

Respect ♦ Integrity ♦ Excellence ♦ Leadership

Serving  
**GOVERNMENT,**  
Serving  
**CANADIANS.**

# Doing Business with the Government of Canada



Public Services and  
Procurement Canada

Services publics et  
Approvisionnement Canada

Canada 

# Objectives

- Help participants understand how to make decisions about:
  - whether to do business with the Government of Canada; and
  - how to do business with the Government of Canada.



# Office of Small and Medium Enterprises

- OSME was created to support small and medium enterprises through the federal procurement process.
- Role is to engage, assist and inform SMEs on how to sell goods and services to the Government of Canada.
- OSME will work to reduce barriers to ensure fairness in the process.



# Buyandsell.gc.ca Website

- The authoritative source for government procurement information
- One of the online resources that will be of great importance and help to you.

The screenshot shows the Buyandsell.gc.ca website. At the top, there is a navigation bar with the Government of Canada logo and name in both English and French, along with links for Canada.gc.ca, Services, Departments, and Français. Below this is a blue header with the Buyandsell.gc.ca logo and a search bar. A navigation menu includes links for For Businesses, For Government, Goods and Services, Applications, and Procurement Data. The main content area features a section titled 'Find opportunities with Buyandsell.gc.ca/tenders' with a sub-link for 'Access Government of Canada Tenders'. Below this are two rows of icons representing different procurement categories: 'New Today', 'Amended Today', 'Active', 'Goods', 'Services', 'Closing in 24', 'Expired', 'Awards', 'Services', and 'Construction'. On the right side, there is a 'Highlights' section with several news items, including 'Want to improve your bidding strategy?' and 'Government announces new Defence Procurement Strategy (DPS)'. The website also features a large red maple leaf graphic in the background.

# Opportunities for SMEs

- One of the largest buyers of goods and services in Canada.
- Buys billions of dollars of a wide range of goods and services each year.
- Opportunities for contracts exist ranging from hundreds to billions of dollars.
- Small and Medium Enterprises received approximately three-quarters (more than 14,000 of the close to 18,000 contracts) awarded annually to suppliers in Canada, by PSPC.



