

Introduction to federal procurement: The basics of selling to the Government of Canada

Presented by [Procurement Assistance Canada](#)

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.
- On average, smaller businesses in Canada win the majority of the total value of contracts awarded each year.

How much does the government buy?

- Government of Canada is one of the largest buyers of goods and services in Canada.
- The government spends approximately \$24 billion annually on goods, services, construction and maintenance projects.
- Awards over 500,000 contracts and processes close to 2 million 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

- Initiatives to increase the diversity of bidders and help build a more inclusive economy by boosting the competitiveness and prosperity of Canadian businesses.
- Procurement Strategy for Indigenous Business (PSIB): set-aside opportunities for Indigenous businesses, requirements for all government departments and agencies to offer a minimum of 5% of the total value of their contracts to Indigenous businesses.
- [Better Buying](#): modernizing procurement with a simpler and more accessible procurement system, advancing socio-economic goals by creating more opportunities for equity-deserving groups.

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- Three pillars of Better Buying:
 - building a modern procurement foundation;
 - delivering a simpler, more responsive and more accessible procurement system;
 - advancing socio-economic goals, increasing competition and fostering innovation.
 - Using the Government's purchasing power for the greater good, to help social objectives such as:
 - accessibility,
 - increased opportunities for businesses run by equity-deserving groups, such as women, visible minorities and persons with disabilities,
 - increased opportunities for Indigenous businesses,
 - environmentally friendly purchasing.
 - Green procurement focuses on integrating environmental considerations into the procurement decision-making process, for example by setting specific targets for vehicle emissions, reducing plastic waste and improving energy efficiency in federal buildings.
 - Procurement Assistance Canada supports these initiatives by working with the procurement community inside government, and by providing support to businesses to help you find, understand and respond to contracting opportunities.

Finding opportunities

Building networks

- Building relationships can go a long way in becoming a government supplier, just as it does in any line of business.
- Connect with officials in departments and agencies, learn about what directions their department's procurement may be heading, and find out about upcoming procurement opportunities in your region.
- Promote your business and share information regarding your capabilities.

Low dollar value procurement

- Purchases below \$25,000 for goods and below \$40,000 for services and construction, including all applicable taxes, are considered to be low dollar value procurements.
- Unlike larger purchases that are done through the solicitation of bids and quotes from potential suppliers using a tendering process, low dollar value procurements are often direct purchases from vendors.
- Low dollar value procurement can present an opportunity to grow your business by developing a business relationship with the Government of Canada through smaller contracts.
- Learn more about [low dollar value opportunities](#).

Non-competitive procurement

- According to Canadian Government Contract Regulations, sole source purchasing can only be undertaken under the following four circumstances.
- Pressing Emergency
 - Delays could be injurious to public interest.
 - Example: boats needed for an emergency evacuation.
- Cost not exceeding \$25,000
 - Not considered cost effective to compete.
 - Adjusted to \$100,000 for architectural, engineering services as well as international development assistance projects.

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- Not in Public Interest
 - Example: national security.
 - One Known Supplier
 - Examples: copyright, license 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.
- For more information, visit [How procurement works](#).

Registering to provide professional services

- Centralized Professional Services System (CPSS)
 - ProServices: Information technology (IT) and non-IT professional services.
 - Task-Based Informatics Professional Services: Specific information technology services.
 - Task and Solutions Professional Services: Human Resources, business consulting, change and project management.
 - Temporary Help Services: Temporary help up to 48 weeks, up to \$400K. CPSS allows access to opportunities in the National Capital Region (NCR). Opportunities outside the NCR are listed separately.
 - Professional Audit Support Services: Services to support internal audit and financial management requirements.
- SELECT: Construction, Architectural and Engineering, and related Maintenance and Consulting services.
- Directory of Linguistic Service Providers (Translation Bureau): Translation, interpretation, terminology and word processes.

CanadaBuys.Canada.ca

- CanadaBuys is the official source for Government of Canada tender and award notices. Visit [CanadaBuys.Canada.ca](#) to:
 - Search for public sector tenders and contract history;
 - Register in the electronic procurement solution to view and bid on opportunities.

BuyAndSell.gc.ca

- During the transition to CanadaBuys, you will continue to find the following on [BuyAndSell.gc.ca](#):
 - How to register as a supplier
 - Procurement policies and guidelines
 - Key procurement contacts in departments and agencies
 - Procurement initiatives and programs
 - Upcoming events and seminars
 - Procurement applications

Registering as a supplier

- Register in SAP Ariba.
 - Complete your business profile.
 - View and respond to opportunities posted to the electronic procurement solution.
- Register in Supplier Registration Information (SRI).
 - Obtain your procurement business number. This number is currently required for bids that are not processed through SAP Ariba.
- Register in sourcing tools for professional services, including ProServices and SELECT.
- [Learn more about registering as a supplier.](#)

Electronic procurement solution

The Government is moving federal procurement online. During this transition, you may be able to bid on some tender opportunities through the electronic procurement solution. [Find out more.](#)

Learn more about the procurement process

Next steps

- Download reference sheets:
 - [Getting started selling to the Government of Canada](#)
 - [Preparing to bid on an opportunity](#)
- [Register for your next seminar:](#)
 - Doing business with the Government of Canada
 - How the government buys what you sell
 - 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
- **Self-service tools** with instructions and information to help you get started.

Canada.ca/PAC