

Respondent Information Session

November 25, 2021 @ 1:30 p.m. EST

November 29, 2021 @ 10:00 a.m. EST

Request for Responses

**OCC-0030 Body
Transportation Services**

Tender_15871

Introduction

- The Office of the Chief Coroner and Ontario Forensic Pathology Service (OCC/OFPS) investigates deaths pursuant to the Coroners Act and are seeking to create a roster of licensed Funeral Establishments and Transfer Service Operators to provide Body Transportation Services throughout the province of Ontario (“roster”).
- A Request for Responses (RFR) for the provision of Body Transportation Services performed on behalf of the OCC/OFPS is now available on the Ontario Tenders Portal (OTP) eTendering System.
- The RFR is issued by Her Majesty the Queen in right of Ontario as represented by The Ministry of the Solicitor General (“the Ministry”).
- This presentation is for information purposes only and requirements may be subject to change.

Purpose of Information Session

- The purpose of this information session is to provide interested Respondents with information on:
 - the RFR, including deliverables, attachments and timelines;
 - Ontario Government procurement processes;
 - The OTP eTendering System; and
 - Submission process to respond to the RFR for Body Transportation Services.
- This presentation will be posted on the OTP eTendering System after the second information session.

Questions

- Any process related questions can be addressed during this session, including:
 - Questions regarding the procurement process;
 - Questions regarding registration and use of the OTP eTendering System; 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 the OTP eTendering System or to the RFR Contact noted below and also identified in Section 1.1.8 of the Qualification Envelope of the RFR:

Pamela Clarke, Procurement Advisor

Pamela.Clarke@Ontario.ca

- **Questions will be accepted until 4:00 p.m. EST (Toronto time) on December 20, 2021.**
- Responses to written questions received will be provided in an addendum, which will be posted on the OTP eTendering System by 4:00 p.m. EST (Toronto time) on January 6, 2022. Each addendum shall form an integral part of this RFR.
- No communication between the Respondent and any other Ministry personnel other than the RFR Contact is to take place regarding this RFR or any of the Deliverables during the process.

Context - Why are we going through this process?

- An audit of the 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.

DRAFT Request for Responses

- A DRAFT RFR was released in 2020 as the first step in a two-part process intended to seek your input on the procurement process.
- Participation in the DRAFT RFR process was voluntary and not a prerequisite to being eligible to respond to this RFR.
- The DRAFT RFR provided 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.
- Thank you to those who responded to the DRAFT RFR.
- This RFR is the final step to establish a roster and considered the feedback received as part of the DRAFT RFR process.

Request for Responses

- A Request for Responses (RFR) is a formal process by which the Ministry is seeking interest from licensed Funeral Establishments and Transfer Service Operators, in the form of a submitted Response, to provide Body Transportation Services throughout the province of Ontario, in accordance with the Management Board of Cabinet Procurement Directive.
- The RFR outlines the Deliverables that the Service Providers will be expected to provide once on the roster and submission requirements in order to be placed on the roster.
- In order to be placed on the roster, you must successfully participate in this second step of the process, which is to successfully respond to the RFR.
- If you are interested in providing, or continuing to provide, Body Transportation Services on behalf of the OCC/OFPS, you must submit a Response to this RFR. Those that do not submit a Response will be ineligible to provide, or continue to provide, Body Transportation Services until the refresh of this process.

RFR Timetable

Activity	Date and Time (EST/Toronto Time)
Issue Date of RFR	November 18, 2021
Respondent Information Session	13:30 on November 25, 2021
Respondent Information Session	10:00 a.m. on November 29, 2021
Deadline for Questions	16:00 on December 20, 2021
Deadline for Addenda (includes answers to your questions)	16:00 on January 6, 2022
Response Deadline	11:00:00 a.m. on January 21, 2022

- Should any of the above timelines change, the Ministry will issue an addendum through the OTP eTendering System.
- **Do not submit your Response prior to the deadline for Addenda (16:00 on January 6, 2022).**
 - If the Ministry makes any changes to the RFR, including issuing addenda, after a Respondent has submitted its Response, the Response will be invalidated on the OTP eTendering System and the Respondent will need to re-submit its Response.

