

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

# Doing Business with the Government of Canada

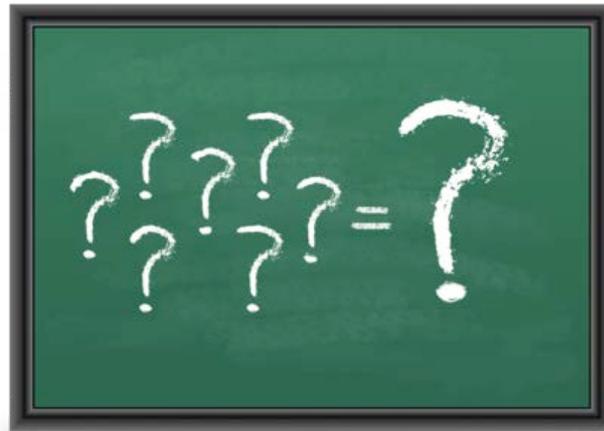


Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

Canada

# Contact Information for Questions



**Send your questions to the following email address:**

[rcnbpme.ncrosme@tpsgc-pwgsc.gc.ca](mailto:rcnbpme.ncrosme@tpsgc-pwgsc.gc.ca)

# Buyandsell.gc.ca Website

- The authoritative source for government procurement information

The screenshot shows the Buyandsell.gc.ca website homepage. 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 central heading "Find opportunities with Buyandsell.gc.ca/tenders" and a sub-heading "Access Government of Canada Tenders by using the quick search icons below." Below this are two rows of icons representing different tender 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?", "Read about the new PWGSC Learning from Bids Service.", and "Government announces new Defence Procurement Strategy (DPS)".

# 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.
- SMEs received approximately three-quarters of the contracts. This represents more than 14,000 of the 18,000 contracts awarded annually.



# Contracting with the Government of Canada

- Public Works and Government Services Canada (PWGSC) is the main purchaser of goods and services 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  
under \$25,000

Services and  
Construction Projects  
under \$2,000,000

For procurements over these levels, departments and agencies must work with PWGSC or seek authority from Treasury Board for a specific contract.



# Registering Your Company



# Registering as a Supplier

- If you would like to offer conference interpretation services to the Translation Bureau and Public Works and Government Services Canada (PWGSC):
  - You need to register in the [Supplier Registration Information \(SRI\)](#) system; and
  - You then need to register in the Translation Bureau's Suppliers Directory. Before registering in the Directory, it is important to ensure that you meet certain [Eligibility criteria](#).



# 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.



# What do I Need to Register in SRI?

- Your Business Number: the first 9 numbers of your GST/HST number.
- The legal name of your business as it appears on your CRA registration.
- Refer to registration information on Buyandsell.gc.ca.



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

Canada

buyandsell.gc.ca  
Let's talk business

Français Home Contact Us Help Search canada.gc.ca

Home > Buy and Sell > Supplier Registration Information > Start Registration

## Start Registration

Please Enter your Canada Revenue Agency [Business Number](#) (9 numeric characters):

(**Note:** Registering in SRI is a two-step process. After completing and submitting the information in the next screen, you will receive an e-mail advising you to continue with step 2.)

**You must finish step 2, including the selection of commodities, to complete your registration in SRI. )**

BN:

If you have a Goods and Services Tax (GST)/Harmonized Services Tax (HST) number, the

