

# Doing Business with the Government of Canada

Procurement Assistance Canada

[Canada.ca/PAC](https://Canada.ca/PAC)



# Procurement Assistance Canada

- Supports smaller and diverse businesses through the federal procurement process
- Engages, assists and informs businesses on how to sell goods and services to the Government of Canada
- Works to reduce barriers to ensure fairness in the process
- Looks for opportunities to advance supplier diversity through targeted outreach and advocacy



# Objectives

- Understanding the procurement process
- Registering your company
- Building networks
- Finding opportunities
- PAC services and support for your federal procurement journey



# Opportunities for smaller and diverse businesses

- Government of Canada is one of the largest buyers of goods and services in Canada
- Buys a wide range of goods and services each year, with contract values ranging from hundreds to billions of dollars
- Awarded the majority of contracts to smaller businesses in Canada from 2017 to 2020, including 74% of contracts valued at \$1 million or less

# Contracting with the Government of Canada

- Public Services and Procurement Canada (PSPC) is the main procurement arm of the federal government.
- It is important that all procurement activities be conducted in an open, fair and transparent manner, and that all suppliers have an equal chance at doing business with us.
- Federal laws and regulations as well as Treasury Board of Canada policies guide the Government of Canada's procurement process.

## Trade Agreements:

	Government of Canada Departments and Agencies		
	<u>Goods</u>	<u>Services</u>	<u>Construction</u>
<b>Comprehensive Economic and Trade Agreement (CETA)</b>	\$238,400	\$238,400	\$9,100,000
<b>Canada Free Trade Agreement</b>	\$30,300	\$121,200	\$121,200

# Delegated purchasing authorities within the Government of Canada

Goods up to \$25,000

Services up to  
\$2,000,000 and  
Construction Projects  
up to \$400,000

For procurements over these levels,  
departments and agencies work with PSPC



# **Registering your company**



# Federal procurement websites

## [CanadaBuys.Canada.ca](http://CanadaBuys.Canada.ca)

- Search for government tenders and contract history
- Register in the electronic procurement solution

## [BuyAndSell.gc.ca](http://BuyAndSell.gc.ca)

- How to register as a supplier
- Procurement policies and guidelines
- Key procurement contacts
- Procurement initiatives and programs
- Upcoming events and seminars
- Procurement applications

# Registering as a supplier

There are two types of registration for suppliers:

- Register in Supplier Registration Information (SRI)
  - Obtain your Procurement Business Number (PBN)
  - Required for bids that are not processed through SAP Ariba
- Register in SAP Ariba
  - View and respond to opportunities posted to the electronic procurement solution

# Procurement Strategy for Indigenous Business

- The aim is to increase federal contracting opportunities for Indigenous businesses.
- Used for procurements in areas where Indigenous people make up at least 51% of the population.
- Eligible businesses can register in the [Indigenous Business Directory](#).



# **Research and building networks**

# Building networks

- Connect with departments and agencies to understand the appropriate programs and support that is available.
- Promote your business, and share information regarding your capabilities and areas of delivery.
- Ensure that your website contains information on what goods/services you provide and where you can provide them.

# Finding key government contacts

## **GEDS**

Provides a directory of most federal public servants across Canada (except for the Department of National Defence, RCMP and the Canadian Security Intelligence Service)

## **PSPC Regional Offices**

Can provide information about opportunities in your area

# Know your business and know your clients

- What does your research tell you about your end user's needs?
- Who are the appropriate points of contact outside and/or inside government?
- Do you want to be the prime or subcontractor?