Ontario Tenders Portal (OTP) eTendering System

- The OTP eTendering System is the online bidding portal for procurement opportunities within the government of Ontario and Broader Public Sector Entities, currently hosted by Jaggaer.
- The OTP eTendering System is located at the following link:
<https://ontariotenders.app.jaggaer.com/esop/nac-host/public/web/login.html>
- The Body Transportation Services RFR can be accessed by locating **tender_15871: OCC-0030 Body Transportation Services**
- Respondents are required to register with the OTP eTendering System 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 eTendering System for opportunities of interest.

ENG FRE

Ontario Tenders Portal

JAGGAER

Service Provider to Ontario

USER LOGIN

Username:

Password:

Go

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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 eTendering System, 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 RFR has been coded under UNSPSC:**
 - Category 85 (Healthcare Services)
 - Subcategory 85171500 (Funeral and Associated Services)
 - This is the same UNSPSC used for the DRAFT RFR. If you signed up to the OTP eTendering System during the DRAFT RFR process, you should have received an email notifying you of this RFR.

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.

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 'The Office of the Chief Coroner and Ontario Forensic Pathology Service (OCC/OFPS) investigates deaths pursuant to the Coroners Act, as amended, and are seeking to create a roster of licensed Funeral Establishments and Transfer Service Operators to provide Body Transportation Services throughout the Province of Ontario.

' in 'tender_15871' - 'OCC-0030 Body Transportation Services'

View more: <https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fontariotenders.app.jaggaer.com%2Fesop%2Fquest%2Flogin.do%3Fqv%3D37847818017D37A3AAA1&data=04%7C01%7CLaura.m.donaldson%40ontario.ca%7C64dfe88ee8b14dd7281108d9ab57d77f%7Ccddc1229ac2a4b97b78a0e5cacb5865c%7C0%7C0%7C637729216029789584%7CUnknown%7CTWFpbGZsb3d8eyJWljoImC4wLjAwMDAilCJQljoIjV2luMzliLjBtIl6lk1haWwiLCJXVCi6Mn0%3D%7C3000&data=lrPx%2BC1bsn%2FAJ2KuG5ca%2BhT15ddfVbnduKydwK3XN9c%3D&reserved=0>

Respond by: 21/01/2022 11:00:00 - EST - North America Eastern Time

RFR Attachments

Attachment #	Title	Notes
	<p>Qualification Envelope (Qualification Response)</p> <p><i>See slide 15 for an example</i></p>	<p>Qualification Envelope of the RFR is found on the OTP eTendering System. 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 RFR, the Qualification Envelope will be visible.</p> <p>Include all mandatory information and attachments marked with *</p>
Attachment #1	RFR Parts 1-3	<p>Provides Definitions, Deliverables and Terms and Conditions of the RFR. Nothing to complete or attach as part of the RFR Response.</p>



RFR Attachments continued

Attachment #	Title	Notes
Attachment #2	Body Transportation Service Provider Agreement	Schedule A provides the detailed Deliverables the Service Providers on the roster will be expected to provide. Complete and attach in accordance with section 1.3.13 of the Qualification Envelope.
Attachment #3	Ontario Body Transportation Catchment Areas Map	For reference in completion of Attachment #4. Attachment #3 does not need to be attached as part of the RFR Response.
Attachment #4	Ontario Body Transportation Catchment Areas Selection	Complete and attach in accordance with section 1.3.7 of the Qualification Envelope.



RFR Attachments continued

Attachment #	Title	Notes
Attachment #5	List of Individuals Providing Body Transportation Services	Complete and attach in accordance with section 1.3.5 of the Qualification Envelope.
Attachment #6	Triton Application User Guide	For reference when completing the security screening. Attachment #6 does not need to be attached as part of the RFR Response.
Attachment #7	Statistics	For reference purposes only. Attachment #7 does not need to be attached as part of the RFR Response.
Attachment #8	Respondent Checklist	For reference purposes only. Attachment #8 does not need to be attached as part of the RFR Response.



Qualification Envelope (Qualification Response)

Attachments found here

The Qualification Envelope (Qualification Response) is visible when you select 'My Response', under 'RFx Details'.

RFx Details | Messages (Unread 0)

Settings | Buyer Attachments (8) | **My Response** | Associated Users

⚠ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

[Submit Response](#) [Online Questionnaire in Excel](#)

My Response Summary

1. Qualification Response Missing mandatory responses (24)

[View Response Index Only](#)

1. Qualification Response (questions: 0) [Edit Response](#)

1.1 Procurement Details - Question Section

	Note	Note Details
1.1.1	Ontario Tenders Portal eTendering System Instructions for Respondents	<ul style="list-style-type: none">• For help, unregistered Respondents 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 Respondents have registered on the OTP eTendering System, Respondents 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 Jaggaer helpdesk at: * 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 RFR. For "Response Process Requirements", refer to section 1.4 of Part 3 - Terms and Conditions of the RFR.

