



Serving
GOVERNMENT,
Serving
CANADIANS.

Doing Business with the Government of 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.



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.

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Registering Your Company

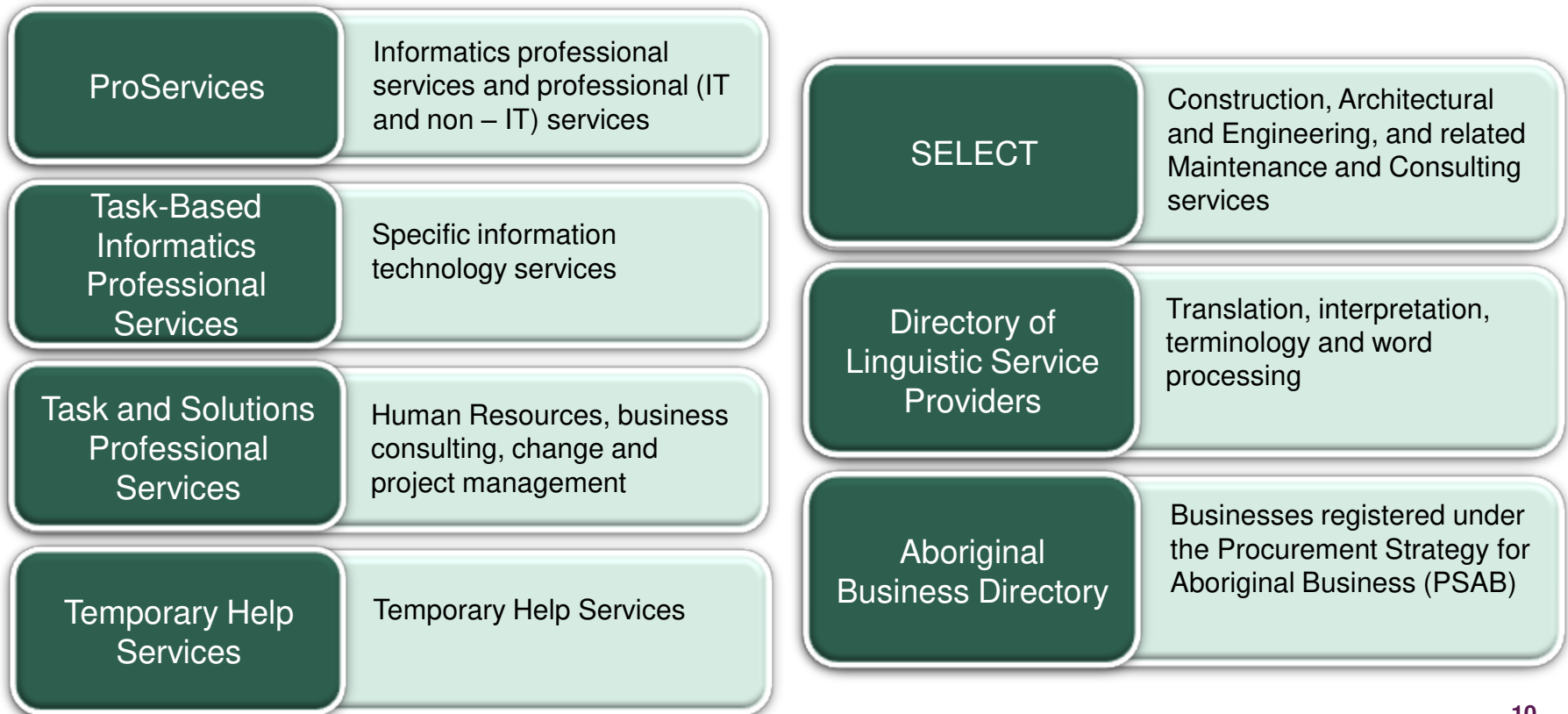


Registering in the Supplier Registration Information System

- 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



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 Aboriginal Affairs and Northern Development 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

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).

