

Fleet Vehicle policy: A Guide for Public Sector Buyers

Developed by: Ministry of Public and Business Service Delivery and Procurement

Version Date: March 30, 2026

WARNINGS and DISCLAIMER:

This document contains suggested terms which may be used in procurement documents issued by public sector entities. Final terms used in any procurement document or contract may differ. As such, this document is not intended to be interpreted as creating any legal rights or obligations applicable to Ontario, any public sector buyer or any of its bidders or contractors. Where such terms are at issue, they will be found exclusively in the procurement document or individual contract specifically governing the particular transaction.

This guide is provided to assist users in fulfilling their obligations under the Fleet Vehicle policy.

Users should always consult with their procurement, business, and legal advisors on proper use of this document and its content.

All questions related to the use or application of the Made-in-Ontario Vehicle Procurement Policy to a particular procurement should be directed to doingbusiness@supplyontario.ca.

1 Purpose

This Guide is intended to support public sector buyers on how to be compliant with the Strategic Category - Made-in-Ontario Vehicle procurement policy (the “policy”) requirements when conducting procurements. It complements the policy by demonstrating how public sector buyers can incorporate its requirements into the procurement process and apply them consistently across procurement activities.

2 The Made -in-Ontario Fleet Vehicle policy

For government and designated BPS entities the Fleet Vehicle policy requirements are included in Section 4.4.1 (Fleet Vehicles) of the Buy Ontario Procurement Directive. For municipal sector entities the requirements are included in Section 4.2.1 (Fleet Vehicles) of the Municipal Buy Ontario Procurement Directive. Both directives were issued under the authority of the *Buy Ontario Act (Public Sector Procurement), 2025*.

The Fleet Vehicle policy established to protect the Province and Ontarians in the face of unprecedented economic challenges and requires the public sector and its agencies to prioritize purchasing vehicles that are made in Ontario. The Policy was established as part of an Ontario government response to U.S. tariffs on Canadian products and services, support the domestic automotive industry and encourage investments to protect automotive jobs in the province by leveraging the purchasing power of the public sector. The policy encourages Ontario's public sector and municipal purchases or leases vehicles manufactured in Ontario or from original equipment manufacturers operating in Ontario.

Existing procurement direction continues to apply unless otherwise noted.

For the Ontario Public Service (OPS) and the Designated Broader Public Sector (BPS), the requirements set out in the OPS and BPS procurement directives continue to apply.

For municipalities, local boards, and municipal services corporations (“Municipal Entities”) all procurement requirements applicable to the Municipal Entity remain in force, including any municipal by-laws.

Where a conflict or inconsistency arises between this policy and any applicable procurement directive, policy, procurement direction, or municipal by-law, this Policy prevails to the extent of the conflict or inconsistency.

The Policy does not prevail over legislation.

For any clarification or questions regarding the applicability of the policy, please contact doingbusiness@supplyontario.ca.

2.1 EFFECTIVE DATE

The policy is effective for the following entities as follows:

- Government entities, designated Broader Public Sector (BPS) organizations and Municipal entities on April 13, 2026
- Local Boards and Municipal Services Corporations on June 1, 2026

3 Application and Scope

3.1 APPLICATION

This policy applies to all public sector entities, which includes:

A. Government entities:

- all ministries
- all provincial agencies (including any provincial agencies that are Other Included Entities under the OPS Procurement Directive)
- the Ontario Power Generation Inc. and each of its subsidiaries (OPG)
- the Independent Electricity System Operator (IESO)

B. Designated BPS Organizations:

- the BPS organizations that are subject to the [BPS Procurement Directive](#).

C. Municipal entities:

- Municipalities, local boards and municipal services corporations that are prescribed as “public sector entities” under the Buy Ontario Act (Public Sector Procurement), 2025.

3.2 SCOPE

This policy applies:

- To all new¹ procurements of new light-duty passenger fleet vehicles.
- Irrespective of value, procurement method (invitational, open competitive or non-competitive) or procurement type (purchase or lease).