# **Finding opportunities**



# Government Electronic Tendering Service (GETS)

- The official source suppliers should rely on to find Government of Canada tenders
- Easy to navigate and suppliers can search for new contract opportunities as well as see past contract awards

# Benefits of using GETS

- No registration required
- Search using plain language and filters
- Find data for any tenders, previous contracts, or current standing offers and supply arrangements
- Subscribe for updates



# Open procurement data

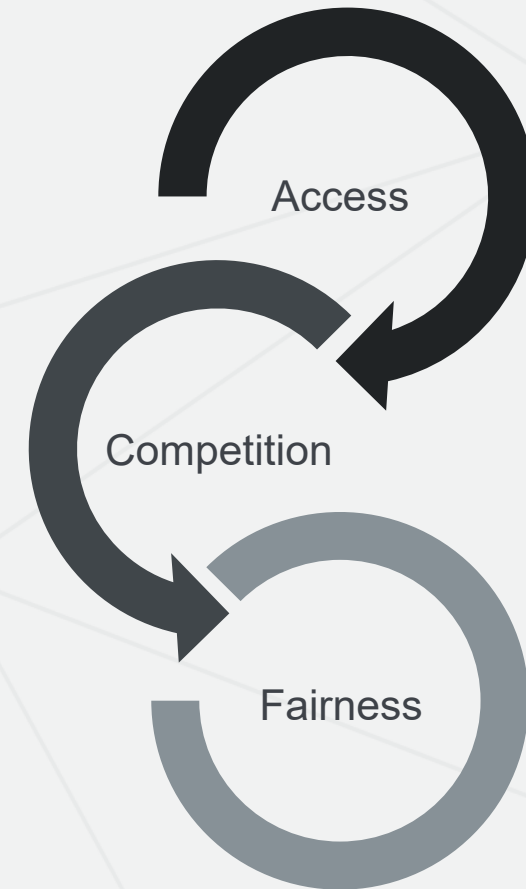
- Past tender notices, Standing Offers, Supply Arrangements, contract history available on the [Open Government Portal](#)
- What buyers have bought in the past, which companies have been successful selling
- Obtain your own contract history with the Supplier Contract History Letter service

# Government contracting data

- Researching contracting data can help you see an individual department or agency's purchasing history
- This can help you see which departments are buying your commodity so that you can identify potential client groups and connect with them to promote your business
- Information about contracts is available through the [Search Government Contracts](#) page on the Open Government portal.

# Low dollar value procurement

- Although the majority of contracts below \$25K for goods and below \$40K for services are awarded using a competitive process, non-competitive approaches are used in some circumstances
- The aim is to get best value for Canadians while enhancing access, competition and fairness to businesses
- A familiar way of working, but an exhaustive list of potential clients can make it challenging to identify the best fit
- Suppliers may be identified through networks and research as well as various federal supplier registration systems



# Competitive procurement

- Procurement over \$25,000 for goods and \$40,000 for services is done through the solicitation of bids and quotes from potential suppliers using a variety of methods
- The most common types are:
  - A Request for Proposal (RFP)
  - A Request for Standing Offer (RFSO)
  - A Request for Supply Arrangement (RFSA)
- The tender notice will indicate the method of procurement being used and will outline the solicitation documents

# Standing Offers

- Standing Offers are used to meet recurring needs when departments or agencies repeatedly order the same goods or services.
- A Standing Offer is an offer from a potential supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions, when required.
- It is not a contract until the government issues a “call-up” against the standing offer. The government is under no obligation to purchase until that time.

# Supply Arrangements

- Supply Arrangements are used when goods or services are bought on a regular basis but when a standing offer is not suitable because of variables in the resulting call-ups.
- Like standing offers, it is not a contract and neither party is legally bound as a result of signing a supply arrangement alone.
- They allow client departments to solicit bids from a pool of pre-qualified suppliers for specific requirements.