# 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.



# Delegated Purchasing Authorities within the Government of Canada

Delegated purchasing authorities of  
departments and agencies

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



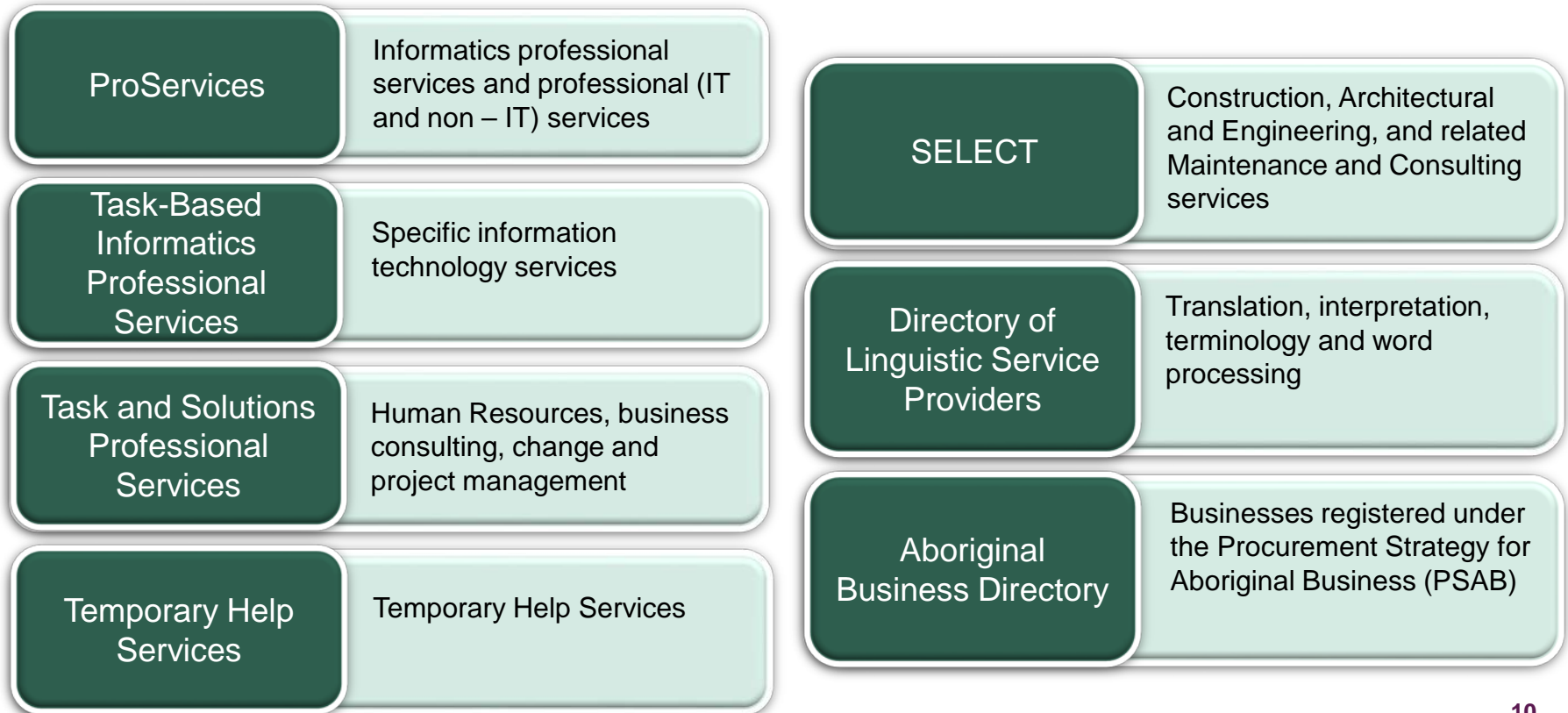


# Registering in the Supplier Registration Information System

- You will require a Procurement Business Number (PBN) in order to receive payment from PSPC.
- A PBN will be supplied to you through the registration process in the [Supplier Registration Information](#) (SRI) System.
- Refer to registration information on [Buyandsell.gc.ca](http://Buyandsell.gc.ca)



# Registering in Databases and/or Methods of Supply



# Procurement Strategy for Aboriginal Business (PSAB)

- Aims to increase federal contracting opportunities and to gain access to the overall federal procurement process for Aboriginal businesses.
- A national Government of Canada initiative led by Indigenous and Northern Affairs Canada.
- The [Aboriginal Business Directory](#) lists companies registered under PSAB.



# Building Networks



# Why Build Networks?

- Connect with officials in departments and agencies to learn about what directions their department's procurement may be heading.
- To distinguish yourself from the crowd.

# 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 Key Government Contacts

## **GCdirectory (formerly 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).

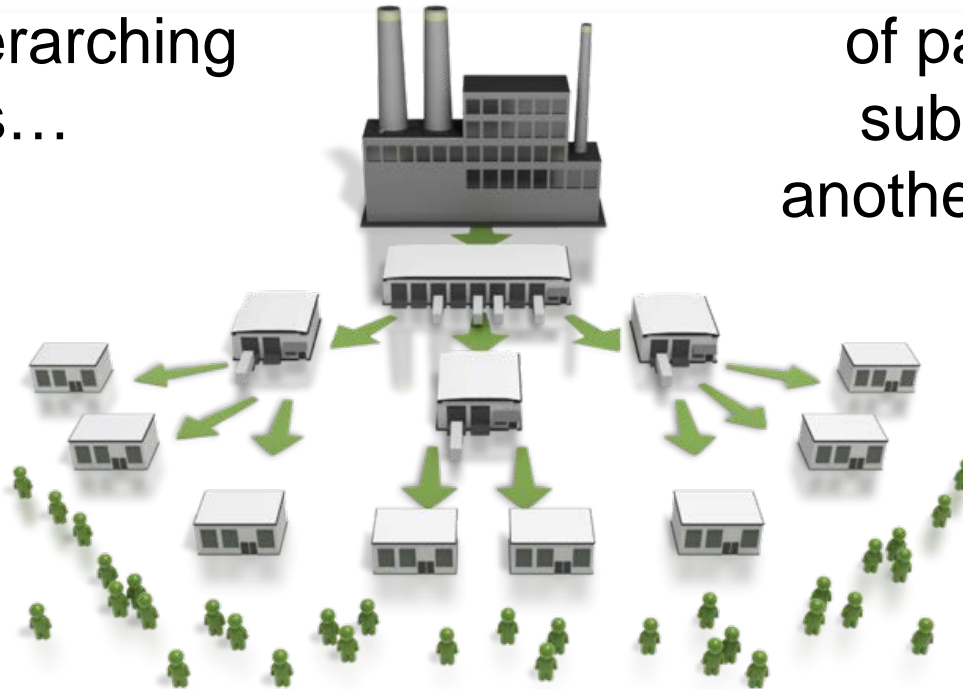
## **PSPC Regional Offices**

Can provide information about selling opportunities in your specific area.