The policy does not apply to:

- Existing contracts that were executed prior to the effective date of the policy
- Contract extensions that were included in the scope of the original procurement.
- Short term vehicle leases up to 12 months
- Vehicles that are physically modified or upfitted (excluding changes that only affect the visual appearance of the vehicle) for an intended operational use or function, including specialty vehicles, such as ambulances, school buses, police cruisers, enforcement vehicles and emergency response vehicles).
- Vehicles required for covert or surveillance purposes.
- Vehicles with a Gross Vehicle Weight Rating (GVWR) greater than 4500 kg.
- Used vehicles.

3.3 DEFINITIONS

“Made-in-Ontario Vehicle” (MIO): A vehicle that is manufactured in Ontario and contains the number “2” as the first digit of the Vehicle Identification Number (VIN).

“Ontario Vehicle Producer” (OVP): An Original Equipment Manufacturer (OEM) that sells vehicles and would meet the threshold of 1,500 annualized jobs across their Ontario footprint of active and/or planned fully and partially owned vehicle assembly and plants.

¹ “New procurement” means any procurement initiated after the policy’s effective date. For greater clarity, a procurement is considered to be new if, as of the effective date of the policy:

- it has not been posted on an electronic tendering system
- no invitation to participate in the procurement has not been issued,
- no binding order commitment by the public sector entity

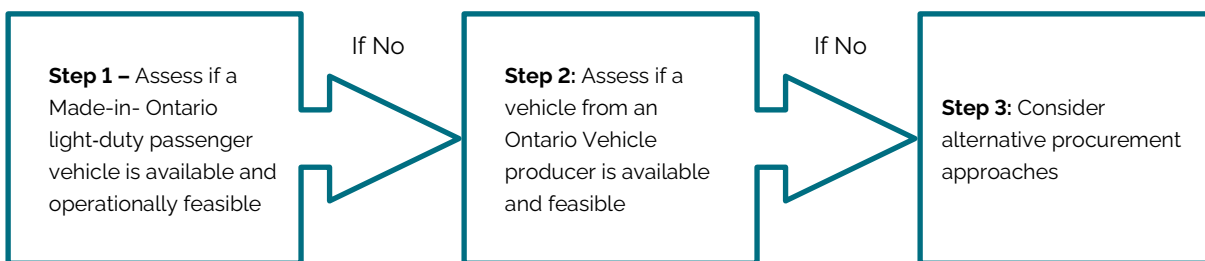
“Operationally feasible”: For the purpose of this guidance, ‘operationally feasible’ means the vehicle can meet the operational requirements of the procuring entity, as determined by that procuring entity based on its specific needs and circumstances. This determination, and it must be documented and approved in accordance with the entities’ delegation of financial authorities.

“Short Term Vehicle Lease”: A short-term vehicle lease is a vehicle lease with a duration of more than one month but not exceeding twelve months. A vehicle leased with a for less than one month is considered a daily rental and is not included in this category. A vehicle lease with a duration of less than one month is considered a daily rental and is not a ‘Short Term Vehicle Lease’ for the purpose of the Policy.

4 Impacts to the Procurement Process

4.1 OVERVIEW

Under the Policy, public sector entities must follow a specific sequence when buying or leasing new light-duty passenger vehicles. Public sector entities must begin by considering Made-in-Ontario Vehicles. If a Made-in-Ontario Vehicle is available and can meet the entity’s operational needs, it must be selected. When a Made-in-Ontario Vehicle is not available or does not meet operational requirements, the entity must then consider vehicles from Ontario Vehicle Producers. Vehicles from an Ontario Vehicle Producers must be selected if they are available and operationally feasible. If neither a Made-in-Ontario Vehicle nor a vehicle by an Ontario Vehicle Producer is available or able to meet the entity’s operational needs, the entity may then consider other vehicle options.