# Methods of supply

ProServices	IT and non-IT professional services
Task-Based Informatics Professional Services	Specific IT services
Task and Solutions Professional Services	Human Resources, business consulting, change and project management
SELECT	Construction, Architectural and Engineering, and related Maintenance and Consulting services
Directory of Linguistic Service Providers	Translation, interpretation, terminology and word processing
Temporary Help Services	Temporary help up to 48 weeks, up to \$400K

# Collaborative procurement

- Provinces, territories and others in the public service can access PSPC standing offers and supply arrangements.
- Benefits for suppliers:
  - Selling to multiple levels of government
  - Expanding your market
  - Easier and faster bid preparation
  - Increased potential value and scope for each opportunity
  - Reduced supply risks
- For more information and to view the list of commodities available, visit [Canada.ca/buying-together](https://Canada.ca/buying-together)

# The non-competitive approach

Pressing Emergency	<ul style="list-style-type: none"><li>• Delays could jeopardize public interest</li><li>• Example: boats needed for an emergency evacuation</li></ul>
Low-dollar value	<ul style="list-style-type: none"><li>• Not considered cost effective to compete</li><li>• Adjusted to \$100,000 for architectural, engineering services as well as international development assistance projects</li></ul>
Not in Public Interest	<ul style="list-style-type: none"><li>• Example: national security</li></ul>
One Known Supplier	<ul style="list-style-type: none"><li>• Examples: copyright, licence or patent</li></ul>

# Advance Contract Award Notice

- When there is only one known supplier for a requirement, a buyer may choose to post an [Advance Contract Award Notice \(ACAN\)](#).
- This is a public notice posted on [GETS](#) allowing other suppliers to signal their interest in bidding on the opportunity and to demonstrate their ability to meet the requirement.

# Requests for Information (RFI)

Requests for Information (RFI) are an opportunity for businesses to help shape the requirements for procurement and provide input into the procurement process.

# Transition to electronic procurement

- During this transition, some tender opportunities will be posted through the electronic procurement solution.
- Register for an account to access the electronic procurement solution through CanadaBuys.
- Follow opportunities on CanadaBuys.

# Seminars

- Doing Business with the Government of Canada
- Finding Opportunities on the Government Electronic Tendering Service
- Bidding on Opportunities
- Supplying Professional Services to the Government of Canada
- Obtaining Security Clearance



# PAC Ontario Region - Seminars

- Doing Business with the Government of Canada
  - 1<sup>st</sup> Wednesday of the month – 10:00 AM to 12:00 PM
- Bidding on Opportunities
  - 2<sup>nd</sup> Wednesday of the month – 10:00 AM to 12:00 PM
- Supplying Professional Services to the Government of Canada
  - 3<sup>rd</sup> Wednesday of the month – 10:00 AM to 12:00 PM
- Obtaining Security Clearance
  - 4<sup>th</sup> Wednesday of the month – 1:00 PM to 3:00 PM

One-on-One sessions (on-line) offered every week for seminars 1-3 for 30 minutes at 1:00, 2:00 and 3:00 pm on the topic of the week **OR** on-demand by calling 1-800-668-5378 or email [tpsgc.pasaontario-appaontario.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.pasaontario-appaontario.pwgsc@tpsgc-pwgsc.gc.ca) to book an appointment