# Becoming Part of a Supply Chain

Where the government has expressed the need for large, overarching requirements...

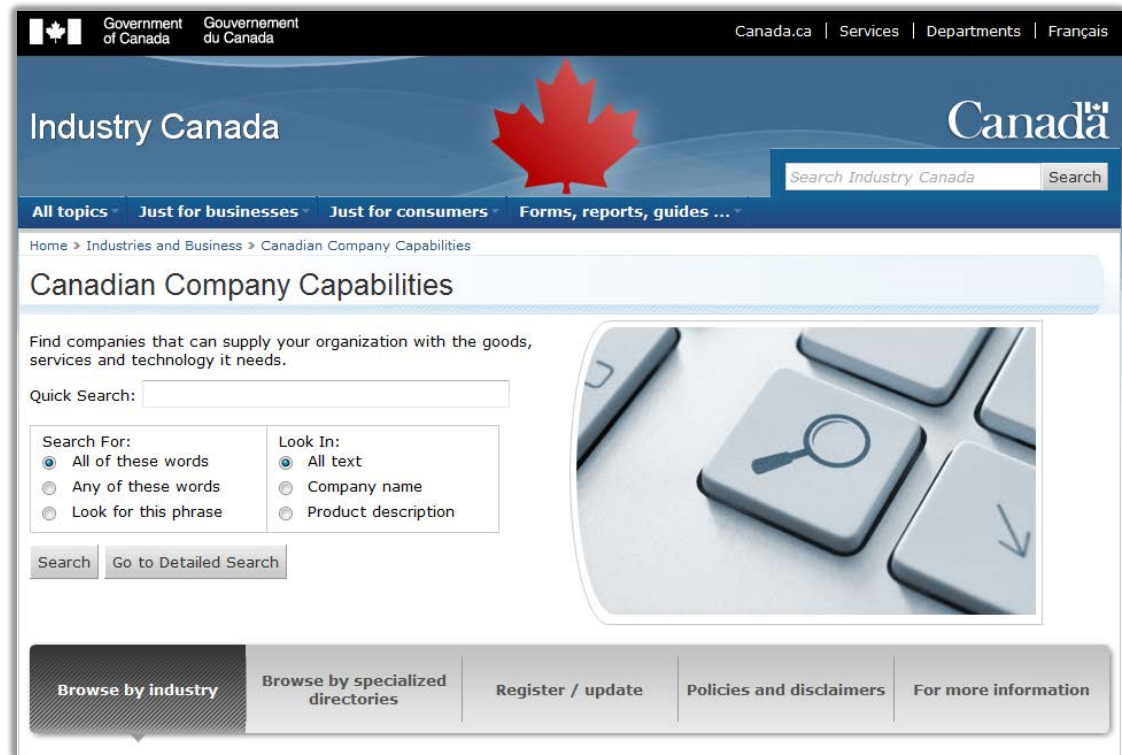
... suppliers may wish to explore the possibility of participating as a sub-contractor with another private sector company.





# Canadian Company Capabilities Database

The [Canadian Company Capabilities](#) is a searchable database of 60,000 current Canadian businesses, maintained by Innovation, Science and Economic Development Canada.