EXAMPLES

Made-in-Ontario Vehicles

- **Chrysler** Caravans and Pacificas

Ontario Vehicle Producers

- Ford
- GM

- **Chevrolet** certain Silverado Crew Cabs
- **Honda** CRV, CRV hybrid, Civic Honda
- **Lexus** RX, Lexus NX
- Toyota RAV4 hybrid
- Honda
- Stellantis
- Toyota
- Volkswagen

Note: This list is not exhaustive. It reflects the information available at the time the policy came into effect and may change as new vehicle models enter the market or as bidders update their production locations. Public sector buyers can use this list as a starting point when conducting market research. It can help identify other vehicles that may qualify as Made-in-Ontario Vehicle or a vehicle from an Ontario Vehicle Producer.

Public sector buyers may rely on bidder/vendor attestations regarding whether a vehicle is a Made-in-Ontario Vehicle or a vehicle by an Ontario Vehicle Producer.

4.1.1 Applying the Procurement Restriction Policy (government and designated BPS organizations)

This requirement applies only to government and designated BPS organizations. Where applicable, these entities must first apply the Procurement Restriction Policy and clearly state in procurement documents that bidders who meet the definition of a U.S business are excluded from participation (please refer to the Procurement Restriction Policy section 4.3 of the Buy Ontario Procurement Directive.

4.2 VENDOR OF RECORD ARRANGEMENT (VOR)

There are enterprise-wide VOR arrangements for Vehicle Acquisitions and Upfitting Services and Fleet Management Services that are managed by Supply Ontario. These VOR arrangements support the Made-in-Ontario Vehicle Procurement Policy and is available to public sector entities covered by the Policy.

Government entities are required to use existing enterprise-wide VOR arrangements wherever possible and appropriate, regardless of dollar value.

Information related to VOR arrangements may be found at [Supply Ontario Enterprise-wide VOR arrangements](#) or by emailing doingbusiness@supplyontario.ca.

4.2.1 Accessing the VOR

OPS ministries and Provincial Agencies required to use mandatory Central Common Services must work through the Ministry of Transportation Fleet Management Centre (MTO FMC) for all vehicle purchases. MTO FMC is the designated common services provider under the OPS Procurement Directive and coordinates the use of the applicable enterprise-wide VOR arrangement for fleet vehicles.

What to do

- Contact MTO FMC at the start of procurement planning.
- Share the operational requirements and timelines so MTO FMC can confirm the appropriate VOR process.
- Follow the process and documentation requirements confirmed by MTO FMC and the OPS Procurement Directive.

Provincial agencies that are not required to use mandatory Central Common Services must use the applicable enterprise-wide Vendor of Record (VOR) arrangements for purchases of their fleet vehicles. Registered OPS and non-OPS clients must log in to the [Vendor of Record Client Portal](#) to access the full details, requirements and related resources.

Designated Broader Public Sector Organizations must use existing VORs or any other purchasing arrangement whenever these arrangements are available and meet business requirements and comply with the policy requirements.

Designated BPS organizations choosing to use the Vehicle Acquisitions and Upfitting Services or Fleet Management Services arrangements established by Supply Ontario may do so by registering as non-OPS buyers. To confirm whether an entity is already registered, contact bpssupplychain@supplyontario.ca or consult the [List of Successfully Registered OPS Clients and Non-OPS Clients](#).

All registered buyers can access the list and details of enterprise-wide VOR arrangements through the [Vendor of Record Client Portal](#).

Designated BPS Organizations and municipal sector entities are responsible for confirming whether an existing VORs or any other purchasing arrangement they choose to use is consistent with the requirements of the Policy.

If a VOR arrangement cannot be used, the public sector entity must conduct its procurement in a manner that gives priority first to Made-in-Ontario vehicles and then to Vehicles by an Ontario Vehicle Producer, unless the entity has received the required approvals to do otherwise.

4.3 COMPETITIVE PROCUREMENT PROCESS

Public sector buyers must apply the Made-in-Ontario Vehicle Procurement Policy when conducting any competitive procurement for the purchase or lease of a new light-duty passenger fleet vehicles. This includes both invitational competitive and open competitive processes. Public sector buyers may consider implementing the requirements of the Policy in one of the two ways²:

1. Restricted Eligibility Approach: Fully restrict the competition to vendors that can supply a Made-in-Ontario Vehicle, or vehicles by an Ontario Vehicle Producer.
2. Sequence-based Evaluation Approach: Allow all vendors to submit bids by category, with bids evaluated sequentially (i.e. one category at a time).

