



Service Provider to **Ontario** 



JAGGAER Advantage

eTendering: Responding to a Tender on Ontario Tenders Portal


August 1, 2023



Login to the Supplier Profile

Once you have registered as a Supplier, you can login with your “Username” and “Password”. Once logged in, Suppliers have access to all opportunities and can view the status of all current RFx(s).

[ENGLISH](#) [FRENCH](#)



Ontario Tenders Portal
JAGGAER
Service Provider to Ontario

USER LOGIN

Username:

Password:

Go

PUBLIC SECTOR OPPORTUNITIES

[Current Opportunities](#)

[Past Opportunities](#)

[Global Opportunities](#)

NEW SUPPLIER REGISTRATION

Looking for new business with Ontario Public Sector?

Register for **FREE** to receive email alerts and bid for opportunities tailored to your business.

[New Supplier? Register Now](#)

[Forgot your password?](#)

[Request BUYER Support](#)

[Request SUPPLIER Support](#)

[About Ontario Tenders Portal](#)

[Doing Business with Ontario](#)

[Supplier Registration Instruction](#)



Searching/Viewing Opportunities

All opportunities are available to the public, but you can only submit responses once you have registered as a Supplier.

Ontario Tenders Portal
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USER PROFILE

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

MY PROCUREMENT PROJECTS

- ▶ Opportunities Open to All Suppliers
- ▶ Projects
- ▶ RFI Open to All Suppliers
- ▶ RFx Open to All Suppliers
- ▶ My RFI
- ▶ 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 tenders 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** or **RFx Open to All Suppliers**"

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

If you require any assistance then please contact the free Technical Support as soon as possible.

Announcements:

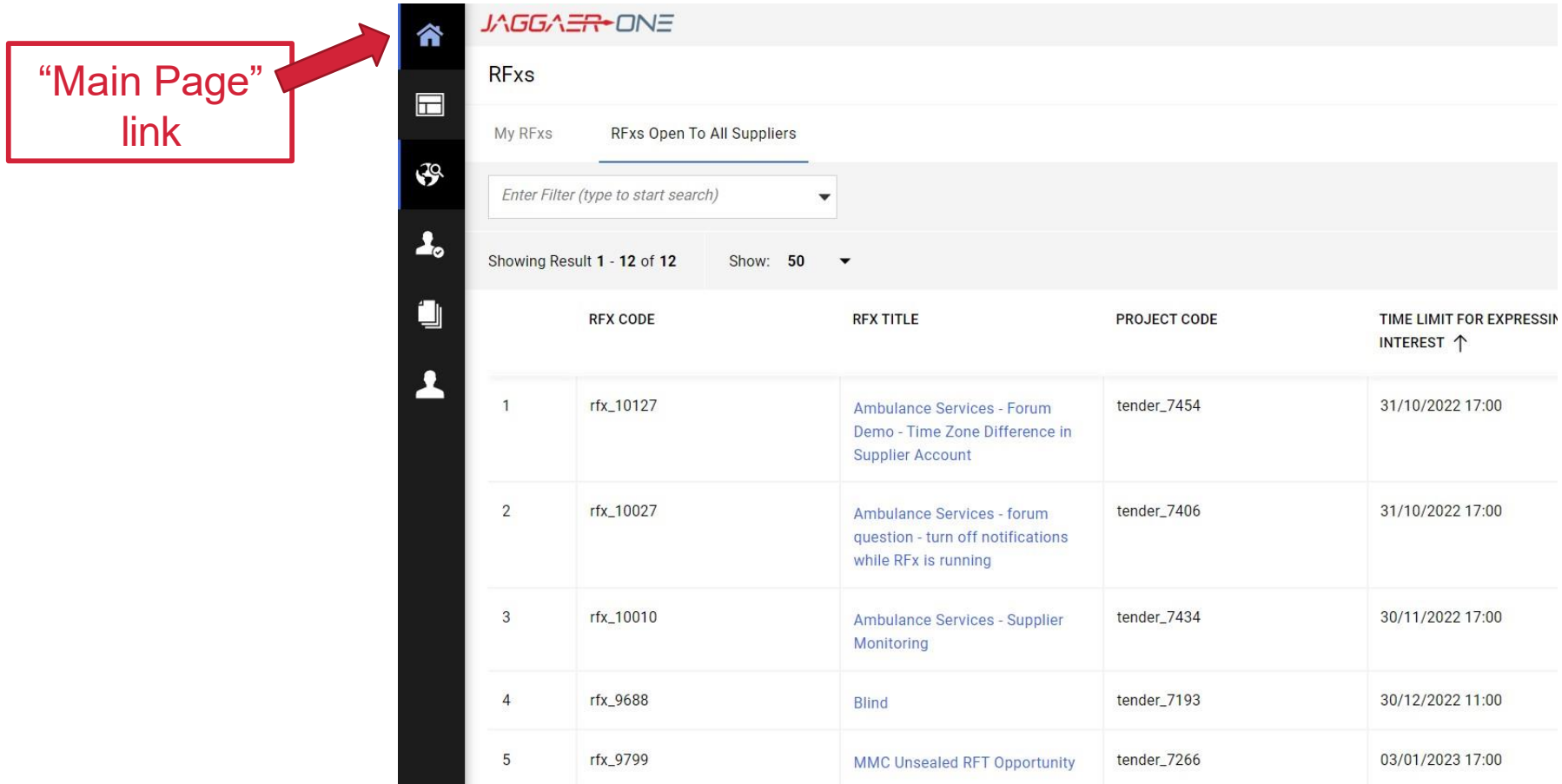
- This notice is to inform all interested parties that the Ontario Government and its agencies have the option to leverage the Ontario Education Collaborative Marketplace (OECM) Office Space Furniture and Related Services buying agreement. OECM's procurement opportunities are posted on this tender portal.
- **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 see **Frequently Asked Questions**.

