



Serving
GOVERNMENT,
Serving
CANADIANS.

Doing Business with the Government of Canada

Presented by the Office of Small and Medium Enterprises – National Capital Region (OSME-NCR)



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

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.



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 PWGSC.



Contracting with the Government of Canada

- Public Works and Government Services Canada (PWGSC) 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 and
Construction Projects
up to \$2,000,000

For procurements over these levels, departments and agencies work with PWGSC.

Registering Your Company



Registering in the Supplier Registration Information System

- You will require a Procurement Business Number (PBN) in order to receive payment from PWGSC.
- 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



What do I need to Register in SRI?

How to obtain a PBN

- To obtain a Procurement Business Number (PBN), you **must first have** a Canada Revenue Agency (CRA) Business Number (BN), or a Goods and Services Tax/Harmonized Services Tax (GST-HST) number, and your Legal Name as registered with CRA.
- If you do not have a BN, please contact CRA:

in Canada: 1-800-959-5525.
other countries

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

The Government Electronic Directory Services

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

PWGSC Regional Offices

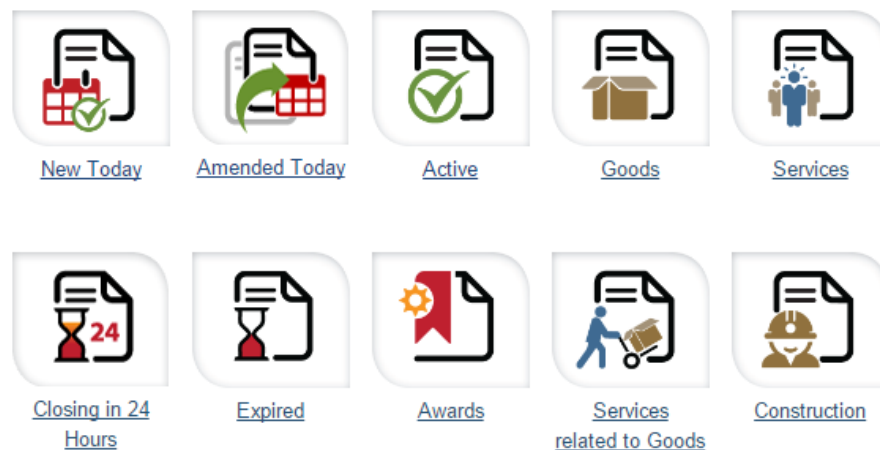
Can provide information about selling opportunities in your specific area

Research and Finding Opportunities



Buyandsell.gc.ca/tenders

- 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.



Goods and Services Identification Numbers (GSINs)

The screenshot shows the Buyandsell.gc.ca website interface. At the top, there is a header with the site name, a search bar, and a navigation menu. The 'Procurement Data' menu item is circled in red. A red arrow points from this menu item to the 'Goods and Services Identification Number (GSIN)' link in the 'Tenders' section, which is also circled in red.

Buyandsell.gc.ca
Public Works and Government Services Canada

Canada

Search

For Businesses **For Government** **Goods and Services** **Applications** **Procurement Data**

Tenders

- Search Tenders
- Get Started
- Follow Opportunities
- Download Tenders Data
- Tenders Contacts
- Goods and Services Identification Number (GSIN)**
- Search GSIN Codes
- Get Started with GSIN Codes
- Browse GSIN Codes
- Download GSIN Data
- Contacts for GSIN Codes

Standing Offers and Supply Arrangements (SOSA)

- Search SOSA
- Get Started with SOSA
- Download SOSA data
- Contacts for SOSA

Contract History

- Search Contract History
- Get Started with Contract History
- Download Contract History data
- Contract History Contacts

United Nations Standard Products and Services Code (UNSPSC)

- About UNSPSC
- Download UNSPSC data
- Contacts for UNSPSC

About Procurement Data

Data.gc.ca

- Open Data

Standing Offers and Supply Arrangements

The screenshot shows the Buyandsell.gc.ca website interface. The header includes the site name and the text 'Public Works and Government Services Canada'. A navigation bar contains several tabs: 'For Businesses', 'For Government', 'Goods and Services', 'Applications', and 'Procurement Data'. The 'Procurement Data' tab is highlighted with a red circle. Below this, a red arrow points to the 'Standing Offers and Supply Arrangements (SOSA)' link, which is also circled in red. Other visible links include 'Tenders', 'Data.gc.ca', 'Open Data', 'Search SOSA', 'Get Started with SOSA', 'Download SOSA data', 'Contacts for SOSA', 'Contract History', 'Search Contract History', 'Get Started with Contract History', 'Download Contract History data', 'Contract History Contacts', and 'About Procurement Data'.