Note: These approaches are provided for guidance only and do not limit the use of other suitable methods to meet the Policy requirements. Public sector buyers retain discretion to use alternative approaches that satisfy the requirements of the Policy.

4.3.1 Restricted Eligibility Approach

Public sector buyers may restrict the procurement so only vendors who meet the Made-in-Ontario Vehicle or Ontario Vehicle Producer requirements can submit a bid.

Under this option:

²

- Public sector buyers should structure the procurement to align with sequence of the Policy, ensuring that Made-in-Ontario Vehicle requirements are assessed first before bids are considered eligible for further evaluation.
 - If a Made-in-Ontario Vehicle is available, the competition must be limited to bidders that can supply a Made-in-Ontario Vehicle. Only those vendors may be invited or allowed to submit a bid.
 - If a Made-in-Ontario Vehicle is not available, public sector buyers must move to the next step in the sequence and consider vehicles from Ontario Vehicle Producers.
- Procurement documents must clearly state who is eligible to bid, limiting bids to vendors who can supply either a Made-in-Ontario Vehicle or, where applicable, a vehicle by an Ontario Vehicle Producer.
- Vendors may be required to submit a mandatory attestation with their bid confirming that the proposed vehicle meets the definition of a Made-in-Ontario Vehicle or a vehicle by an Ontario Vehicle Producer. Supporting evidence may also be provided.

Note: The vendor is not required to be an Ontario Vehicle Producer but must attest, and provide supporting evidence as required, that the proposed vehicle is by an Ontario Vehicle Producer.

- If a vendor cannot meet these requirements, their bid should be considered non-compliant and should not be evaluated.

4.3.1.1 Invitational Competitive Process

An invitational competitive procurement requires public sector buyers invite qualified vendors to submit a written proposal in response to a request issued by the public sector buyer. As a best practice, a minimum of three vendors should be invited.

Invitational competitive procurement thresholds³:

³ An open competitive procurement must be conducted for competitive procurements exceeding the values listed in this table.

Type	OPS	Designated BPS	Municipal Entities
Goods	Below \$34,700	Below \$139,000	Below \$139,000
Services	Below \$139,000	Below \$139,000	Below \$139,000

Table 4-1

How to Apply the Policy

- Conduct market research to determine which vendors to invite. Before issuing an invitation, public sector buyers should:
 - Identify vendors capable of providing vehicles that meet operational needs (Can the vendor provide the right model, size, configuration, or features needed?).
 - Confirm which of those vendors meet the Made-in-Ontario Vehicle or Ontario Vehicle Producer eligibility requirements.
 - Decide whether to invite only vendors capable of supplying a Made-in-Ontario Vehicle or, if that is not available, vendors capable of supplying a vehicle by an Ontario Vehicle Producer.
 - Document the rationale for the restriction and confirm the minimum number of vendors to invite.

Note: The decision to limit invitations to Made-in-Ontario Vehicles or, where not available, Ontario Vehicle Producer vendors are based on buyer knowledge of the market and operational requirements.

- Draft the procurement document to clearly state bidder eligibility requirement, limiting participation to bidders that can supply provide either Made-in-Ontario Vehicles or vehicles by an Ontario Vehicle Producer as applicable

Note: public sector buyers may request and rely on an attestation that the bidder meets the eligibility requirements. For Made-in-Ontario Vehicles, public sector buyers can also require bidders to submit proof that the first digit of the Vehicle Identification Number (VIN) is 2.

- Review the submission to ensure that the bidders met the eligibility requirement of Made-in-Ontario Vehicle or Ontario Vehicle Producer (as applicable) and any other mandatory requirement.

4.3.1.2 Open Competitive Process

An open competitive procurement process involves posting the opportunity publicly on an e-tendering platform (such as the Ontario Tenders Portal or MERX). This allows any interested Vendor to view the posting and ensures equal access to the opportunity. While any Vendor may submit a bid in response to the posting, only those that meet the Made-in-Ontario Vehicle or Ontario Vehicle Producer eligibility requirements.