RFx open to all suppliers that can be used to bid on

RFx that a supplier has specifically been invited to or have expressed interest to

Navigating

You can always get back to the landing page by selecting the “Main Page” link. As you navigate through the links on the supplier page, you will want to view the menu on the left hand side of the screen. This will always inform you as to where you are in the Ontario Tenders Portal.



The screenshot shows the JAGGAER ONE interface for RFXs. A red box on the left contains the text “Main Page” link with a red arrow pointing to the home icon in the sidebar. The main content area displays a table of RFXs with the following data:

	RFX CODE	RFX TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST ↑
1	rfx_10127	Ambulance Services - Forum Demo - Time Zone Difference in Supplier Account	tender_7454	31/10/2022 17:00
2	rfx_10027	Ambulance Services - forum question - turn off notifications while RFX is running	tender_7406	31/10/2022 17:00
3	rfx_10010	Ambulance Services - Supplier Monitoring	tender_7434	30/11/2022 17:00
4	rfx_9688	Blind	tender_7193	30/12/2022 11:00
5	rfx_9799	MMC Unsealed RFT Opportunity	tender_7266	03/01/2023 17:00

Current Opportunities

Click on “RFxs Open to All Suppliers” to view a list of events.
Then click on individual events under RFX Title to access details.

The screenshot shows the JAGGAER ONE interface for RFXs. The top navigation bar includes a home icon and the JAGGAER ONE logo. Below the navigation bar, the page title is 'RFXs'. There are two tabs: 'My RFXs' and 'RFxs Open To All Suppliers', with the latter being selected and circled in red with a '1'. Below the tabs is a search filter input field with the placeholder text 'Enter Filter (type to start search)'. Below the search field, it says 'Showing Result 1 - 12 of 12' and 'Show: 50'. The main content is a table with the following columns: RFX CODE, RFX TITLE, PROJECT CODE, and TIME LIMIT FOR EXPRESSING INTEREST (with an upward arrow). The table contains five rows of data. The first row is circled in red with a '2' and has its title highlighted with a red box: 'Ambulance Services - Forum Demo - Time Zone Difference in Supplier Account'.

	RFX CODE	RFX TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST ↑
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Abstract

The “RFx Details” allows you to identify important details about the RFx including “Project Categories” in the Settings tab, that help you self-select for appropriate opportunities. Click the “**Express Interest**” button to begin your response. By selecting “Express Interest” you will proceed to the “RFx Details” page where you can download all documents and submit your response.