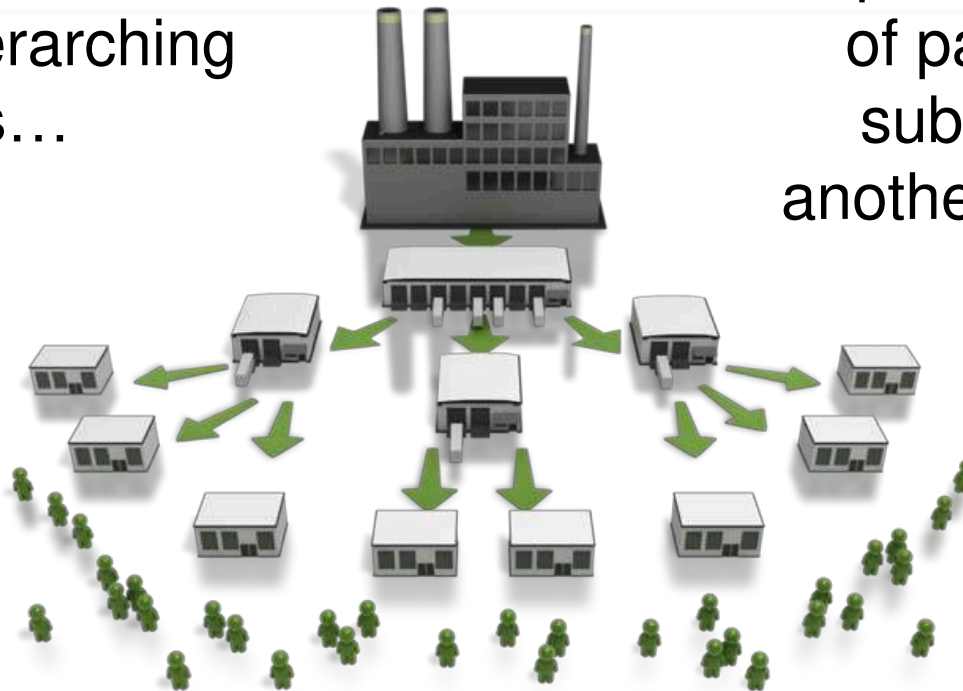
PWGSC Regional Offices

Can provide information about selling opportunities in your specific area

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 Industry Canada.

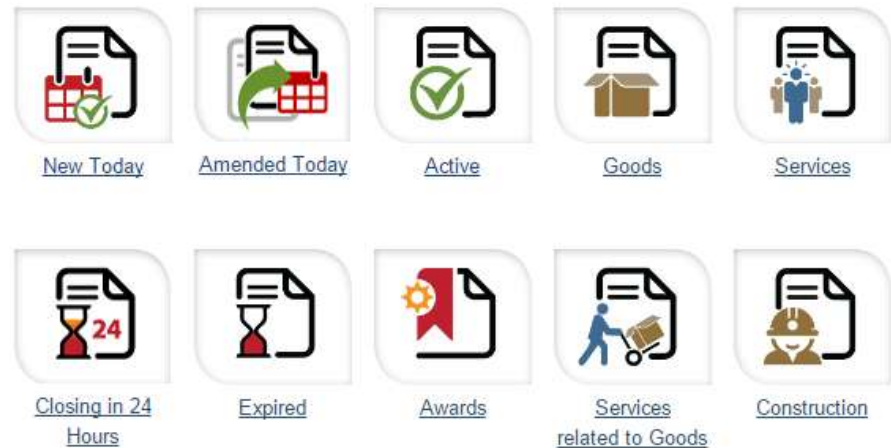


Research and Finding Opportunities



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.



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 table of contents 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 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.

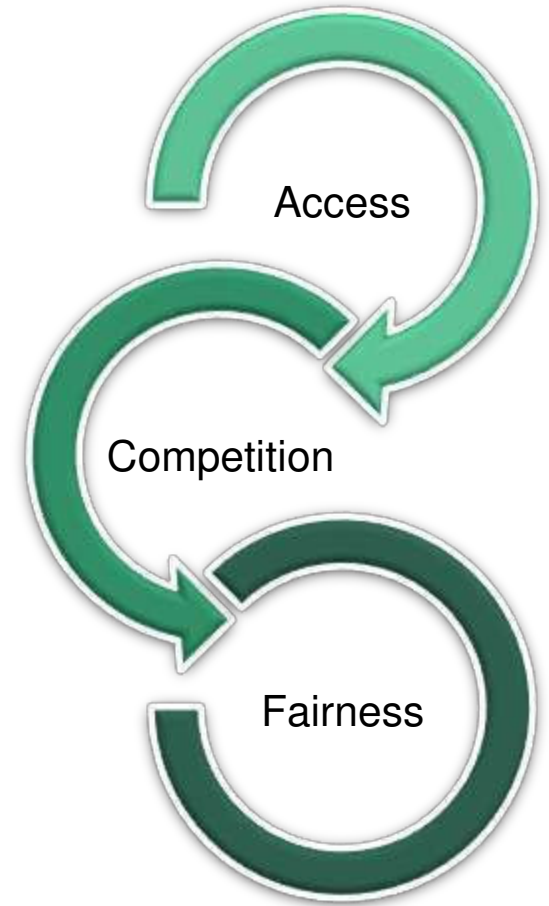


Types of Procurement



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.



The Non-Competitive Approach

- Delays could be injurious to public interest.
- Example: boats needed for an emergency evacuation.

Pressing
Emergency

- Not considered cost effective to compete.
- Adjusted to \$100,000 for architectural, engineering services as well as international development assistance projects.

Cost not
Exceeding
\$25,000

- For example: national security.

Not in Public
Interest

- In cases such as copyright, licence or patent.