- 1 Pacific**
- British Columbia
  - Yukon

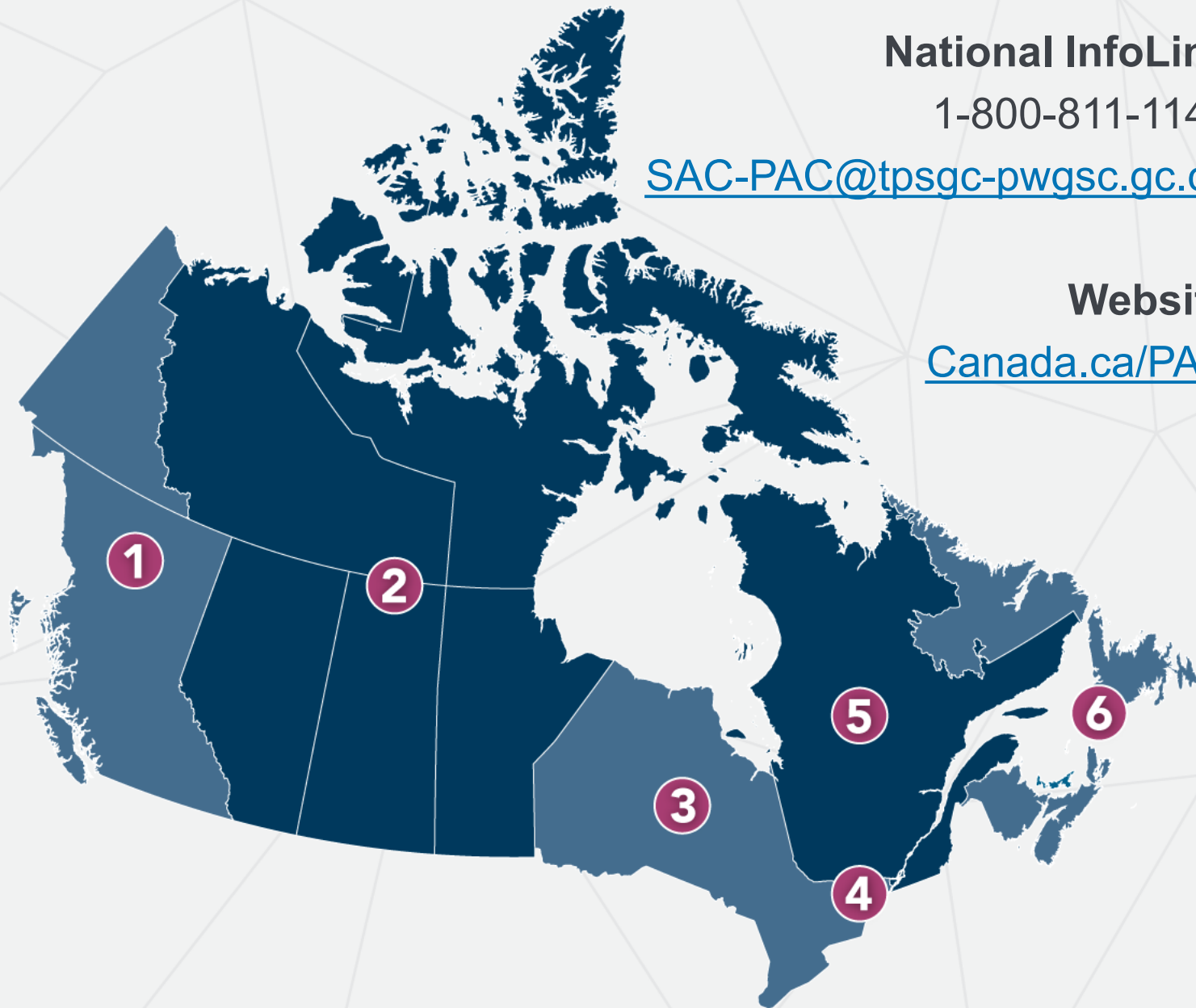
- 2 Western**
- Alberta
  - Saskatchewan
  - Manitoba
  - Northwest Territories
  - Nunavut

- 3 Ontario**

- 4 National Capital Region**

- 5 Quebec**

- 6 Atlantic**
- Newfoundland and Labrador
  - Prince Edward Island
  - New Brunswick
  - Nova Scotia



**National InfoLine**

1-800-811-1148

[SAC-PAC@tpsgc-pwgsc.gc.ca](mailto:SAC-PAC@tpsgc-pwgsc.gc.ca)

**Website**

[Canada.ca/PAC](http://Canada.ca/PAC)

## Next steps

- Visit the [Register as a supplier](#) web page on BuyAndSell.gc.ca
- Consult our [Service Guide](#) to see how we can help
- Register for your next seminar:
  - Finding opportunities on the Government Electronic Tendering Service
  - Supplying professional services to the Government of Canada
  - Bidding on opportunities
- Request a callback

[Canada.ca/PAC](https://Canada.ca/PAC)