RFx: rfx_10127 - Ambulance Services - Forum Demo - Time Zone Difference in Supplier Account ● Running Decide Later Printable View **Express Interest**

→| **Response Status**

Response status
No Response Prepared

Overview

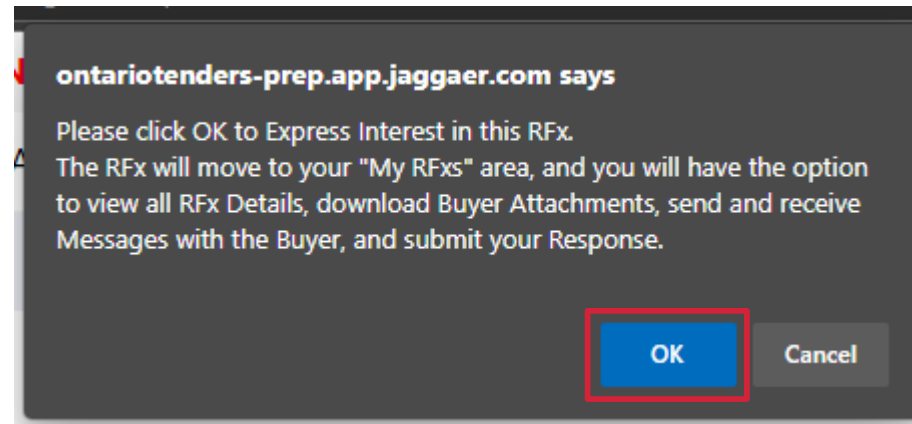
RFx Code rfx_10127	Title Ambulance Services - Forum Demo - Time Zone Difference in Supplier Account
Description Ambulance Services - ODS Demo	Supplier Access RFx Open to All Suppliers
Event Currency CAD	Test RFx No
Buyer Organization Government of Ontario	
Categories ◆ 25101700 - Safety and rescue vehicles ◆ 25172900 - Exterior vehicle lighting ◆ 42131600 - Medical staff clothing and related articles	



Expression of Interest Instructions

Before landing on the RFX Details page, an instruction box will pop up. Click OK.

After clicking OK, following information appears



Information

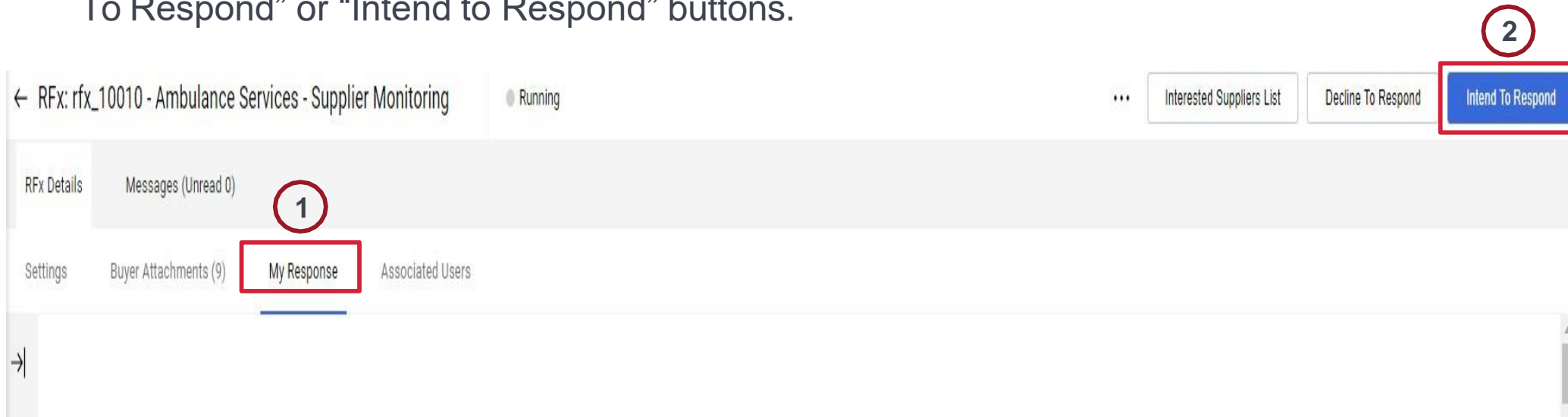
- You have now Expressed Interest and invited yourself to participate in this RFX. This enables you to download any Buyer Attachments, send and receive Messages with the Buyer, and respond to the RFX.