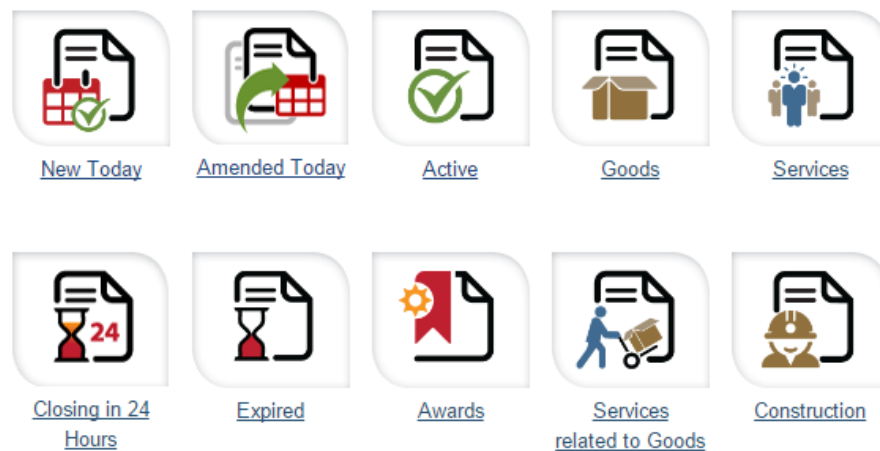


# Research and Finding Opportunities



# Buyandsell.gc.ca/tenders

- [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders) is the official and free source suppliers should rely on to find Government of Canada tenders.
- Tenders is easy to navigate and allows suppliers to search for new contract opportunities as well as see past contract awards.



# What are the Benefits?

- Access is free and you don't have to register.
- Search using plain language, match your good or service to available tenders, narrow down your search results by region, government agency or department.
- You can find data for any tender, previous contracts, as well as current standing offers and supply arrangements.
- Share your search results with your professional contacts via emails, tweets, or other social media.



# Open Data on Buyandsell.gc.ca

- Under the Procurement Data section:
  - Contract history,
  - Current Standing Offers and Supply Arrangements
- Knowing what buyers have bought in the past and which companies have been successful selling to them can be very useful as you develop your business strategy.



# Proactive Disclosure

- The Treasury Board Secretariat provides links to the [Proactive Disclosure](#) sites for each department and agency.
- These sites list information about past contracts valued over \$10,000 awarded directly by departments and agencies.



The screenshot shows the Treasury Board of Canada Secretariat website. The header includes the Government of Canada logo and navigation links for Canada.ca, Services, Departments, and Français. The main navigation bar features dropdown menus for Departmental Activities, Policy and Oversight, and Federal Public Service. The breadcrumb trail reads: Home → Proactive Disclosure → Proactive Disclosure.

**Proactive Disclosure**

The Government of Canada has implemented a series of measures to strengthen public sector management by enhancing transparency and oversight of public resources in the federal government.

One of these measures includes the proactive disclosure of financial- and human resources-related information by departments and agencies. By making this information readily available on departmental web sites, Canadians and Parliament are better able to hold the Government and public sector officials to account.

To this end, the Government announced the mandatory publication on departmental Web sites of travel and hospitality expenses for selected government officials; contracts entered into by the Government of Canada for amounts over \$10,000 (with only limited exceptions such as national security); and the reclassification of positions.

- [Government-Wide Reporting](#)
- [Disclosure of Travel and Hospitality Expenses \(TBS\)](#)
- [Disclosure of Contracts \(TBS\)](#)
- [Disclosure of Position Reclassifications \(TBS\)](#)
- [Disclosure of Grant and Contribution Awards \(TBS\)](#)
- [Disclosure of Information on Founded Wrongdoing at the Treasury Board Secretariat \(TBS\)](#)
- [Annual Expenditures on Travel, Hospitality and Conferences \(TBS\)](#)

On the left side of the page, there is a sidebar menu with the following items:

- Government-Wide Reporting
- Disclosure of Travel and Hospitality Expenses (TBS)
- Reports - President, Parliamentary Secretary and Exempt Staff
- Reports - Senior Level Employees
- Reports - Former Employees
- Disclosure of Contracts Over \$10,000 (TBS)
- Reports
- Disclosure of Position

# Other Organizations

- Some organizations such as industry associations, regional development agencies, OSME and regional PSPC offices can also provide advice and guidance on companies that hold contracts for complex high dollar value projects.
- Can help you explore whether your company may be able to provide goods and services as part of a prime contractor's supply chain or as part of the Government of Canada's Industrial and Technological Benefit (ITB) Policy.



