

**December 20, 2013**

**Memorandum to: CAO's, Municipal Delivery Agents**

**From: Paul Baldassarro, Social Assistance Program Manager**

**Re: Making Use of the Ontario Government Vendor of Records (VOR) arrangements)**

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This letter is to inform you that your organization has been approved to use Ontario's VOR arrangements at your option. Organizations that are currently registered to access VOR arrangements do not have to re-register and can continue to use them.

A VOR arrangement is a list of vendors selected through an open, competitive procurement process that allows one or more vendors to offer specific goods or services to buyers for a defined time period, with defined terms and conditions and pricing.

Currently there are more than 50 different VOR arrangements that are available for your use, including but not limited to I&IT solutions consulting services, computer hardware and software, learning and training services, general office products, wireless cellular/paging services & devices, and courier services.

By making purchases through VOR arrangements, your organization will be able to take advantage of:

- Advantageous pricing enabling potential savings;
- Streamlined administrative processes that save time and meet your obligations to conduct procurements competitively; and
- Access to a pre-qualified list of vendors which provides assurance of vendor quality and capability.

### **Registering for enterprise-wide VOR arrangement access**

To access the VOR arrangements individual staff can register online as purchasers at the [Ministry of Government Services, doing business with the Ontario Government website](#). Within a month of registering online, your organization will be notified by email that you can begin using VOR arrangements. You will also be assigned a unique identifier number to be provided to vendors, upon request, when ordering goods/services from the VOR arrangements.

Your organization may have multiple users registered under your organization's name. We recommend you register both the senior I&IT staff person and the staff person who orders office supplies, to take advantage of the significant savings available.

As part of the registration process you will be required to agree to the terms of use in order to view the VOR arrangements. The Terms of Use include, but are not limited to, the requirement that you take:

1. Responsibility for compliance with your own organizational policies and by-laws when using VOR arrangements;
2. Responsibility for your own contract administration and all matters related to doing business with any vendor;
3. Responsibility for obtaining your own professional advice, including your own independent legal advice; and
4. Responsibility to only acquire products or services for your operational needs.

Failure to abide by the Terms of Use may result in the removal of access to VOR arrangements.

The Terms of Use should always be referred to for definitive information regarding your rights and obligations. You may wish to seek professional advice on the interpretation of those documents as they apply to your situation.

### **Using enterprise-wide VOR arrangements**

Each VOR arrangement has a User Guide which provides instructions on use.

Organizations which receive \$10M or more in total annual funding from the Province must follow the requirements of the Broader Public Sector (BPS) Procurement Directive, the BPS Expenses Directive, and the BPS Perquisites Directive. These directives are available at <http://www.doingbusiness.mgs.gov.on.ca> by selecting "Information for Vendors" and scrolling down to "Doing Business with the Broader Public Sector (BPS)".

Organizations which receive less than \$10M in total annual funding from the Province should become familiar with the Procurement Guideline for Publicly Funded Organizations in Ontario which provides valuable information on best and cost-effective practices for the procurement of goods and services. This guideline is available at <http://www.doingbusiness.mgs.gov.on.ca> by selecting "Broader Public Sector Supply Chain Secretariat" and selecting the guideline from the menu.

Other information is available at <http://www.doingbusiness.mgs.gov.on.ca> by selecting "Information for Buyers" and selecting "Frequently Asked Questions".

If you require further information about access to enterprise-wide VOR arrangements, please visit the Events and Seminars listed on the <http://www.doingbusiness.mgs.gov.on.ca>. In addition, please send your questions to [AskFPBM@ontario.ca](mailto:AskFPBM@ontario.ca). The Ministries of Community and Social Services and Children and Youth Services will send your organization an invitation for an interactive training session on VOR arrangements in February, 2014.