

Introduction to federal procurement

The basics of selling to the Government of Canada

Procurement Assistance Canada

Canada.ca/PAC





Getting started

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



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

How much does the government buy?

- Government of Canada is one of the largest buyers of goods and services in Canada
- The government spent approximately \$23B annually on goods, services, construction and maintenance projects from 2017 to 2020
- Awards over 500K contracts and processes close to 2M credit card transactions each year

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.

Increasing the diversity of bidders

- Procurement Strategy for Indigenous business
- Better buying
- Green procurement
- Social procurement
- Procurement Assistance Canada



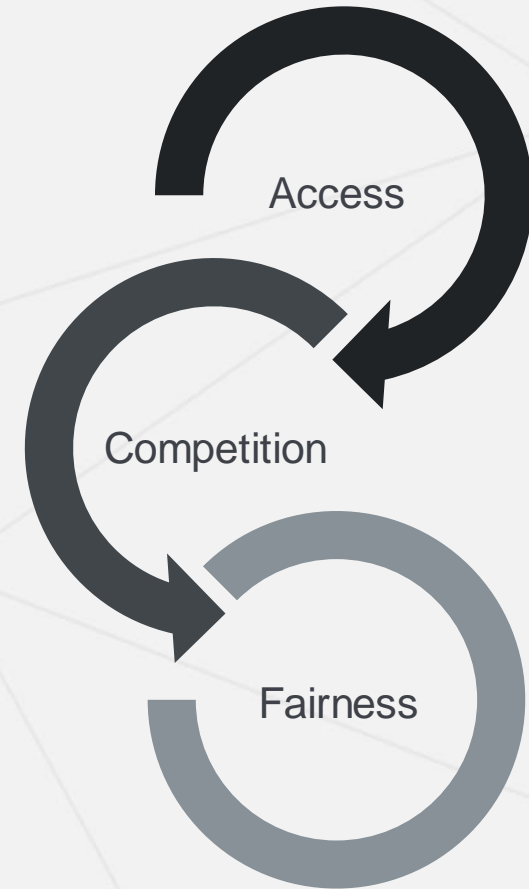
Finding opportunities

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.

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



The non-competitive approach

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

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

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

Federal procurement websites

CanadaBuys.Canada.ca

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

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

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

The screenshot shows the GETS website interface. At the top, there is a header with the text "Tender opportunities" and a sub-header "Browse our list of business opportunities and sign up for notifications to stay up to date." Below this is a search bar with the placeholder text "Enter a keyword to search public service tenders." and a "SEARCH" button. To the right of the search bar is a "FILTERS" dropdown menu. Below the search bar, there are "Current filters" with buttons for "X Awarded" and "X Open", and a link to "Clear all filters". To the right of the filters, there are links for "Follow this search" and "Bookmark this search". Below the filters, there is a section titled "Showing 50 of 108,164 results" and a note about the Official Languages Act. Below this, there are three tabs for "Tender notices" (935), "Award notices" (106632), and "Contract history" (597). To the right of these tabs is a "Results per page" dropdown menu set to 50. Below the tabs, there is a table with the following columns: "Title", "Category", "Open/amendment date", "Closing date", and "Organization". The first row of the table is:

Title	Category	Open/amendment date	Closing date	Organization
TSPS - Communication Consultant to Net-Zero Advisory Board	Services	2022/08/15	2022/09/02	Environment Canada

Benefits of using GETS

- Access for free, 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





Becoming a supplier

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

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.



Learn more about the procurement process

Next steps

- Visit the [Register as a supplier](#) web page on BuyAndSell.gc.ca
- Download reference sheets:
 - [Getting started selling to the Government of Canada](#)
 - [Preparing to bid on an opportunity](#)
- Consult our [Service Guide](#) to see how we can help
- Register for your next seminar:
 - Doing business with the government
 - Finding opportunities on the Government Electronic Tendering Service
 - Bidding on opportunities

Procurement Assistance Canada Services

- **Seminars** to help you understand the procurement process and find opportunities
- **One-on-one meetings** to provide more personalized support for your business
- **InfoLine** 1-800 number for questions related to procurement or the [BuyAndSell.gc.ca](https://buyandsell.gc.ca) website
- **Self-service tools** with instructions and information to help you get started

