
Using the Security Guard or Temporary Help VOR – Second Stage Selection Process

The Vendor of Record Arrangement Process

MGCS has established a VOR Arrangement which is the creation of a list of pre-qualified vendors through a competitive process. Each Vendor on this VOR Arrangement has executed an identical agreement with Ontario with exactly the same terms and conditions. Please note the VOR use is available for pandemic support purposes only.

To use the list of vendors requires a second stage selection process which is managed by the buyer and is focused on their specific needs and their project requirements to achieve the deliverables described in the second stage selection documents. Information sessions are planned should you have further questions.

Acquiring Services

Step 1 – Planning and approvals

- Determine what services you need (eg how many people required, hours of coverage, length of term, French services, duties).
- Obtain spend and/or procurement approvals as per your LTCH Home policies.

Step 2 – Obtaining quotes

- Complete a “non-OPS separate entity agreement” .(sample template provided)
- Complete a request for services (RFS/Statement of Work document confirming your specific needs (eg how many people required, hours of coverage, duties) so that they can provide you will information about their availability to support you. (sample template provided)
- Send the non-OPS separate entity agreement and the request for services to the applicable number of vendors on the VOR list.
- Prior to your deadline to respond vendors may have questions and any clarity should be provided to all vendors.

Step 3 – Evaluate Submissions

- Evaluate submissions received from Vendors based on the evaluation criteria that was set out in the RFS/SOW (eg availability and price) and select a winning bid.

Step 4 – Award a contract

- Sign the RFS/SOW

Step 5 – Contract Readiness

- Meet with vendor to review time frame, deliverables, performance criteria and objectives expected of the Vendor providing the services.
- Advise vendor that each security guard/personnel is required to sign the Confidentiality Agreement prior to the commencement of the work.
- Notify unsuccessful vendors of the outcome of the RFS process.

Step 6 – Contract Management

- Confirm attendance of security guard/temp help personnel as per agreement with vendor.
- Payments to the Vendor for the services and/or deliverables provided as set out in the contract.

Documents being provided to LTCH for reference. Your organization may have its own templates, however due to the large ask to these vendors any consistency will support more efficient responses.

1. Sample Separate Agreement for LTCH (for security guards or temp help)
2. Sample Security Guard RFS/SOW template
3. List of security guard vendor contacts and pricing list
4. Security Guard Master Agreement

5. Sample Temporary Help RFS/SOW template
6. Temp Help pricing List and vendor contact list
7. Temp Help Master Agreement

The Temporary Help Services VOR is relevant if you currently have front desk administrative services staff and require additional temporary help to support the new direction for screening of all people entering the building or other such work.