Open competitive procurement thresholds:

Type	OPS	Designated BPS	Municipal Entities
Goods	\$34,700 or Greater	\$139,000 or Greater	\$139,000 or Greater
Services	\$139,000 or Greater	\$139,000 or Greater	\$139,000 or Greater

Table 4-2

How to Apply the Policy

- Conduct market research to determine whether the procurement opportunity will be restricted to either vendors who can supply Made-in-Ontario vehicles or vendors who Ontario Vehicles Producers. Before posting the opportunity, public sector buyers should:
 - Identify vendors capable of providing vehicles that meet operational needs (Can the vendor provide the right model, size, configuration, or features needed?).
 - Confirm that the market assessment indicates the presence of vendors that meet the Made-in-Ontario Vehicle or Ontario Vehicle Producer eligibility requirements.
- Draft the procurement document to clearly outline eligibility requirements, specifying either Made-in-Ontario Vehicle eligibility or Ontario Vehicle Producer vehicle eligibility, as determined by the buyer based on the procurement requirements.

Note: Public sector buyers may require and rely on an attestation, that the vendor meets the eligibility requirements. For Made-in-Ontario Vehicles, public sector buyers can also require vendors to submit proof that the first digit of the Vehicle Identification Number (VIN) is 2 with their bids.

- Review the submission to ensure that the bidders met the eligibility requirement of Made-in-Ontario Vehicle or Ontario Vehicle Producer (as applicable) and any other mandatory requirement.

4.3.2 Sequence-based Evaluation Approach

A sequence-based bid evaluation approach allows public sector buyers to conduct competitive procurement process while still following the required order of preference in the Policy. Under this approach, all vendors may submit a bid. Bids are evaluated sequentially based on the vehicle category identified in the bid. The bids are not evaluated at the same time. Instead, they are opened and assessed in a defined sequence that reflects the Policy requirements.

This approach can be useful when the public sector buyer is:

- Unsure whether Made-in-Ontario Vehicles or Ontario Vehicle Producer vehicles are available for the specific requirement.
- Concerned that fully restricting the competition could result in no eligible bidders meeting the requirements, which may lead to cancelling and re-issuing the procurement. The sequence-based approach avoids this by allowing all bids to be submitted and evaluated in sequence.

Open Vehicle Category.

Include the Open Vehicle Category only when market research shows that neither a Made-in-Ontario Vehicle nor a vehicle by an Ontario Vehicle Producer is available or operationally feasible

4.3.2.1 Invitational competitive process

When using a sequence-based evaluation approach in an invitational procurement process, public sector buyers will invite a selected group of vendors based on the public sector buyer's understanding of the market and the vendors' ability to meet the requirement.

The invitational process remains competitive, but evaluation follows the Policy's required sequence, beginning with Made-in-Ontario Vehicles and proceeding only as needed to the next categories. Public sector buyers have flexibility in choosing which

vendors to invite, provided the selection is supported by market research and aligns with the structured evaluation process. See Table 4-1 for the Invitational competitive procurement thresholds

How to Apply the Policy

- Conduct market research to determine which vendors to invite. Before issuing an invitation, public sector buyers should:
 - Identify vendors capable of providing vehicles that meet operational needs (Can the vendor provide the right model, size, configuration, or features needed?).
 - Assess if any of those vendors meet the Made-in-Ontario or Ontario Vehicle Producer eligibility requirements.
- Based on market research, determine the group of vendors to invite to submit a bid. Public sector buyers may invite vendors in the following categories:
 - vendors able to supply Made-in-Ontario Vehicles,
 - vendors able to supply vehicles by Ontario Vehicle Producers, and
 - vendors whose proposed vehicles would fall under the Open Vehicle Category (if included)

Note: Document the decision to include an Open Vehicle Category. The Open Vehicle Category should be included only when there is a reasonable indication that Made-in-Ontario or Ontario Vehicle Producer options may not be available or operationally feasible.