Deliverables for Body Transportation Service

- Service providers on the roster will be required to:
 - transport human remains for further investigation (i.e., post-mortem examination and identification);
 - remove human remains from public places and transport for storage, further examination and identification; and
 - transport human remains when there is no identified claimant as required by the General Inspector of Anatomy under the Anatomy Act.
- Dispatching a Service Provider for Body Transportation Services required as part of a Coroner's investigation or under the Anatomy Act will be done by the OCC/OFPS Provincial Dispatch Unit.
- Respondents are asked to review the RFR in its entirety. The Deliverables are specifically outlined in:
 - Part 2 of Attachment #1 - RFR Parts 1-3; and
 - Schedule A of Attachment #2 - Body Transportation Service Provider Agreement
 - The Fee Schedule is outlined in Schedule 4 of [Ontario Regulation 19/15](#) made pursuant to the Coroners Act, as well as Schedule B of Attachment #2 - Body Transportation Service Provider Agreement.

OTP eTendering System Demonstration

- Registering/creating an account;
- Finding and expressing interest in this RFR;
- How to ensure you are notified if something else is posted on the OTP eTendering System related to the 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.

Any further process related questions
regarding this 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 in
support of Ontario's death investigation system and
thank you in advance for your Response.

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 eTendering System 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 eTendering System.

Supplier Guides

- Before you log in:

Ontario Tenders Portal

JAGGAER
Service Provider to Ontario

USER LOGIN

Username:

Password:

Go

[Forgot your password?](#)

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[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

A screenshot of the JAGGAER Ontario Tenders Portal interface. The left sidebar contains navigation links: Main Page, Dashboard, Sourcing, My Organization, Supplier Guides and Info... (highlighted with a purple box), and User Management. The main content area shows the JAGGAER logo and "Service Provider to Ontario". Below this is a "Back to List" button and a "Directory Title: Ontario Tenders Portal (OTP)". A breadcrumb path reads "Path: root > New Release Communications and Guides > English Help Do". A search bar with the placeholder "Enter Filter (type to start search)" is present. Below the search bar is a table with the header "Folder/File Name" and four entries: 1. Document Request List Instructions - 2019 May.pdf, 2. Responding to a Tender Guide 2019.pdf, 3. Supplier Registration Reference Guide - 2019.pdf, and 4. Supplier USER management guide - 2019.pdf. The table ends with "Total 4". The footer includes the copyright notice "© COPYRIGHT 2000 - 2021 JAGGAER" and a search icon.

Registering/Creating an Account

- Upon visiting the OTP eTendering 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

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Ontario Tenders Portal
JAGGAER
Service Provider to Ontario

USER LOGIN

Username:

Password:

Go

[Forgot your password?](#)

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Locating the Body Transportation Services RFR

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



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.

Announcements:

- **Supply Chain Ontario 2021 Holiday Notice**
Supply Chain Ontario (SCO) will be adjusting Tender Operations during the 2021 holiday season. This is being done to ensure that we are being receptive to our vendor communities, many of whom decrease their operations during this time. The last day of posting new Ontario government procurement opportunities onto the Ontario Tenders Portal will be Friday, December 17, 2021. Posting for new procurements will commence on Wednesday, January 5, 2022. The last day for the closing of procurements will be Friday, December 17, 2021. Closings will resume on Wednesday January 5, 2022.
- 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.

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Locating the Body Transportation Services RFR

2. Filter by
'Project Info'

The screenshot shows a web interface for searching Request for Response (RFR) opportunities. 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 text input field with the placeholder 'Enter Filter (type to start search)'. A purple arrow points to the 'Project Info' filter option in the 'Filter Details' section. Another purple arrow points to the text input field where 'body transportation' is typed. A third purple arrow points to the 'Search' button. The 'Filter Details' section shows 'Project Info' selected and 'All Opportunities' deselected. The main content area is a table with columns: Buyer Organization, Project Reference, Project Title, Publication Date, Work Category, and Listing Expiry Date (dd/mm/yyyy hh:mm).