Supplier Registration Information

Access my Account

Start Registration

Glossary

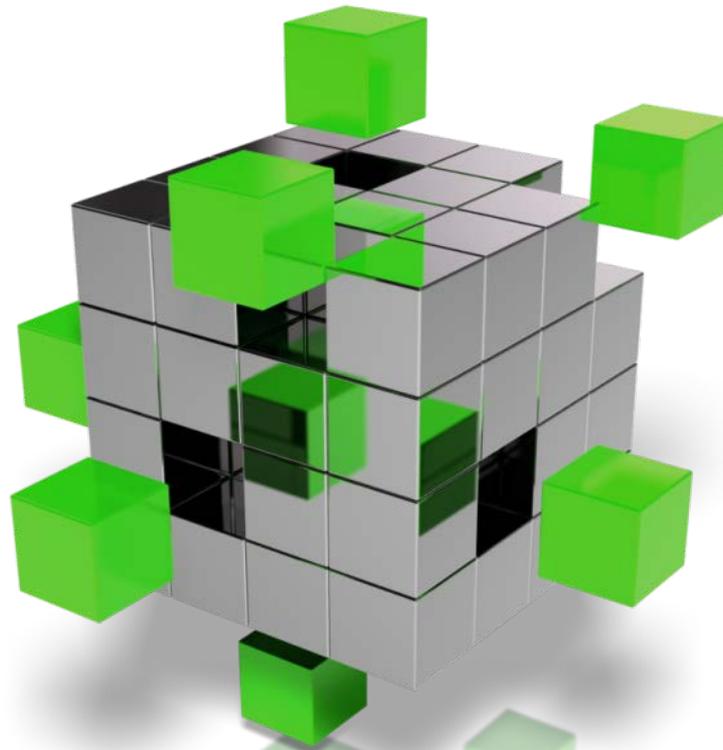
Proactive Disclosure

# How to Register in the Directory of Linguistic Services Suppliers

- Interpretation suppliers who would like to register in the Translation Bureau's Directory of Linguistic Services Suppliers must first meet certain eligibility criteria and undergo an accreditation process.
- To find out about the criteria applicable to registering in the Directory, please click on the following link: <http://www.bt-tb.tpsgc-pwgsc.gc.ca/btb.php?lang=eng&cont=166>



# Building Relationships



# Building Relationships



Registering is an important first step to doing business with the Government of Canada.

To be successful, you must also do research and network to build relationships.

# Why Build Relationships?

- Connect with officials in departments and agencies to learn about the directions in which their department's procurement may be heading.
- Let the PWGSC procurement officer responsible for your particular good or service know what you have to offer.
- To stand out from the crowd.



# Know Your Business Know Your Clients

- What does your research tell you about your end user's needs?



- What unique features can you emphasize?

- 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

## PWGSC Regional Offices

- Can provide information about selling opportunities in your specific area



# The Government Electronic Directory Service (GEDS)

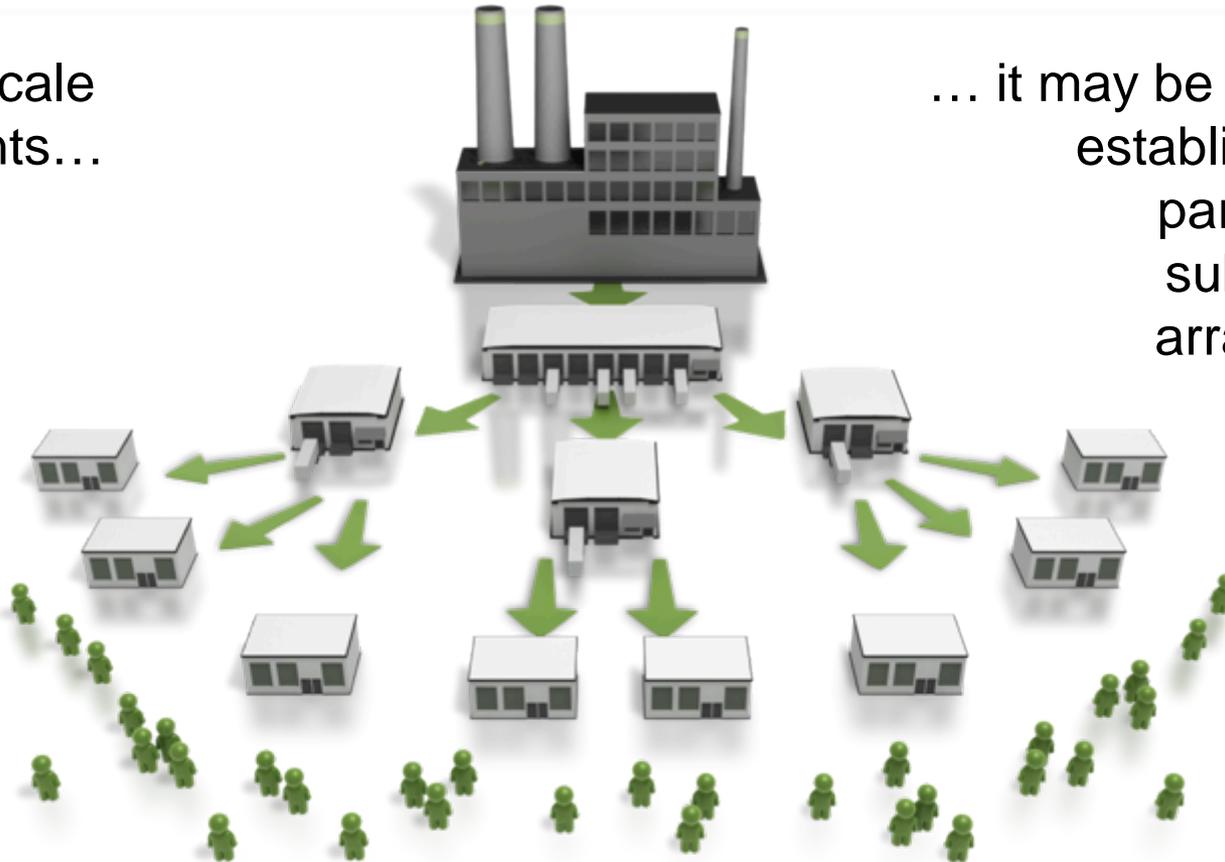
- The Government Electronic Directory Services provides a directory of all federal public servants across Canada, except employees of the Department of National Defence, the RCMP and the Canadian Security Intelligence Service.

