



Serving  
GOVERNMENT,  
serving  
CANADIANS.

# Doing Business with the Government of Canada

---

Aaron Ydenberg

Office of Small and Medium Enterprises

Public Services and Procurement Canada



Public Services and  
Procurement Canada

Services publics et  
Approvisionnement Canada

# Office of Small and Medium Enterprises (OSME)

- Supports small and medium enterprises (SME) through the federal procurement process
- Engages, assists and informs SMEs on how to sell goods and services to the Government of Canada
- Works to reduce barriers to ensure fairness in the process



# Opportunities for SMEs

---

- Government of Canada is 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 almost 90% of the 7,700 contracts awarded annually to suppliers in Canada by PSPC

[Source for figures: July 2018, Business Analytics Services Directorate (BASD), Procurement Business Management Sector (PBMS), Acquisitions Program, 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

Departments and agencies  
Delegated purchasing authorities of

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.



# 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



# Benefits of using Buyandsell.gc.ca

- 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 to a web feed and email notification to automatically receive notifications when opportunities are published or updated



# Open Data on Buyandsell.gc.ca

- Under the Procurement Data section:
  - Contract history
  - Current Standing Offers and Supply Arrangements
- A much broader audience is reached by encouraging the re-use and re-publishing of tender data by third parties to add value and services for their subscribers. Examples where this may be useful could be:
  - A private sector tender publisher
  - Industry associations





# Finding key government contacts

---

## GCdirectory

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

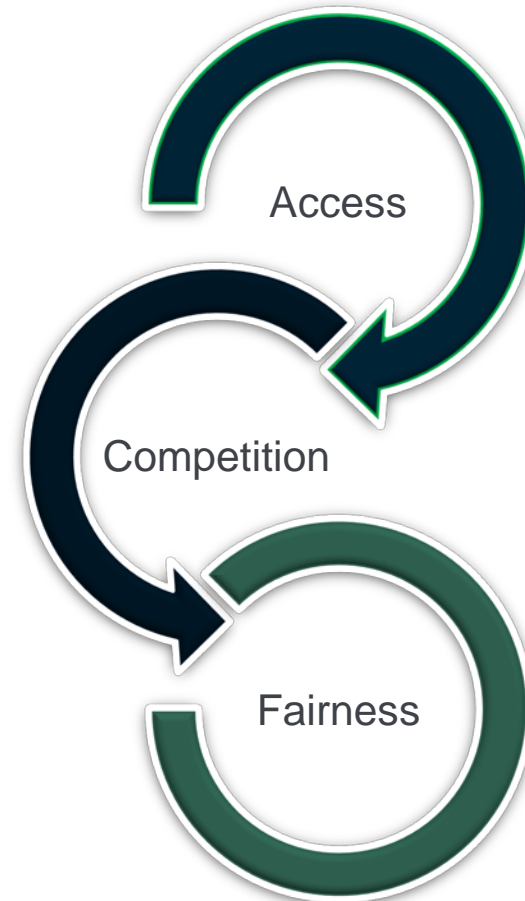
## PSPC Regional Offices

Can provide information about selling opportunities in your specific area



# 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
- 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 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 common types 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



# Bidding on opportunities

---



# Submitting your bid

---

Know the bid closing date and where and how to submit your bid. Check for amendments to the closing date

Sign the document and include all required signed and completed certifications

Ensure your proposal follows the format requested

Review your bid, then have someone else review it too



# OSME contact information

---

**Buyandsell.gc.ca**

**Atlantic Region – Halifax**

Telephone: 902-426-5677

Facsimile: 902-426-7969

[OSME-BPME-Atl@tpsgc-pwgsc.gc.ca](mailto:OSME-BPME-Atl@tpsgc-pwgsc.gc.ca)

**Québec Region – Montréal**

Telephone: 514-210-5770

[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@tpsgc-pwgsc.gc.ca](mailto:OSME-BPME-Wst@tpsgc-pwgsc.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@tpsgc-pwgsc.gc.ca](mailto:Ont.BPME-OSME@tpsgc-pwgsc.gc.ca)

**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@tpsgc-pwgsc.gc.ca](mailto:OSME-BPME-Pac@tpsgc-pwgsc.gc.ca)

