

IESO Procurement Request Form

Name of Business Lead:	<i>Requester Name</i>
Division/Department:	<i>Insert division or department name</i>
Date Submitted:	<i>Insert date submitted</i>
Item	Business Response
Brief description or overview of procurement need:	<i>Provide a description of the services or goods needed</i>
Type: Consulting or Non-Consulting Services or Goods	☐ Consulting Services ☐ Non-Consulting Services ☐ Goods
Procurement Method: RFP, RFQ, RVOR or RFS (for VOR 2 nd Stage):	☐ RFP ☐ RFQ ☐ RVOR ☐ RFS If RFS, specify the VOR:
Market: Invitational or Open Competition	☐ Invitational to 3 or more vendors ☐ Open/Public Competition
Proposed Timeline:	<i>Identify the timeline for the procurement process. Include any specific deadlines to have the contract in place by.</i>
Proposed term of potential contract: (please indicate any options to extend)	<i>Include the total base length of the contract term plus any options to extend. Eg. 3 years + 2 year extension</i>
Total Procurement Value: Potential \$ Value of the resulting contract(s):	<i>Identify the Total Procurement Value of the contract, including the base term, extension options, and any contingency.</i>
Confidentiality: Will the RF(x) or any stage of the evaluation include access to confidential information?	<i>(Y/N) – Include details of information to be provided and at what stage of the process. Identify any requests to include a Non-Disclosure Agreement.</i>
Personal Information: Will the scope of work include the access to or disclosure of Personal Information	<i>Y/N – Include details of personal information (eg. IESO Personnel files, contract counterparties who are individuals, etc.;</i>
Policy Development: Will the Service Provider be participating in the development of IESO policies?	<i>Y/N – Include details of the policy/policies</i>
AODA Requirements: Will the Service Provider be providing goods or services to IESO employees or the public on behalf of the IESO?	<i>Y/N – Include details. Examples may include: Developing external web pages for the public, interacting with IESO stakeholders, providing training services to employees, etc.</i>

***The final methodology for the procurement will be determined by your Procurement Specialist. Business Users should provide as much information as possible to ensure the correct form, format and strategy is employed.*

IT Requirements: Does the procured goods/services have an IT component (eg. Software, hardware, Software as a Service)? If yes, has IT Cybersecurity performed a risk assessment of the IT component? Please indicate the individual in IT that has been engaged.	Y/N – Include details. Examples may include: new software licenses, development of a web service, purchase of computers, computer accessories, etc. If Yes – identify the individual in IT who conducted the assessment and/or provide a copy of their assessment for review by procurement. Note that this impacts the contractual arrangements with the selected vendor.
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