Please select "My Response" from the left menu then click "Create Response" in order to start your response and then submit your completed response to the Buyer.

IMPORTANT: Please ensure that you submit your response to the Buyer before the stated Closing Date & Time.

Intend to Respond

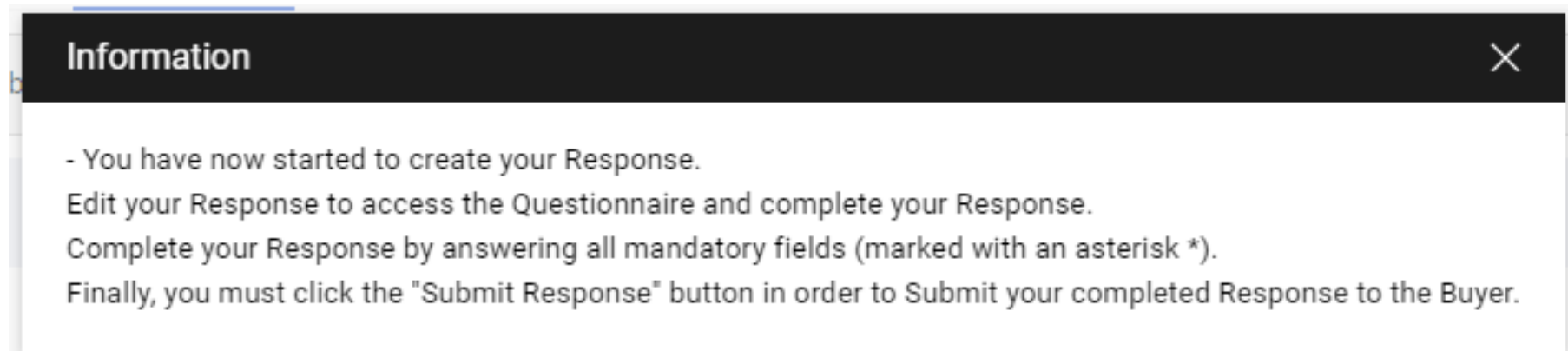
You will be re-directed to the main page where you can select “My Response”.
At this point you have the option to see the “Interested Suppliers List”, “Decline To Respond” or “Intend to Respond” buttons.



To start creating your responses, click “Intend to Respond”.

Response Creation Instructions

Before beginning to create a response, you will receive instructions that guide you through the response creation process

An information dialog box with a black header bar containing the word "Information" and a close button (X). The main content area is white and contains four lines of text: a bullet point, and three lines of instructions.

Information ✕

- You have now started to create your Response.

Edit your Response 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.

Buyer Attachments

Notice that the system will indicate if documents are downloadable and will track the number of documents that have not been downloaded. By clicking on the link, attachments open up in the Buyer Attachments Section.

 Warning: [You have unread Buyer Attachments \(9\). Click here to read the files before Submitting your Response.](#) ← 1 / 2 → ✕

← RFX: rfx_10127 - Ambulance Services - Forum Demo - Time Zone Difference in Supplier Account ● Running ⋮





RFX Details Messages (Unread 0)

Settings **Buyer Attachments (9)** My Response Associated Users

→| Folders and Files List root > ⋮ Mass Download

Enter Filter (type to start search) ▾

Showing Result 1 - 2 of 2 Show: 50 ▾

	FOLDER/FILE NAME ↑	DESCRIPTION	SIZE	LAST MODIFICATION DATE	
1	 RFB Addenda (2)	Note to Bidders: This folder will be empty at time of RFB posting, but documents and/or Addenda ...	58 KB	04/10/2022 12:39:15	
2	 RFB Attachments (7)	Download and read all attachments that form part of the Request for Bids ("RFB") before submitting ...	554 KB	04/10/2022 12:39:15	

The “Buyer Attachments” section will provide additional documents for Suppliers containing important details of the RFX and any updates

Creating a Response

Notice that the RfX can be divided into 3 sections or envelopes: Qualification, Technical and Commercial.