The screenshot shows the Government of Canada GEDS website. At the top, there is a navigation bar with the Canadian flag, the text 'Government of Canada' and 'Gouvernement du Canada', and links for 'Canada.gc.ca', 'Services', 'Departments', and 'Français'. Below this is a blue header with 'Government of Canada GEDS' and the 'Canada' logo. A red maple leaf is centered in the background. A secondary navigation bar contains 'GEDS Services', 'Department Listing', and 'Search GEDS'. The main content area is divided into a left sidebar and a main search area. The sidebar includes sections for 'Search/Browse GEDS' (with links for 'Search GEDS' and 'Advanced Search'), 'Browse GEDS' (with 'Department Listing'), 'Quick Links' (listing 'Honourable Ministers', 'Deputy Ministers', 'Honourable Senators', and 'MP Offices'), and 'GEDS Resources' (listing 'Frequently Asked Questions (FAQ)', 'Help', and 'Contact Us'). The main search area is titled 'Welcome' and features a search form with the following elements: 'Search in : Canada', 'Enter value to search for :' (with an input field), 'Select which field to search :' (with a dropdown menu set to 'Surname, Given Name'), and 'Select matching criterion to use :' (with a dropdown menu set to 'Begins with'). Below the form are 'Search' and 'Clear Form' buttons. A text box provides examples: 'Examples : (1) Smith (2) Smith, John (3) 613-999-0101 or (613)999-0101' and a link 'Click here for more help.'. A footer note states: 'The Government Electronic Directory Services (GEDS) provides a directory of federal public servants for all regions across Canada. It is the policy of some departments not to list all their employees.'

# Becoming Part of a Supply Chain

For large-scale requirements...

... it may be beneficial to establish business partnerships or subcontracting arrangements.