Contract History

Buyandsell.gc.ca
Public Works and Government Services Canada

For Businesses **For Government** **Goods and Services** **Applications** **Procurement Data**

Tenders
Search Tenders
Get Started
Follow Opportunities
Download Tenders Data
Tenders Contacts

Goods and Services Identification Number (GSIN)
Search GSIN Codes
Get Started with GSIN Codes
Browse GSIN Codes
Download GSIN Data
Contacts for GSIN Codes

Standing Offers and Supply Arrangements (SOSA)
Search SOSA
Get Started with SOSA
Download SOSA data
Contacts for SOSA

Contract History
Search Contract History
Get Started with Contract History
Download Contract History data
Contract History Contacts

About Procurement Data

Data.gc.ca
Open Data

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 links for Departmental Activities, Policy and Oversight, and Federal Public Service. The breadcrumb trail indicates the path: Home → Proactive Disclosure → Proactive Disclosure. The left sidebar contains a menu with links to 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), and Reports. The main content area is titled "Proactive Disclosure" and contains text explaining the government's measures to enhance transparency and oversight of public resources. It lists several key disclosure areas with links to their respective pages.

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 \(TBS\)](#)

Other Organizations

- Some organizations such as industry associations, regional development agencies, OSME and regional PWGSC 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)

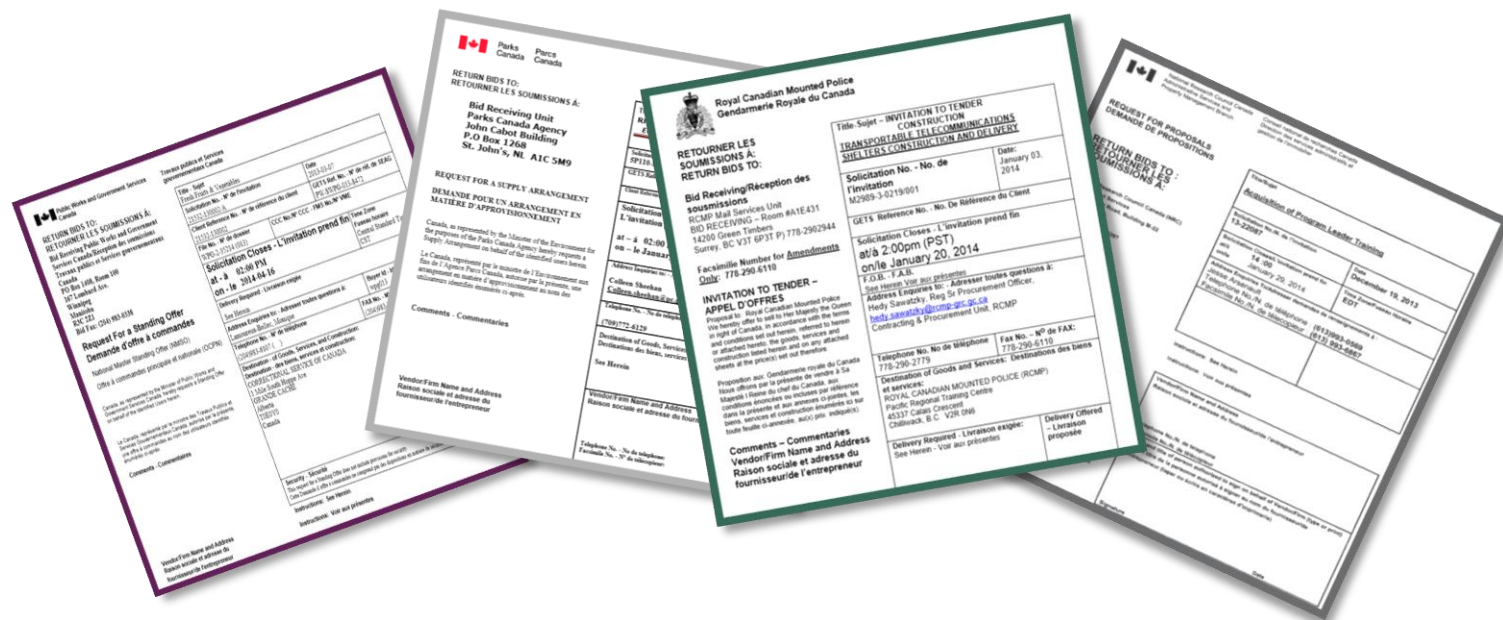
- Is designed to assist Canadian businesses with innovative goods and services move their innovations from the laboratory to the marketplace.
- The primary purpose of this program is to stimulate innovation and R&D in the business sector by encouraging federal departments to test new goods and services
- 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 for calls for proposals.