← RfX: rfx_10127 - Ambulance Services - Forum Demo - Time Zone Difference in Sup... ● Running ⋮ Interested Suppliers List Online Questionnaire In Excel Submit Response

RfX Details Messages (Unread 0)

Settings Buyer Attachments (9) **My Response** Associated Users

	ENVELOPE	INFO PARAMETERS		
1.	Qualification Response	Missing mandatory responses (16)		
2.	Technical Response	Missing mandatory responses (7)		
3.	Commercial Response	Mandatory fields missing (5)	Total Price (excluding optional sections)	0

Currency: CAD

By selecting the Pen icon on each Response Section, you can begin populating your response.

1. QUALIFICATION RESPONSE (QUESTIONS: 39)

Envelope 1: Qualification Response

Notice there is a Questionnaire pre-populated in this Section. You will need to read and respond to all questions within the envelope. In some cases, the Questionnaire will contain a combination of notes to the supplier as well as questions that require a response. Click the Pen icon to modify the Questionnaire directly within the system.


← RfX: rfx_10127 - Ambulance Services - Forum Demo - Time Zone Difference in Sup... ● Running ... Interested Suppliers List Online Questionnaire In Excel Submit Response

RfX Details Messages (Unread 0)

Settings Buyer Attachments (9) My Response Associated Users

	ENVELOPE	INFO PARAMETERS		
1.	Qualification Response	Missing mandatory responses (16)		
2.	Technical Response	Missing mandatory responses (7)		
3.	Commercial Response	Mandatory fields missing (5)	Total Price (excluding optional sections)	0

Currency: CAD

1. QUALIFICATION RESPONSE (QUESTIONS: 39) 

Envelope 1: Qualification Response continued

You can update or edit your response at any time up until the submission deadline. Notice how the screen changes enabling you to select and edit any question.

“Save and Continue” – save responses and continue to the next section or portion of the RFX.

“Save and Return” – save responses and return to the homepage to logout and complete your response later.

RFX: rfx_10127 - Ambulance Services - Forum Demo - Time Zone Difference in Supplier Account

Running

Save And Continue

Cancel

Save And Return

1.2 THE DELIVERABLES - QUESTION SECTION

	NOTE	NOTE DETAILS
1.2.1	The Deliverables	For Section 1.2 of the RFB, please refer to Part #3 - The Deliverables.

1.3 MANDATORY ELIGIBILITY REQUIREMENTS - QUESTION SECTION

	NOTE	NOTE DETAILS	
1.3.1	Mandatory Eligibility Instructions	A Bidder's eligibility must be demonstrated before a Bid may be accepted. If the Bidder has not demonstrated an eligibility with a 'Yes' response or evidence to a specific requirement below, the ministry reserves the right to disqualify the Bidder.	
	QUESTION	DESCRIPTION	RESPONSE
1.3.2	Number of EMT Professionals on Staff	* Does your organization hire and maintain a staff of at least 36 certified EMT professionals?	--- Yes No
1.3.3	Number of Vehicles in Fleet	* Does your organization procure and maintain at least 18 vehicles used for emergency services?	
1.3.4	Support Capability	* Does your organization provide support to field crews in the form of maintenance, communications and administration?	---


Envelope 2: Technical Response

Click the Pen icon to modify response to Technical online Questionnaire.

← RFX: rfx_10127 - Ambulance Services - Forum Demo - Time Zone Difference in Supplier Account ● Running ... Interested Suppliers List Online Questionnaire In Excel [Submit Response](#)

RFX Details Messages (Unread 0)

Settings Buyer Attachments (9) **My Response** Associated Users

→ | ✓ 2. TECHNICAL RESPONSE (QUESTIONS: 7) 

▼ 2.1 BIDDER INSTRUCTIONS FOR TECHNICAL ENVELOPE - QUESTION SECTION

	NOTE	NOTE DETAILS
2.1.1	Bidder Instructions	Bidders must read all information in the Technical Envelope and its related attachments (if any) before submitting their Bid submissions. Note: Plain text responses allow up to 2000 characters (including spaces and punctuation) to be entered.
2.1.2	File Size Restrictions when Uploading Attachments	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. Please note that only ONE (1) file can be uploaded for each attachment question (Rated Criteria). If your file is large or you have multiple files to attach, you can compress the data into a single compressed ZIP file. 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.
2.1.3	Stage 2 - Minimum Threshold Score for Rated Criteria	Bids must receive a minimum score of 51 Points (51%) or greater out of the 100 Total available Points at the conclusion of Stage 2 to be deemed qualified to proceed to Stage 3 of the evaluation. Bids that do not meet the minimum threshold score will not be evaluated further.