3. Type in 'body transportation'

4. Click 'Search'

Locating the Body Transportation Services RFR

Current Opportunities Past Opportunities


Filter By: Enter Filter (type to start search)

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		OCC-0030 Body Transportation Services	18/11/2021 11:13	Other	21/01/2022 11:00





Total 1 Page 1 of 1


5. Click 'OCC-0030 Body Transportation Services'



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	 rfx_13772	OCC-0030 - Body Transportation Services Performed on Behalf of the Office of the Chief Coroner and Ontario Forensic Pathology Service	21/01/2022 11:00	  



Express Interest in the RFR

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

7. Click 'Express Interest'

▼ RfX: rfx_13772 - OCC-0030 - Body Transportation Services Performed on Behalf of the Office of the Chief Coroner and Ontario Forensic Pathology Service

Project: tender_15871 - OCC-0030 Body Transportation Services

Closing Date: 21/01/2022 11:00:00

Running

Express Interest

✕ Decide Later

Printable View

Response status

Response status

No Response Prepared

Overview

RfX Code

rfx_13772

Description

Title

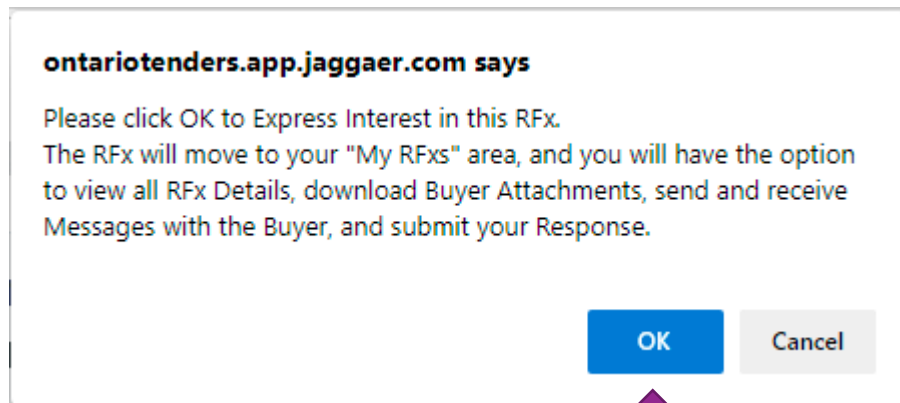
OCC-0030 - Body Transportation Services Performed on Behalf of the Office of the Chief Coroner and Ontario Forensic Pathology Service

Supplier Access

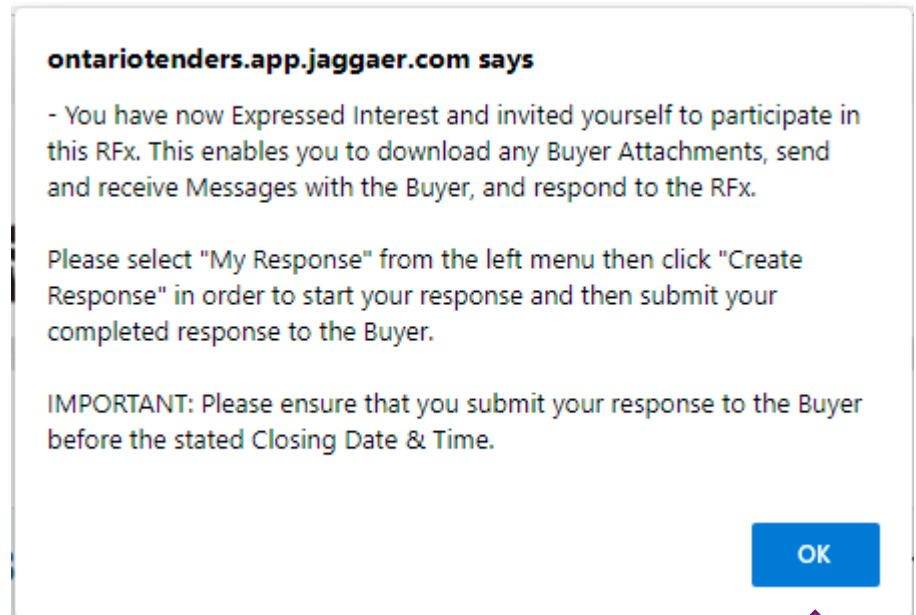
RfX Open to All Suppliers

Express Interest in the RFR

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



8. Click 'OK' to express interest



9. Click 'OK'

My RFXs



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

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- 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 RFX, conducted by Government of Ontario on Ontario Tenders Portal / Portail des appels d'offres de l'Ontario :