Canada.ca/PAC



PAC Ontario Region - Seminars

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

One-on-One sessions (on-line) offered every Wednesday 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 to book an appointment

- 1 Pacific**
- British Columbia
 - Yukon

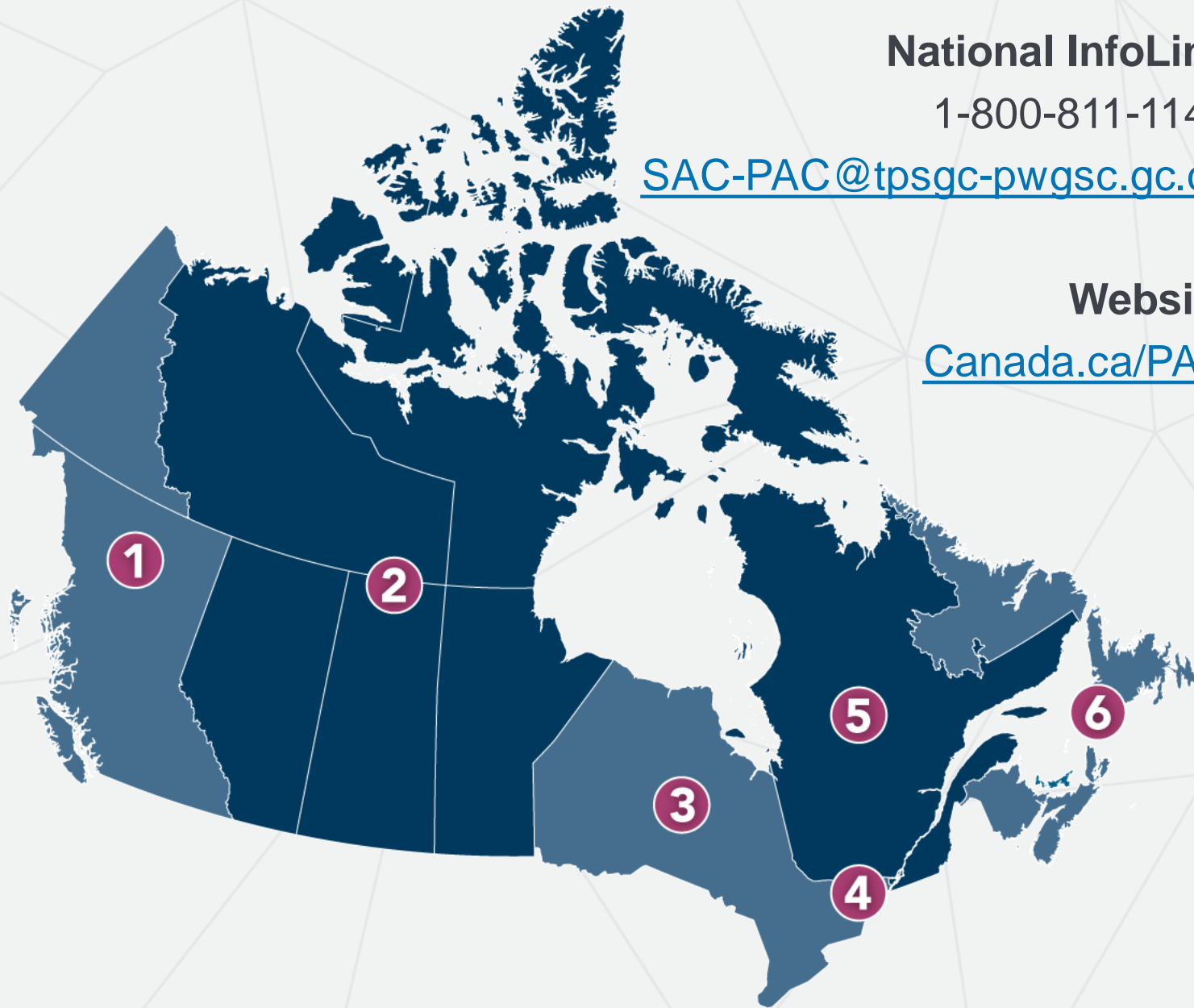
- 2 Western**
- Alberta
 - Saskatchewan
 - Manitoba
 - Northwest Territories
 - Nunavut

- 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

Website

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