Envelope 2: Technical Response continued

Notice how the screen changes, enabling you to select and edit any particular question.

RFX: rfx_10127 - Ambulance Services - Forum Demo - Time Zone Difference in Supplier Account

Running

Save And Continue

Cancel

Save And Return

2.3 CAPABILITIES (STAGE 2): 50 POINTS - QUESTION SECTION			
	NOTE	NOTE DETAILS	
2.3.1	Capabilities of EMT Services and Vehicular Support	Capabilities of EMT Services and Vehicular Support also includes communications, administrative and facility services and support.	
	QUESTION	DESCRIPTION	RESPONSE
2.3.2	Description of Bidder	* Provide us with a description of your organization (2000 characters or less).	<input type="text"/> <small>Characters available 2000</small>
2.3.3	Level of Experience	* What is the level of experience that your organization has within providing EMT and ambulance services? 0-1 Years (1 point) 2-5 Years (2 points) 6-10 Years (4 point) 10-20 Years (8 points) Over 20 Years (10 Points)	<input type="text"/>
2.3.4	EMT, Vehicular & Support Roles	* Which of the following service roles does your organization provide (multiple choice response, choose as many as needed) EMT Technician (3 points) Driver (3 points) Vehicular Maintenance (2 points) Communications Specialist (1 point) Administrative (1 point)	<input type="checkbox"/> EMT Technician (3 points) <input type="checkbox"/> Driver (3 points) <input type="checkbox"/> Vehicular Maintenance (2 points) <input type="checkbox"/> Communications Specialist (1 point) <input type="checkbox"/> Administrative (1 point)
2.3.5	Knowledge, Skills and Expertise	* Provide a knowledge level number for your organization, based on the matrix provided within the RFB document.	<input type="text"/>

Response Summary

Once you have completed your responses in the sections/envelopes, be sure to review the “My Response Summary” to ensure that you have completed all mandatory fields.

← RFX: rfx_10127 - Ambulance Services - Forum Demo - Time Zone Difference in Supplier Account ● Running ... Interested Suppliers List Online Questionnaire In Excel [Submit Response](#)

RFX Details Messages (Unread 0)


Settings Buyer Attachments (9) **My Response** Associated Users

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

My Response Summary

	ENVELOPE	INFO PARAMETERS
1.	Qualification Response	Missing mandatory responses (16)
2.	Technical Response	Missing mandatory responses (7)
3.	Commercial Response	All quoted items completed

Total Price (excluding optional sections) 492



Submit Response

Click "Submit Response"

← RFX: rfx_10127 - Ambulance Services - Forum Demo - Time Zone Difference in Supplier Account ● Running ... Interested Suppliers List Online Questionnaire In Excel **Submit Response**

RFX Details Messages (Unread 0)

Settings Buyer Attachments (9) **My Response** Associated Users

→ | **i** Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

∨ My Response Summary

	ENVELOPE	INFO PARAMETERS	
1.	Qualification Response	Missing mandatory responses (16)	
2.	Technical Response	Missing mandatory responses (7)	
3.	Commercial Response	All quoted items completed	Total Price (excluding optional sections) 492

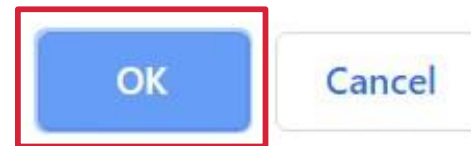
Submission Instructions

Before submitting your response, you will receive a final warning. Click OK once you confirm your response is completed.

Even after submission, you can continue to edit and submit revised responses until the bid submission deadline. Do not wait until moments before the submission deadline to create your response.

ontariotenders-prep.app.jaggaer.com says

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".



Tips for a Stress Free Tender

- Read all supporting documentation thoroughly
- Do not leave responding until the last minute
- Always use the secure messaging function
- Only upload attachments when requested
- Answer all relevant questions
- Follow all instructions
- Keep your username and password safe
- Save your work regularly



Further Help

- For further help, please check out the online help for suppliers
- Alternatively, you can contact Jaggaer by submitting the [Request Supplier Support webform](#) or call toll free (866) 722 7390

