

Ministry of Education

Ministère de l'Éducation

Business Operations Strategic
Support Branch

Direction du soutien
opérationnel stratégique

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2026 : SB01

Date:

July 3, 2026

Memorandum to:

Chief Executive Officers (CEOs) and Directors of Education
Senior Business Officials
Secretary/Treasurers of School Authorities

From:

Anne Scott
Director (A)
Business Operations Strategic Support Branch

Subject:

Supply Chain Data Collection - Corporate Reporting for Fiscal
Year 2025-26

The Ontario Government has procurement reporting obligations and is required to provide an annual report of the procurement activities of ministries, agencies, and Broader Public Sector (BPS) entities.

To support these obligations, Supply Ontario (SO) is collecting procurement data for fiscal year 2025-26 (**April 1, 2025 – March 31, 2026**) to complete the following reports, as applicable:

Reporting Requirements - Procurement Activity Reporting (PAR)

The Ontario Government has trade reporting obligations under several trade agreements and is required to provide a consolidated annual report of the procurement activities of organizations (including BPS entities) covered by trade agreements to the federal government. Although SO is collecting multiple types of reports, BPS entities are only required to provide PAR submissions.

The PAR will meet obligations under all the trade agreements including:

1. Canadian Free Trade Agreement (CFTA);
2. Canada-European Union Comprehensive Economic and Trade Agreement (CETA);
3. Ontario-Quebec Trade and Cooperation Agreement (OQTCA);
4. World Trade Organization – Government Procurement Agreement (WTO-GPA).

In scope procurement contracts are those signed between **April 1, 2025 and March 31, 2026**, where the contracts are above the following thresholds:

- a. Goods - \$133,800
- b. Services - \$133,800
- c. Construction - \$334,400

As part of the PAR, you are also required to indicate whether you used applicable Building Ontario Business Initiative (BOBI) strategies in procurement contracts signed within the required reporting period, at or above the specified Canada Free Trade Agreement (CFTA) trade thresholds and awarded the contract to an Ontario supplier as a result.

Procurement Data Contact Update

As you may recall, as part of the last Corporate Reporting cycle, school boards and school authorities identified procurement data contacts for onboarding and access to the Supply Chain Data Collection Portal (SCDCP). If your school board or school authority procurement data contact has changed, please send updated contact information (first name, last name, position title, email address, phone number) to SCO.Reporting@supplyontario.ca with a copy to EDUProcurementReporting@ontario.ca as soon as possible.

Alternatively, school boards and school authorities can update their procurement data contact information directly on the [SCDCP](#) through an existing registered contact.

Onboarding and Training

SO will be offering training and information sessions on the reporting templates and process to both OPS and BPS. To [register](#), go to the SO Training webpage for information on the scheduled training sessions and send an email to SCO.Reporting@supplyontario.ca to request a link to the meeting invite.

Copies of all templates, along with FAQs (Frequently Asked Questions) and a User Guide for PAR submissions, can be found on the SCDCP portal.

Deadlines

School boards and authorities are requested to upload their PAR submissions (Procurement contracts signed between **April 1, 2025 and March 31, 2026** in accordance with the above noted thresholds) to the SCDCP by **August 10, 2026** to support EDU's submission timelines to report back to SO. The SCDCP is now open for the data collection exercise.

All report submissions and approvals are to be completed through the SCDCP.

If you have any questions about this memo, please reach out to Lorraine Smith at lorraine.smith@ontario.ca. For questions related to the SCDCP submissions, please email SCO.Reporting@supplyontario.ca.

Sincerely,

Anne Scott
Director (A)
Business Operations Strategic Support Branch