Type: RFX

RFX Number: rfx_13772

Title: OCC-0030 - Body Transportation Services Performed on Behalf of the Office of the Chief Coroner and Ontario Forensic Pathology Service Project Number: tender_15871 Project Title: OCC-0030 Body Transportation Services

IMPORTANT:

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

Date: 21 Jan., 2022

Time: 11:00 (EST - North America Eastern Time)

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

To view the details of the RFX 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%3D80153084017D4D344B53&data=04%7C01%7Cclaura.m.donaldson%40ontario.ca%7C732dc105d7e54cb9d30608d9ae8e12de%7Cdddc1229ac2a4b97b78a0e5cacb5865c%7C0%7C0%7C637732747488816513%7CUnknown%7CTWFpbGZsb3d8eyJWljoImMC4wLjAwMDAilCJQljoV2luMzliLjBtIlkl1haWwlcjJXVCi6Mn0%3D%7C3000&data=4ihj%2FYIE9jyhccPyC5mUHXokot%2FpZwpzNdawNglAkds%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=04%7C01%7Cclaura.m.donaldson%40ontario.ca%7C732dc105d7e54cb9d30608d9ae8e12de%7Cdddc1229ac2a4b97b78a0e5cacb5865c%7C0%7C0%7C637732747488816513%7CUnknown%7CTWFpbGZsb3d8eyJWljoImMC4wLjAwMDAilCJQljoV2luMzliLjBtIlkl1haWwlcjJXVCi6Mn0%3D%7C3000&data=BcClkGE6dlwdt854SKeFGtwAaV2lei8vZglSZZBqhYk%3D&reserved=0>
- Enter your Username and Password
- Browse to the Projects module.
- Click on RFXs
- Click RFX rfx_13772 to view details and reply to the RFX.

To create and submit your response to the RFX:

- 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 RFX, please submit your query through online messaging provided within this RFX ("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 attachments associated with the RFR.
- Attachments are found in the 'Buyer Attachments' tab, under 'RFx Details'. This RFR has eight (8) attachments, listed on slides 12 - 14.

Note the closing date and time

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

The screenshot shows the 'RFx Details' page for 'RFX: rfx_13772 - OCC-0030 - Body Transportation Services Performed on Behalf of the Office of the Chief Coroner and Ontario Forensic Pathology Service'. The page includes a 'Closing Date: 21/01/2022 11:00:00' and a 'Response Last Submitted On: Not Submitted Yet' status. A yellow warning banner at the bottom states: 'Warning: You have unread Buyer Attachments (8). Click here to read the files before Submitting your Response.' The navigation bar at the bottom shows tabs for 'RFx Details', 'Messages (Unread 1)', 'Settings', 'Buyer Attachments (8)', 'My Response', and 'Associated Users'. Purple arrows point from the text annotations to the closing date, the warning banner, and the 'Buyer Attachments (8)' tab.

RFx: rfx_13772 - OCC-0030 - Body Transportation Services Performed on Behalf of the Office of the Chief Coroner and Ontario Forensic Pathology Service

Project: [tender_15871](#) - OCC-0030 - Body Transportation Services

Closing Date: 21/01/2022 11:00:00

Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (8). Click here to read the files before Submitting your Response.

RFx Details Messages (Unread 1)

Settings Buyer Attachments (8) My Response Associated Users

Submitting Questions

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

The screenshot displays the OTP eTendering System interface. At the top, a project card for 'RFX: rfx_13772 - OCC-0030 - Body Transportation Services Performed on Behalf of the Office of the Chief Coroner and Ontario Forensic Pathology Service' is shown, with a 'Running' status indicator. Below this, a yellow warning banner states: 'Warning: You have unread Buyer Attachments (8). Click here to read the files before Submitting your Response.' The 'RFX Details' tab is selected, and the 'Messages (Unread 1)' sub-tab is active. In the messaging section, the 'Create Message' link is highlighted with a purple arrow, and the 'Messages (Unread 1)' tab is also highlighted with a purple arrow. At the bottom right, there are buttons for 'Create Response' and 'Decline To Respond'.

Submitting a Response

- Responses must be submitted through the OTP eTendering System by 11:00:00 a.m. EST (Toronto time) on January 21, 2022.
- Reminder: Do not submit your Response prior to the deadline for Addenda (16:00 on January 6, 2022).