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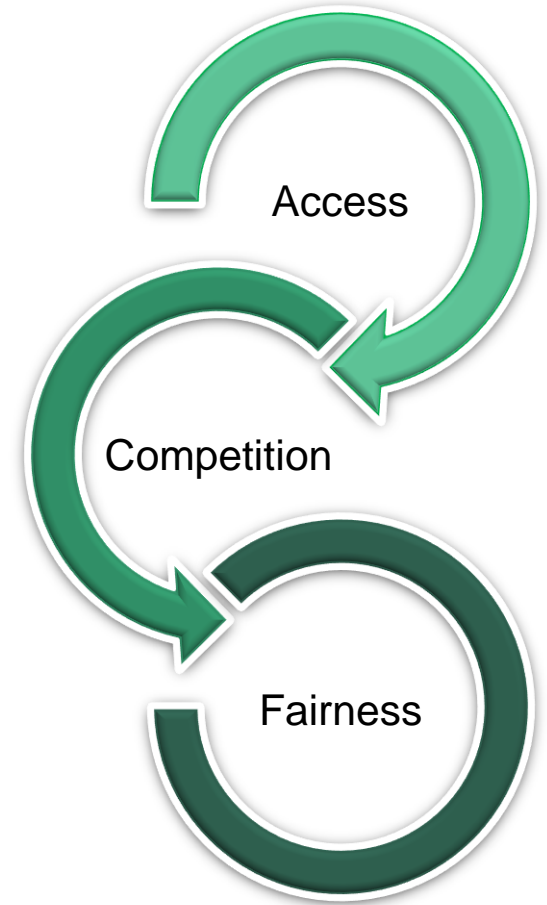


Types of Procurement



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 tender notice will indicate the method of procurement being used and will outline the solicitation documents.
- 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)

Invitation to Tender

- When a buyer has a straightforward need (e.g. off-the-shelf goods), they can issue an Invitation to Tender (ITT).
- Evaluation is based on Lowest Priced Bid meeting all mandatory requirements.
- Typically used for construction.

Royal Canadian Mounted Police
Gendarmerie Royale du Canada

RETOURNER LES SOUMISSIONS À:
RETURN BIDS TO:

Bid Receiving/Réception des soumissions
RCMP Mail Services Unit
BID RECEIVING – Room #A1E431
14200 Green Timbers
Surrey, BC V3T 6P3T P) 778-2902944

Facsimile Number for Amendments Only: 778-290-6110

INVITATION TO TENDER – APPEL D'OFFRES
Proposal to: Royal Canadian Mounted Police
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services and construction listed herein and on any attached sheets at the price(s) set out therefore.