One Known
Supplier

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 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"



Contacts for Security Screening

National Capital Area Region

Tower C, Room 0C1-100A

11 Laurier Street, Gatineau, Quebec K1A 0S5

E-mail: ncr.osme@tpsgc-pwgsc.gc.ca

Telephone: 1-800-811-1148 Facsimile: 819-956-6859

Ontario Region

John P. Von Zuben

Regional Chief Security & Emergency Preparedness

PWGSC - Ontario Region, 4900 Yonge Street

Toronto ON M2N 6A6

E-mail: 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.



Buyandsell.gc.ca

The screenshot shows the Buyandsell.gc.ca website. At the top, there is a navigation bar with the Canadian flag, 'Government of Canada / Gouvernement du Canada', and links for 'Canada.gc.ca', 'Services', 'Departments', and 'Français'. Below this is a blue header with 'Buyandsell.gc.ca' and 'Public Works and Government Services Canada' on the left, a red maple leaf in the center, and the 'Canada' logo on the right. A search bar is located on the right side of the header. Below the header is a blue navigation bar with links for 'For Businesses', 'For Government', 'Goods and Services', 'Applications', and 'Procurement Data'. The main content area features a 'Find opportunities with Buyandsell.gc.ca/tenders' section with a search icon and a list of quick search icons: 'New Today', 'Amended Today', 'Active', 'Goods', 'Services', 'Closed in 24', 'Expired', 'Awarded', 'Cancelled', and 'Construction'. On the right side, there is a 'Highlights' section with a grey header. The first highlight is 'Want to improve your bidding strategy?' with a link to 'Read about the new PWGSC Learning from Bids Service'. The second highlight is 'Government announces new Defence Procurement Strategy (DPS)' with a link to 'Find out how the DPS will help enhance domestic and international competitiveness of Canadian defence-related firms and improve defence procurement outcomes. Information sessions have been scheduled for industry to hear more about the DPS and its implementation!'. Below this is a link for 'New Defence Procurement Strategy (DPS) Information Sessions Available - Register Now'.

Buyandsell.gc.ca

Buyandsell.gc.ca
Public Works and Government Services Canada

Canada

Search

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

Supplier Registration
Access My Account: Supplier Accounts (SRI)
Register as a Supplier: Supplier Accounts (SRI)
Register to Provide Services

Event Calendar
Attend a Seminar

Contacts for Businesses
Office of Small and Medium Enterprises (OSME) Regional Offices
Public Works and Government Services Canada (PWGSC) Regional Offices
Professional Services Contacts
Supplier Registration Information (SRI) Contacts
Contacts for GSIN Codes

Find Opportunities
Tenders on Buyandsell.gc.ca
Other Government Tender Sites

Initiatives and Programs
Build in Canada Innovation Program
Green Procurement
Procurement Strategy for Aboriginal Business (PSAB)
Smart Procurement

Procurement Data
Tenders
Goods and Services Identification Number (GSIN)
Standing Offers and Supply Arrangements (SOSA)
Contract History

Policy and Guidelines
Standard Acquisition Clauses and Conditions (SACC) Manual
Find clauses and conditions in the SACC Manual
Supply Manual
Search the Supply Manual

Selling to the Government of Canada
About Standing Offers
About Supply Arrangements
Learning from Bids Service

Resources for Businesses
Browse GSIN Codes
Acquisitions Forms
Related Links

Recourse Mechanisms
Supplier Complaint Process



Other Seminars



OSME Weekly Wednesday Seminars/Webinars

Seminars/Webinars	Week of the Month	Time
Doing Business with the Government of Canada	1 st and 3 rd	10:00 – 12:00
Obtaining Security Clearance	1 st	1:00 – 3:00
Bidding on Opportunities	2 nd	1:00 – 3:00
Supplying Professional Services	3 rd	1:00 – 3:00
Build in Canada Innovation Program (BCIP)	4 th	1:00 – 3:00
Defence and Security Procurement	5 th 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

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

www.pwgsc.gc.ca/ontario/osme

National Capital Region – Gatineau

Telephone: 819-953-7878

Facsimile: 819-956-6123

RCNBPME.NCROSME@tpsgc-pwgsc.gc.ca

Pacific Region – Vancouver

Toll free: 1-866-602

Facsimile: 604-775-7395-0403

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.

<http://tpsgc-pwgsc1.fluidsurveys.com/s/BPME-OSME/>

Your comments are very much appreciated!

Thank you for your time.



2015 Study on the Participation of Small and Medium Enterprises in Federal Government Procurement

Visit <http://goo.gl/MIF5Md> to participate, or scan this code:



Questions? Email:
TPSGC.EtudePME.SMEStudy.PWGSC@tpsgc-pwgsc.gc.ca



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Canada

L'Étude 2015 sur la participation des petites et moyennes entreprises aux approvisionnements fédéraux

Visitez <http://goo.gl/iGYGJ> à participer, ou scannez le code:



Questions? Envoyez un courriel à:
TPSGC.EtudePME.SMEStudy.PWGSC@tpsgc-pwgsc.gc.ca



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