



PROCUREMENT STEPS for CORRECTIONAL & YOUTH JUSTICE FACILITIES

Step 1

Ontario Shared Services (OSS) buys on behalf of CORRECTIONAL & YOUTH JUSTICE FACILITIES, POLICE & FIRE COLLEGES, and similar PUBLIC SERVICE INSTITUTIONS.

..... They award one
CONSOLIDATED GROCERIES CONTRACT
to one distributor for all its facilities for 3-5 years.
..... This establishes a
Mandatory Vendor of Record (VOR) Arrangement
which list the contracted products they want.

Step 2

To sell to these facilities, you want to market your product to Ontario Shared Services (OSS).

3 WAYS TO GET ONTARIO SHARED SERVICES (OSS) TO DISCOVER YOUR NEW PRODUCT

1 Forward your new product & nutritional information to the Contract and Services Coordinator at OSS. Go direct to Don!

Donald.Morrison@ontario.ca

2 Find out who the contracted distributors are. Get them to like and recommend your product to the facilities or to the OSS Contract and Services Coordinator.

3 Demonstrate your product at a food show e.g. CRFA show and distributor trade shows.



Step 4

It is mandatory that the facilities use the vendor of record (VOR) arrangements set up by OSS. But distributors and OSS review, add, and discontinue products all the time. So get in there!



Make your product known before the contract is re-tendered

YOU COULD BE LISTED AS AN EQUIVALENT OR ALTERNATIVE PRODUCT/BRAND ON AN EXISTING VENDOR OF RECORD.

Step 5

Every 3 to 5 years an open request for proposals is solicited for distributors. It's no longer time for a supplier to market product. Distributors are now evaluated on criteria such as:

COST	ABILITY TO SUPPLY TO ALL FACILITIES	FOOD SAFETY CREDENTIALS
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Step 3

The OSS consults its Food Service Advisory Forum about a potential new product. Then the product goes through a food testing and evaluation process. The product will be evaluated for:



PERFORMANCE IN THEIR COOKING SYSTEM



NUTRITIONAL SPECS



COST



PACKAGING

(attention to safety risks important to correctional facilities, e.g. no staples or string in product)

Step 6

Ontario Shared Services awards one distributor a 3-5 year Consolidated Groceries contract for all its facilities. This includes the option to renew for the 4th or 5th year.

Step 7

Food is distributed by the winning distributor directly to the various facilities.