Proposition aux: Gendarmerie royale du Canada
Nous offrons par la présente de vendre à Sa Majesté le Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires
Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Title-Sujet – INVITATION TO TENDER CONSTRUCTION TRANSPORTABLE TELECOMMUNICATIONS SHELTERS CONSTRUCTION AND DELIVERY	
Solicitation No. - No. de l'invitation M2989-3-0219/001	Date: January 03, 2014
GETS Reference No. - No. De Référence du Client	
Solicitation Closes - L'invitation prend fin at/à 2:00pm (PST) on/le January 20, 2014	
F.O.B. - F.A.B. See Herein Voir aux présentes	
Address Enquiries to: - Adresser toutes questions à: Hedy Sawatzky, Reg Sr Procurement Officer, hedy.sawatzky@rcmp-grc.gc.ca Contracting & Procurement Unit, RCMP	
Telephone No. No de téléphone 778-290-2779	Fax No. – N° de FAX: 778-290-6110
Destination of Goods and Services: Destinations des biens et services: ROYAL CANADIAN MOUNTED POLICE (RCMP) Pacific Regional Training Centre 45337 Calais Crescent Chilliwack, B.C. V2R 0N6	
Delivery Required - Livraison exigée: See Herein - Voir aux présentes	Delivery Offered – Livraison proposée

Request for Proposal

- There are times when the selection of a supplier cannot be made only on the basis of the lowest priced bid received.
- For more complex contracts, a Request for Proposal can be issued to solicit a solution based on a combination of price, technical expertise, years of experience, etc.

REQUEST FOR PROPOSALS / DEMANDE DE PROPOSITIONS

RETURN BIDS TO / RETOURNER LES SOUMISSIONS A:

National Research Council Canada (NRC)
Procurement Services
1200 Montreal Road, Building M-22
Ottawa, Ontario
K1A 0R6
Bid Fax: (613) 991-3287

Acquisition of Program Leader Training

Solicitation No./N. de l'invitation 13-22087	Date December 19, 2013
Solicitation Closes/L'invitation prend fin at/sur 14:00 on/le January 29, 2014	Time Zone/Fuseau Horaire EDT
Address Enquiries/Adresse des demandes de renseignements à : Jesse Arsenault Telephone No./N. de téléphone : (613) 993-0569 Facsimile No./N. de télécopieur : (613) 993-6867	

Instructions: See Herein
Instructions: Voir aux présentes

Proposal To:

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached herein, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux:

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-jointe, au(x) prix indiqué(s).

Vendor/Firm Name and Address / Raison sociale et adresse du fournisseur/de l'entrepreneur

Telephone No./N. de téléphone
Facsimile No./N. de télécopieur

Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)
Nom et titre de la personne autorisé à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)

Signature _____ Date _____

Request for Standing Offer

- When a buyer needs to purchase goods or services on a repetitive basis, they may issue a Request for Standing Offer (RFSO).
- If you qualify in the RFSO process, this means you agree to provide your good or service for a fixed price over a certain time frame.

Public Works and Government Services Canada
Travaux publics et Services gouvernementaux Canada

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government Services Canada/Réception des soumissions Travaux publics et Services gouvernementaux Canada
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

Request For a Standing Offer
Demande d'offre à commandes
National Master Standing Offer (NMSO)
Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.
Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Title - Sujet
Fresh Fruits & Vegetables

Solicitation No. - N° de l'invitation
21532-130002/A

Date
2013-03-07

Client Reference No. - N° de référence du client
21532-130002

GETS Ref. No. - N° de réf. de SEAG
PW-SWPG-013-8472

File No. - N° de dossier
WPG-2-35214 (013)

CCC No./N° CCC - FMS No./N° VME
21532-130002

Solicitation Closes - L'invitation prend fin
at - à 02:00 PM
on - le 2014-04-16

Time Zone
Fuseau horaire
Central Standard Time
CST

Delivery Required - Livraison exigée
See Herein

Address Enquiries to - Adresser toutes questions à:
Lamoureux-Bellec, Monique

Buyer Id - Id de l'acheteur
wpg013

Telephone No. - N° de téléphone
(204)983-6107 ()

FAX No. - N° de FAX
(204)983-7796

Destination - of Goods, Services, and Construction:
Destination - des biens, services et construction:
CORRECTIONAL SERVICE OF CANADA
1 Mile South Hoppe Ave
GRANDE CACHE
Alberta
T0E0Y0
Canada

Security - Sécurité
This request for a Standing Offer does not include provisions for security.
Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.