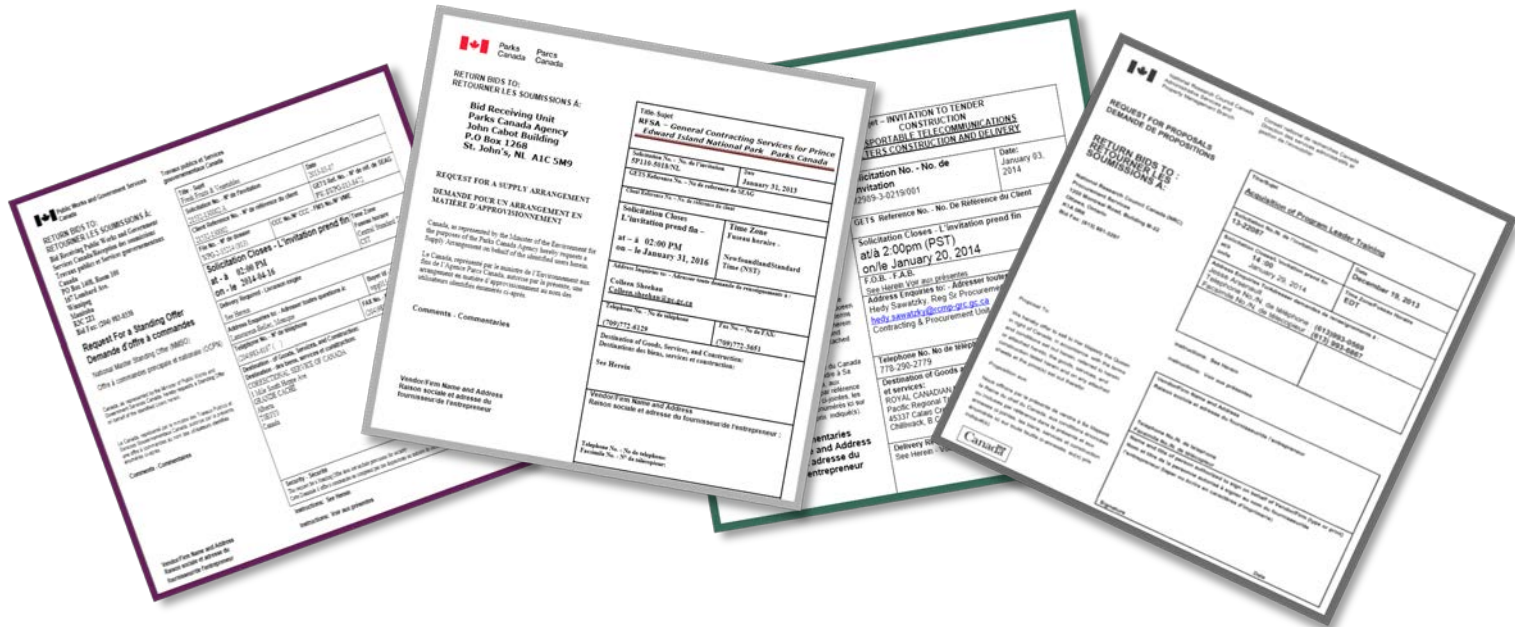
# The Build in Canada Innovation Program (BCIP)

- Is designed to assist Canadian businesses with innovative goods and services move their innovations from the laboratory to the marketplace.
- The primary purpose of this program is to stimulate innovation and R&D in the business sector by encouraging federal departments to test new goods and services
- Suppliers can then use feedback provided to further refine their innovation as they move toward full commercialization.
- In order to participate in this program, watch [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders) for calls for proposals.



