00:00

Response Last Submitted On: **Not Submitted Yet**

Warning: *You have unread Buyer Attachments (7). Click here to read the files before Submitting your Response.*

RFI Details Messages (Unread 0)

Settings Buyer Attachments (7) My Response Associated Users

Submitting Questions

- You may submit questions by utilizing the messaging function in OTP

The screenshot displays the 'RFI : rfi_1037 - Draft RFR Body Transportation' section. It includes project details such as 'Project: tender_13599 - Draft RFR Body Transportation', 'Closing Date: 16/10/2020 16:00:00', and 'Response Last Submitted: Not Submitted Yet'. Below this, there are tabs for 'RFI Details' and 'Messages (Unread 0)'. A navigation bar contains 'Create Message', 'Received Messages', 'Sent Messages', and 'Draft Messages'. A prominent orange warning banner states: 'Your response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. At the bottom right, there are two buttons: 'Submit Response' and 'Online Questionnaire in Excel'. Two purple arrows are overlaid on the image: one points to the 'Not Submitted Yet' status, and the other points to the 'Submit Response' button.