▼ RfX: rfx_13772 - OCC-0030 - Body Transportation Services Performed on Behalf of the Office of the Chief Coroner and Ontario Forensic Pathology Service

 Running

Project: [tender_15871](#) - OCC-0030 Body Transportation Services

Closing Date: 21/01/2022 11:00:00

Response Last Submitted On: Not Submitted Yet

Warning: You have unread Buyer Attachments (8). [Click here to read the files before Submitting your Response.](#)

RfX Details

Messages (Unread 0)

Settings

Buyer Attachments (8)

My Response

Associated Users

Create Response

 Decline To Respond

1. Click 'RfX Details'

2. Click 'My Response'

3. Click 'Create Response'

Submitting a Response

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

ontariotenders.app.jaggaer.com says


- You have now started to create your response.

Next, click the "Edit Response" buttons to access the Questionnaire and complete your response.

Complete your response by answering all mandatory fields (marked with an asterisk *).

Finally, you must click the "Submit Response" button in order to submit your completed response to the buyer.

4. Click 'OK'




Submit Response

 Online Questionnaire in Excel


My Response Summary


1. Qualification Response	Missing mandatory responses (25)
---------------------------	----------------------------------

 View Response Index Only

1. Qualification Response (questions: 0)

5. Click 'Edit Response' to begin or to return to your saved Response



 Edit Response

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).

The screenshot shows a web interface with a yellow header bar labeled 'Edit Mode' on the left and 'Save and continue working' on the right. Below this is an orange warning bar with a triangle icon and the text: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. At the bottom, there are four buttons: 'Save and Return' (green), 'Save and Continue' (blue with a floppy disk icon), 'Cancel' (red with an X icon), and 'Validate Response' (light blue with a checkmark icon). A purple arrow points from the text 'Save as a draft and return later' to the 'Save and Return' button. Another purple arrow points from the text 'Save and continue working' to the 'Save and Continue' button. A third purple arrow points from the text 'This selection validates the Response without saving it (i.e. is your Response missing any of the mandatory fields)' to the 'Validate Response' button.

Edit Mode

Save and continue working

⚠ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

Save as a draft and return later

Save and Return

Save and Continue

Cancel

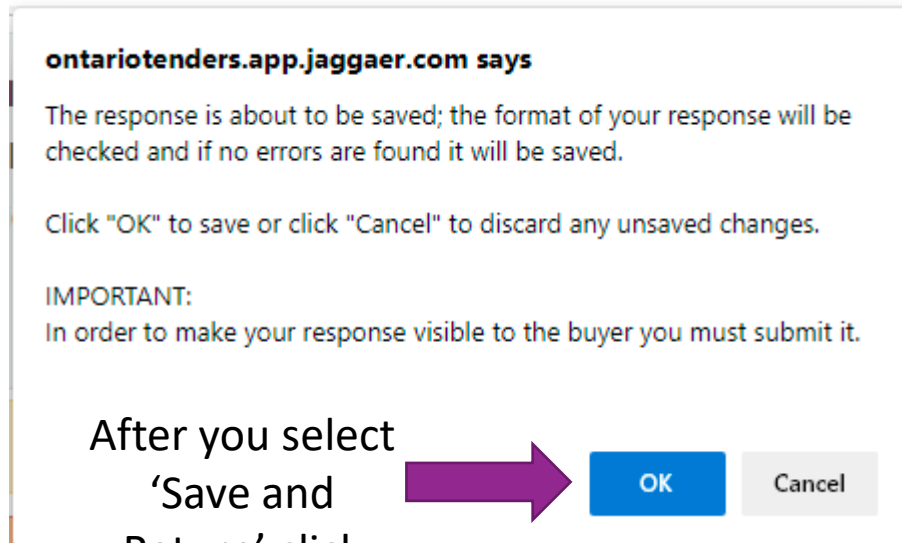
Validate Response

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

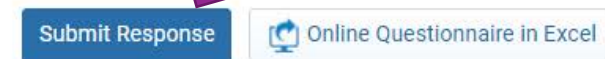
- Once you have finalized and submitted your Response, it may be modified at any time before the RFR closing date and time. At the closing date and time, the most recent version of the Response submitted will be provided to the Ministry.

Submitting a Response

- After you click 'Save and Return' a pop-up box will appear.



'Submit Response' once all mandatory fields are completed



My Response Summary

1. Qualification Response	Missing mandatory responses (25)
---------------------------	----------------------------------

[View Response Index Only](#)

1. Qualification Response (questions: 0)

[Edit Response](#)