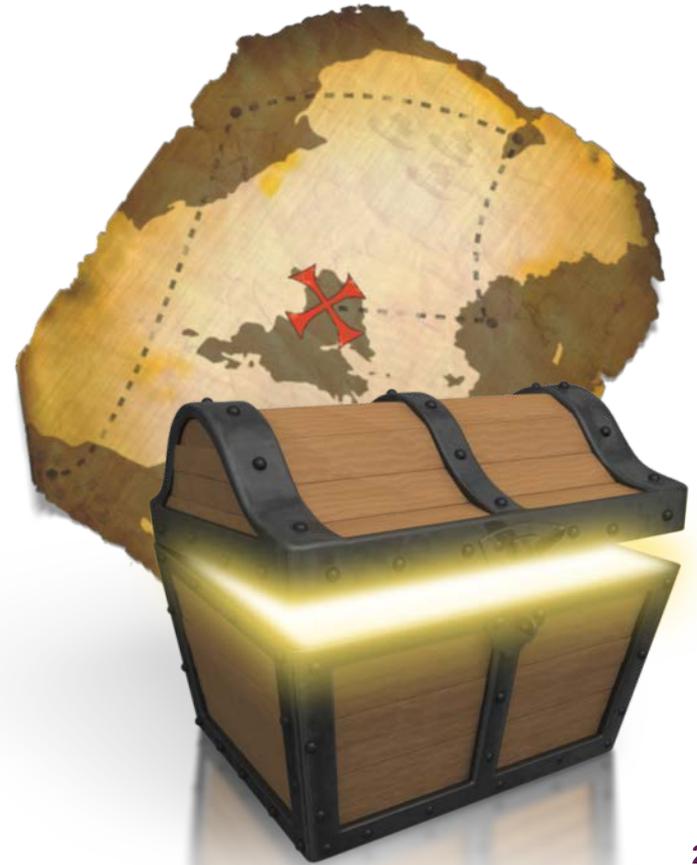


# Market Research and Finding Opportunities



# Finding Opportunities

- Pro-actively do market research and seek out opportunities.
- Departments and agencies buy goods and services on a regular basis, and there are new business opportunities every day.
- The most successful suppliers are aware of what government buys and know how to find those opportunities.



# The Government Electronic Tenders Service (GETS)

- The [Tenders on Buyandsell.gc.ca](https://buyandsell.gc.ca) site is the official source for finding Government of Canada tenders.
- The platform is simple to navigate and makes seeking new business opportunities easy.
- Contracts awarded in the past are also displayed.



[New Today](#)



[Amended Today](#)



[Active](#)



[Closing in 24 Hours](#)



[Expired](#)



[Awards](#)



[Goods](#)



[Services](#)



[Services related to Goods](#)



[Construction](#)

# 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; and
  - 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 contracts valued at \$10,000 and over awarded directly by departments and agencies.

The screenshot shows the Treasury Board of Canada Secretariat website. At the top, there are logos for the Treasury Board of Canada Secretariat and the Secrétariat du Conseil du Trésor du Canada, along with the Canada wordmark. Below the logos is a navigation bar with links for Français, Home, Contact Us, Help, Search, and canada.ca. The main content area is titled "Proactive Disclosure" and contains the following text:

**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.

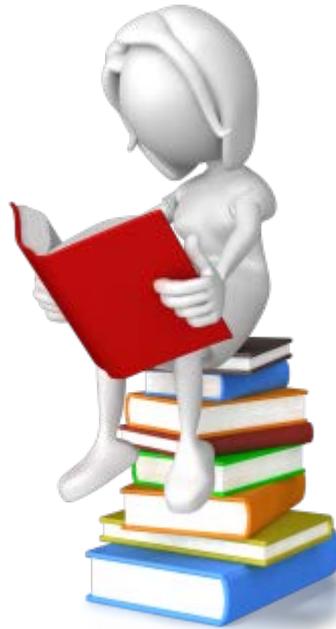
- [Government-Wide Reporting](#)
- [Disclosure of Travel and Hospitality Expenses \(TBS\)](#)
- [Disclosure of Contracts \(TBS\)](#)
- [Disclosure of Position Reclassifications \(TBS\)](#)
- [Disclosure of Grant and Contribution Awards \(TBS\)](#)
- [Disclosure of Information on Founded Wrongdoing at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

# 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 Regional Benefits Policy.



# Policy, Trade Agreements and Guiding Principles



# Contracting Policy



## Contracting policy requirements

- The *Government Contracts Regulations*, the Treasury Board *Contracting Policy*, the North American Free Trade Agreement, the World Trade Organization Agreement on Government Procurement and the Agreement on Internal Trade must all be complied with.
- The Statement of Work must be prepared using specific results and performance criteria that promote competition and comply with agreement requirements.
- As much as possible, businesses and individuals need to be given an equal opportunity to make proposals, provided they have the technical, financial and administrative skills required to meet contractual obligations and the objectives set out in national policies and agreement requirements as a whole.

# Trade Agreements



The Government of Canada is a signatory to a number of trade agreements.