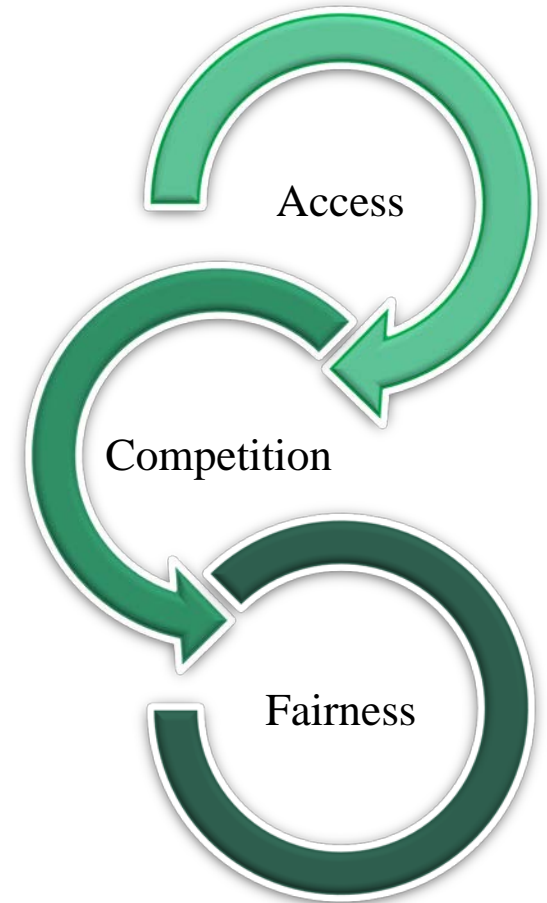


# Types of Procurement



# Procurement Under \$25,000

- Although the majority of contracts under \$25,000 are awarded using a competitive process, non-competitive approaches are used in some circumstances.
- Aims to get best value for Canadians while enhancing access, competition and fairness to businesses.
- 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 over \$25,000

- Procurement of goods and services over \$25,000 is done through the solicitation of bids and quotes from potential suppliers using a variety of methods.
- The four most commonly used are:
  - An Invitation to Tender (ITT)
  - 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.



# Requests for Information (RFI)

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

The screenshot shows the Buyandsell.gc.ca website interface. At the top, there is a navigation bar with the Government of Canada logo and the text 'Government of Canada / Gouvernement du Canada'. Below this, the website name 'Buyandsell.gc.ca' and 'Public Works and Government Services Canada' are displayed. A red maple leaf logo is prominent in the center. The main navigation menu includes 'For Businesses', 'For Government', 'Goods and Services', 'Applications', and 'Procurement Data'. The breadcrumb trail reads 'Home > Search > Tender Notice > Letter of Interest (LOI)/Request for Information (RFI)'. On the left side, there is a search box with the text 'Enter terms' and a 'Search' button. Below the search box is a 'Filter Selections' section with a red arrow pointing to it. The filter options are: 'X Tender Notice', 'X Letter of Interest (LOI)/Request for Information (RFI)'. Below the filter section is a 'Sort by' section with options: 'Relevancy', 'Publication date', 'Award date', 'Amendment date', and 'Closing date'. The main content area features a search bar with the text 'Search' and a link 'Did not find what you're looking for? Search all Government of Canada websites'. Below the search bar, it says 'Showing items 1 through 10 of 515.' There are RSS and ATOM icons for notifications. A table of search results is displayed, with a red arrow pointing to the 'Notice type' field. The table has the following data:

<b>Publishing status</b>	Expired
<b>Publication date</b>	2014-03-28
<b>Amendment date</b>	2014-04-23
<b>Date closing</b>	2014-04-25 14:00 Eastern Daylight Time (EDT)
<b>GSIN description</b>	T014D1: Security Printing, Paper Documents (including bonds)
<b>Notice type</b>	Letter of Interest (LOI)/Request for Information (RFI)
<b>Procurement entity</b>	Public Works & Government Services Canada

# Bidding on Opportunities



# Bidding on Opportunities

- Many Government of Canada contracts are awarded through a competitive process, which requires that you submit a bid.
- Requirements can be quite specific and you will want to make sure that your bid responds to all of them and that you offer the best value for money.



# To Bid or Not to Bid?

- As a supplier you should ask yourself:
  - Am I capable of offering the service or product requested?
  - Do I meet the evaluation criteria? and
  - Am I willing to accept all the terms and conditions?
- If you answered no to any of these questions, then that particular opportunity may not be the one for you.





# Security Clearance and Screening





# Security Requirements

- A security clearance is necessary when a Government of Canada contract requires your personnel to access classified or protected information, assets or sensitive federal work sites.
- Security requirements are identified in the solicitation document. If the opportunity that you are interested in requires a security clearance and you do not have one, contact the contracting authority as soon as possible to get the process started.
- The time required to obtain a security clearance will vary.
- Delays in the security process could result in your bid being declared non-responsive.



# Contract Security Program (CSP)

- The **Contract Security Program (CSP)** helps private sector organizations participate in Government of Canada and foreign government contracts. It provides security screening of organizations and their personnel for contracts with security requirements.
- Security screening ensures that only trusted individuals and organizations with a valid need to know may gain access to:
  - **sensitive government information** such as military plans
  - **personal information** such as financial records of Canadians
- CSP offers **free webinars** about its services. A link to the schedule can be found on [Buyandsell.gc.ca](http://Buyandsell.gc.ca), under Event Calendar.