Instructions: See Herein
Instructions: Voir aux présentes

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Request for Supply Arrangement

- A buyer may issue a Request for Supply Arrangement (RFSA) when:
 - There is a need to purchase goods or services on a repetitive basis, and
 - There are variables such as statements of work or requirements that cannot be defined in advance.
- Bids are solicited from pre-qualified suppliers for specific requirements.

Parks Canada **Parcs Canada**

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Unit
Parks Canada Agency
John Cabot Building
P.O. Box 1268
St. John's, NL A1C 5M9**

**REQUEST FOR A SUPPLY ARRANGEMENT
DEMANDE POUR UN ARRANGEMENT EN
MATIÈRE D'APPROVISIONNEMENT**

Canada, as represented by the Minister of the Environment for the purposes of the Parks Canada Agency hereby requests a Supply Arrangement on behalf of the identified users herein.
Le Canada, représenté par le ministre de l'Environnement aux fins de l'Agence Parcs Canada, autorise par la présente, une arrangement en matière d'approvisionnement au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

**Title-Sujet
RFSA - General Contracting Services for Prince Edward Island National Park Parks Canada**

Solicitation No. - No. de l'invitation
SP110-5018/NL

Date
January 31, 2013

GETS Reference No. - No de reference de SEAG

Client Reference No. - No. de référence du client

Solicitation Closes
L'invitation prend fin -
at - à 02:00 PM
on - le January 31, 2016

Time Zone
Fuseau horaire -
Newfoundland Standard Time (NST)

Address Inquiries to: - Adresser toute demande de renseignements à:

**Colleen Sheehan
Colleen.sheehan@pc.gc.ca**

Telephone No. - No de téléphone
(709) 772-6129

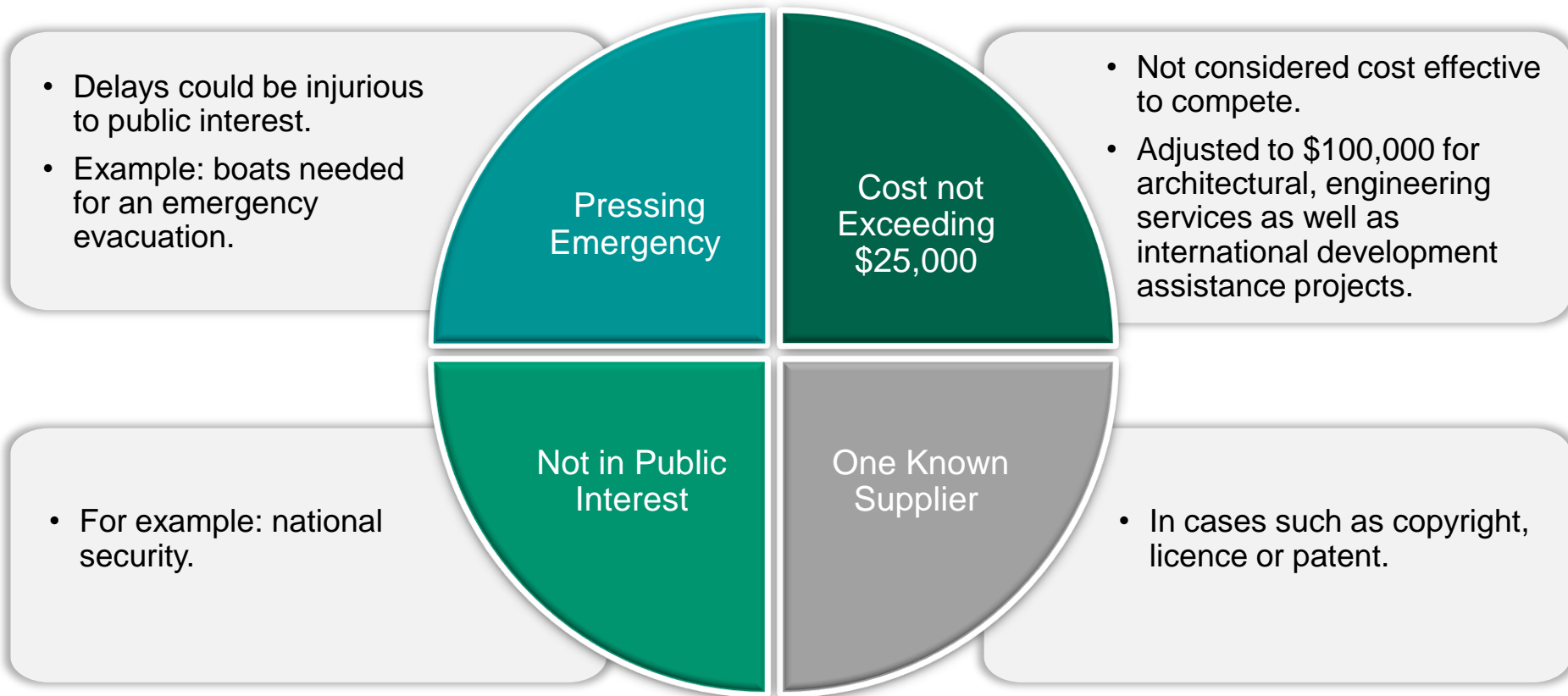
Fax No. - No de FAX:
(709) 772-3651

Destination of Goods, Services, and Construction:
Destinations des biens, services et construction:
See Herein

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur :

Telephone No. - No de téléphone:
Facsimile No. - N° de télécopieur:

The Non-Competitive Approach



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.



Attention to Detail

- Follow the instructions and read all the terms and conditions thoroughly.
- Ensure you address ALL of the evaluation criteria. Mandatory requirements are especially important, as only bids that meet these terms and conditions will be further evaluated.
- Be sure to complete and sign each certification completely and accurately.



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 and in some cases may take up to 12 months. Delays in the security process could result in your bid being declared non-responsive.

Industrial Security Program (ISP)

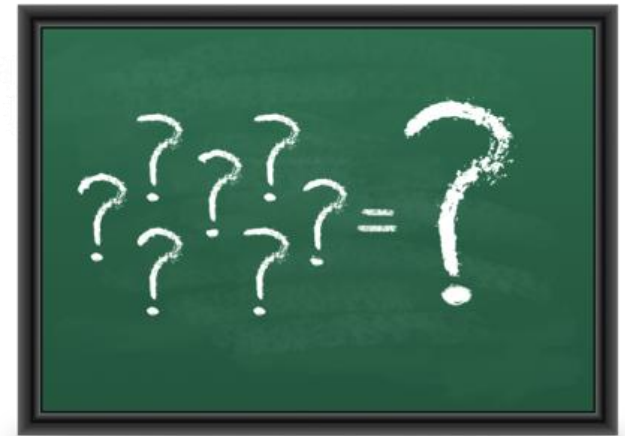
- The Industrial Security Program (ISP) is responsible for reviewing and approving Security Requirement Check Lists and providing appropriate security clauses.
- An ISP officer will provide you with the information, forms and support you require to begin the screening process.
- A link to their website can be found on Buyandsell.gc.ca, under "Resources for Businesses"

Contact Information for Questions

Office of Small and Medium Enterprises (OSME):

InfoLine: 1-800-811-1148 (option #1)

Email: bpmeclient.osmeclient@tpsgc-pwgsc.gc.ca



OSME Contact Information

Buyandsell.gc.ca

Atlantic Region – Halifax

Telephone: 902-426-5677

Facsimile: 902-426-7969

osme-bpme-atl@pwgsc-tpsgc.gc.ca

Québec Region – Montréal

Telephone: 514-496-3525

Facsimile: 514-496-5891

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

National Infoline: 1-800-811-1148

Ontario Region – Toronto

Telephone: 416-512-5577

Toll free: 1-800-668-5378

Facsimile: 416-512-5200

ont.bpme-osme@pwgsc-tpsgc.gc.ca

National Capital Region – Gatineau

Telephone: 819-953-7878

Facsimile: 819-956-6123

ncrosme.rcnbpme@pwgsc-tpsgc.gc.ca

Pacific Region – Vancouver

Toll free: 1-866-602-0403

Facsimile: 604-775-7395

osme-bpme-pac@pwgsc-tpsgc.gc.ca