- Draft a procurement document that clearly explains that all invited vendors may submit a bid, but bids will be opened and evaluated in sequence:
 1. Bids for Made-in-Ontario Vehicle bids
 2. Bids proposing vehicles by an Ontario Vehicle Producer bids
 3. Open Vehicle Category bids (if included)
 - Include the evaluation methodology, all mandatory requirements, the order of evaluation, and a clear explanation of how it will be determined whether sequential evaluations will advance to the next stage or conclude (e.g., once a bid is found compliant and meets the stated operational requirements and overall needs). For example:

- If a Made-in-Ontario Vehicle bid is compliant and meets the stated operational requirements and overall needs, subsequent categories will not be evaluated.
- If a bid proposing vehicles by an Ontario Vehicle Producer is compliant and meets the stated operational requirements and overall needs, the Open Vehicle Category will not be evaluated.

Note: Where compliant bids propose fewer vehicles than required by the public sector entity (e.g., two compliant vehicles where three are required), evaluation may proceed to the next category to meet the remaining requirements.

- Instruct invited bidders to identify which category their bid falls under.
- For Made-in-Ontario and Ontario Vehicle Producer submissions, require proof of eligibility, which may include an attestation and/or other evidence demonstrating that the vehicle meets the applicable definition.
- Include the evaluation methodology, all mandatory requirements, the sequence of evaluation, and a clear explanation of when the procurement is completed (e.g., evaluation will not proceed to the next category once a bid is found compliant and meets the stated operational requirements).
- Evaluate bids in accordance with the sequence specified in the procurement document and conclude when a bid is identified that is compliant and meets the stated operational requirements.
 - Review each bid to confirm that the following have been satisfied:
 - mandatory requirements.
 - bidder eligibility requirements (including any required proof of eligibility)
 - other mandatory requirements of the procurement
 - Do not evaluate or open bids that do not meet mandatory requirements.
 - Evaluate Made-in-Ontario Vehicle bids first. Only bids that are compliant and meet the stated operational requirements move to technical or price evaluation, as applicable.

- If no Made-in-Ontario Vehicle bids are compliant and meet the stated operational requirements, evaluate Ontario Vehicle Producer bids next using the same evaluation methodology.
- Evaluate the Open Vehicle Category bids only if no bids from the previous categories are compliant and meet the stated operational requirements, or if no bids were submitted in those categories.

4.3.2.2 Open-Competitive

In an open competitive procurement process under the Sequence-based Approach, the opportunity is posted publicly on an e-tendering platform, allowing interested vendor to view and respond to the posting. All vendors may submit a bid; however, bids are opened and evaluated in the order required by the Policy, beginning with Made-in-Ontario Vehicles, followed by vehicles from Ontario Vehicle Producers, and then all remaining eligible bids that meet the technical requirements.

How to Apply the Policy

- Public sector entities should conduct market research to understand the supply landscape and to identify vendors capable of providing vehicles that meet the expected operational requirements and understand whether those vendors in the market are likely to meet:
 - Made-in-Ontario Vehicle definition, and/or
 - Ontario Vehicle Producer
 - If market research indicates there may not be enough bidders that can meet the Made-in-Ontario Vehicle or Ontario Vehicle Producer requirements, the buyer may include an Open Vehicle Category. This category allows bidders to propose other vehicles that meet the operational requirements. The Open Vehicle Category should be included only when there is a reasonable indication that Made-in-Ontario or Ontario Vehicle Producer options may not be available or operationally feasible.
- When drafting the procurement documents for an open competitive process using the Sequence-based Approach, public sector buyers should ensure the procurement documents clearly state the following:

- All vendors can submit a bid, but bids will be opened and evaluated in sequence:
 - Bids for Made-in-Ontario Vehicle
 - Bids proposing vehicles by an Ontario Vehicle Producer
 - Open Vehicle Category bids (only if included)
- Require bidders to identify which vehicle category their bid falls under (Made-in-Ontario Vehicle, Ontario Vehicle Producer, or Open Vehicle Category, if included).
- For Made-in-Ontario Vehicle and Ontario Vehicle Producer bids, require proof of eligibility. This may include an attestation and/or other evidence demonstrating that the proposed vehicle meets the relevant definition (for example, documentation confirming that the first digit of the VIN is 2).
- Include the evaluation methodology, all mandatory requirements, the order of evaluation, and a clear explanation of when evaluation will conclude in the sequence (i.e., once a bid is found compliant and meets the stated operational requirements). For example:
 - If a Made-in-Ontario Vehicle bid is compliant and meets the stated operational requirements, subsequent categories will not be evaluated.
 - If an Ontario Vehicle Producer bid is compliant and meets the stated operational requirements, the Open Vehicle Category will not be evaluated.
- Evaluate bid in accordance with the sequence specified in the procurement document and conclude when a bid is identified that is compliant and meets the stated operational requirements.
 - Begin by reviewing all bids to confirm that the following have been satisfied:
 - provided proof of eligibility
 - clearly identified which category they are submitting under (Made-in-Ontario Vehicle, Ontario Vehicle Producer, or Open Vehicle Category, if included), and

- met all other mandatory requirements.
- Evaluate Made-in-Ontario Vehicle bids first. Proceed to technical or price evaluation (as applicable) only for bids that are compliant and meet the stated operational requirements.
- If no Made-in-Ontario Vehicle bid is compliant and meets the stated operational requirements, evaluate bids proposing vehicles by an Ontario Vehicle Producer next using the same evaluation criteria and methodology applied to Made-in-Ontario Vehicle bids.
- Evaluate the Open Vehicle Category only if no submissions from the Made-in-Ontario or Ontario Vehicle Producer categories are compliant and meet the stated operational requirements, or if no bids were submitted in those categories. Apply the same evaluation methodology used in earlier stages.
- Document the evaluation outcome at each stage and do not advance to the next category if at least one submission at the current stage is compliant and meets the stated operational requirements.

4.4 NON-COMPETITIVE PROCUREMENT

Non-competitive procurements involve acquiring goods or services from either a single source, where multiple vendors exist but only one is selected, or a sole source, where only one vendor is available.

- For the Ontario Public Service (OPS), non-competitive procurements are permissible in accordance with Section 4.5.1 of the OPS Procurement Directive (OPS PD). Some provincial agencies may also conduct non-competitive procurements in accordance with their own approved procurement policies.
- Public Sector Entities that are required to follow the BPS Procurement Directive must conduct non-competitive procurements in accordance with Section 7.2.21 of the BPS Procurement Directive.
- Municipalities, local boards or municipal services corporations, must conduct non-competitive procurements in accordance with any applicable municipal procurement directives, policies or by-laws.

How to Apply the Policy

- Whenever feasible, public sector buyers should direct the non-competitive procurement to a vendor that can supply a Made-in-Ontario Vehicle. If a Made-in-Ontario Vehicle is not available or not operationally feasible, the opportunity should be directed to a vendor that can supply vehicles by an Ontario Vehicle Producer.
- If neither a Made-in-Ontario Vehicle nor a vehicle by an Ontario Vehicle Producer is available or operationally feasible, document a clear rationale in the business case or procurement approval, including market research and operational considerations.

4.5 PROCUREMENT APPROVALS

Public sector entities must obtain approvals in accordance with their internal delegation of financial authority or other applicable internal approval process before buying or leasing a vehicle. Where it is determined that a Made-in-Ontario Vehicle or a vehicle by an Ontario Vehicle Producer is not available or not operationally feasible, the entity should document the basis for that determination, a clear rationale in the business case for procurement approval.

5 Reporting and Information Requests

5.1 GENERAL INFORMATION REQUESTS

Public sector entities may be required to provide information or data regarding fleet vehicle procurements to which the Policy applies when asked by the Ministry of Public and Business Service Delivery and Procurement (MPBSDP) or Supply Ontario.

A request for fleet vehicle procurement information to which the Policy applies may include, but is not limited to:

- how many vehicles purchased were Made-in Ontario Vehicles or vehicles by an Ontario Vehicle Producer.
- information about current or planned fleet vehicle purchases
- use of any relevant Supply Ontario enterprise-wide Vendor of Record (VOR) arrangements