# Security Requirements

## Contract Security Program (CSP)

### Phone

Toll-Free: 1-866-368-4646

National Capital Region: 613-948-4176

### Email

[ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca)

### Website

<http://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>



# Contact for Security Screening

## Ontario Region

John P. Von Zuben

Regional Chief Security

PSPC - Ontario Region

4900 Yonge Street

Toronto ON M2N 6A6

E-mail: [john.vonzuben@tpsgc-pwgsc.gc.ca](mailto:john.vonzuben@tpsgc-pwgsc.gc.ca)

Telephone: 416-512-5968

Facsimile: 416-952-6481



# Contract Award and Payment



# Starting Work

- It is essential to remember that without a contract in place, there is no mechanism for payment by the Government.
- Under no circumstance should a supplier begin work until an agreement is in place and signed by the contracting authority.
- The Government of Canada is not accountable for paying for any work that has been done prior to the signature of an agreement.



# Purchase Orders

- A purchase order can be used for purchases under \$25,000.
- The purchase order will indicate the buyer's requirements and the price they are willing to pay for the good or service.
- Once accepted a purchase order becomes a contractual agreement.



# Payment

- The government has 30 days following receipt of an invoice or receipt of the goods or services, whichever is later, to issue payment before interest accrues.
- Government acquisition cards are issued to eligible procurement and administrative officers to permit them to buy very low dollar value goods or services.
- The government is moving toward a direct deposit method of payment rather than cheque – check with the departments and agencies with which you do business as to whether they would like you to register for direct deposit with them.





# OSME Weekly Wednesday Seminars/Webinars

Seminars/Webinars	Week of the Month	Time
Doing Business with the Government of Canada	1 <sup>st</sup> and 3 <sup>rd</sup>	10:00 – 12:00
Obtaining Security Clearance	1 <sup>st</sup>	1:00 – 3:00
Bidding on Opportunities	2 <sup>nd</sup>	1:00 – 3:00
Supplying Professional Services	3 <sup>rd</sup>	1:00 – 3:00
Build in Canada Innovation Program (BCIP)	4 <sup>th</sup>	1:00 – 3:00
Defence and Security Procurement	5 <sup>th</sup> When Available	1:00 – 3:00
One-on-One Supplier Meetings	Upon Request	Based on Availability



# OSME Contact Information

**Buyandsell.gc.ca**

## **Atlantic Region – Halifax**

Telephone: 902-426-5677

Facsimile: 902-426-7969

[osme-bpme-atl@pwgsc-tpsgc.gc.ca](mailto:osme-bpme-atl@pwgsc-tpsgc.gc.ca)

## **Québec Region – Montréal**

Telephone: 514-496-3525

Facsimile: 514-496-5891

[QueBPME.QueOSME@tpsgc-pwgsc.gc.ca](mailto:QueBPME.QueOSME@tpsgc-pwgsc.gc.ca)

## **Western Region – Edmonton**

Telephone: 780-497-3601

Toll free: 1-855-281-6763

Facsimile: 780-497-3506

[osme-bpme-wst@pwgsc-tpsgc.gc.ca](mailto:osme-bpme-wst@pwgsc-tpsgc.gc.ca)

**National Infoline: 1-800-811-1148**

## **Ontario Region – Toronto**

Telephone: 416-512-5577

Toll free: 1-800-668-5378

Facsimile: 416-512-5200

[ont.osme-bpme@pwgsc-tpsgc.gc.ca](mailto:ont.osme-bpme@pwgsc-tpsgc.gc.ca)

[www.pwgsc.gc.ca/ontario/osme](http://www.pwgsc.gc.ca/ontario/osme)

## **National Capital Region – Gatineau**

Telephone: 819-953-7878

Facsimile: 819-956-6123

[RCNBPME.NCROSME@tpsgc-pwgsc.gc.ca](mailto:RCNBPME.NCROSME@tpsgc-pwgsc.gc.ca)

## **Pacific Region – Vancouver**

Toll free: 1-866-602-0403

Facsimile: 604-775-7395

[osme-bpme-pac@pwgsc-tpsgc.gc.ca](mailto:osme-bpme-pac@pwgsc-tpsgc.gc.ca)

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# Feedback Form

OSME appreciates your feedback on this seminar.

Please take a moment to complete the [feedback form](#).

Your comments are very much appreciated!

Thank you for your time.