- For example:
  - Agreement on Internal Trade (AIT);
  - North American Free Trade Agreement (NAFTA); and
  - World Trade Organization Agreement on Government Procurement (WTO-AGP).
- Trade agreements seek to:
  - reduce trade barriers;
  - facilitate the cross-border movement of goods and services; and
  - increase investment opportunities for Canadian businesses.
- Requirements where the amount is equal to or greater than the trade agreement thresholds must be posted on the [Buyandsell.gc.ca](http://Buyandsell.gc.ca) website when one or more of these agreements are involved.

**Note: Translation and interpretation services are subject to the AIT only.**

# Contracting for Services



## For services contracting, the Contracting Authority must

- ensure that the Statement of Work or the requirement description specifically describe the tasks to be performed, the objectives to be reached and the deadlines to be met;
- ensure that contracting for the services of individuals will not create employer-employee relationships;
- ensure that the fees paid do not exceed the current market rate for the service provided; and
- ensure that contracts awarded to former public servants (FPSs) in receipt of a lump sum payment or a pension (or both) reflect sound contracting practices, including fairness in selection and compensation. To obtain more information on contracts awarded to former public servants, please check the following link: <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/3/90>

# Employer-Employee Relationships

The Contracting Authority must ensure that contracting for the services of individuals will not create an employer-employee relationship that would be contrary to or in conflict with the *Public Service Employment Act* and common law principles dealing with employer-employee relationships.

For more information on employer-employee relationships, please check the following link:  
<http://www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-e.html>



# Subcontracts

## General Conditions – Higher Complexity – Services (2035)

Generally speaking, the Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work.

The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

For further information on subcontracts, please consult section 06 of General Conditions 2035 at the following address:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/14>

# Types of Procurement



# The Non-Competitive Approach

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

Pressing  
Emergency

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.

- For example: national security.

Not in Public  
Interest

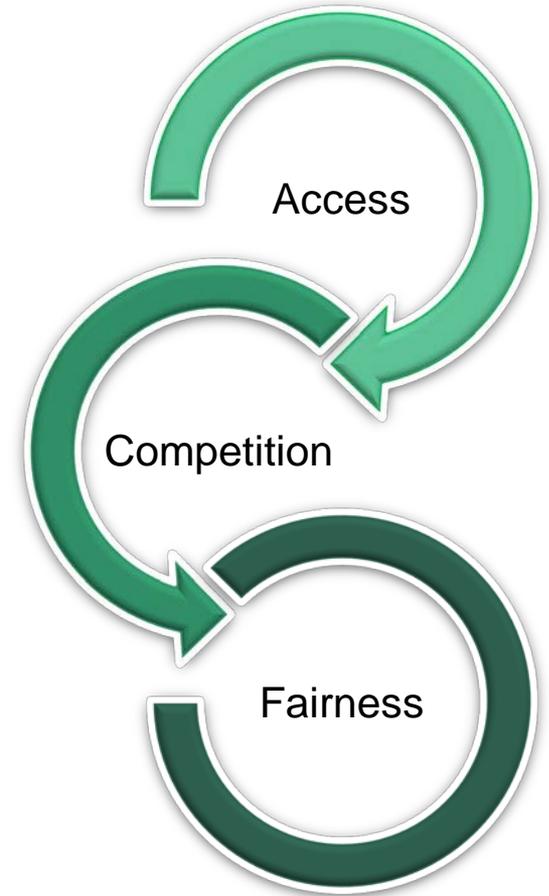
One Known  
Supplier

- In cases such as copyright, licence or patent.



# Procurement Under \$25,000

- Although the majority of contracts under \$25,000 are awarded using a competitive process, non-competitive approaches are sometimes used when it is more cost-effective to do so.
- If this approach is used, suppliers may be identified through networks and research or by consulting the government's various supplier registration systems.
- Use of a non-competitive process needs to be fully justified by the department or agency concerned.



# Purchase Orders

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



# 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.
- Tenders on the Buyandsell.gc.ca website will show what method of procurement is 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 fairly straightforward need, such as for off-the-shelf goods, they can issue an Invitation to Tender (ITT).
- The supplier submitting the lowest bid that complies with all the mandatory requirements and all the terms and conditions specified in the ITT document will be awarded the contract.

**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 <u>TRANSPORTABLE TELECOMMUNICATIONS</u> <u>SHELTERS CONSTRUCTION AND DELIVERY</u>	
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, <a href="mailto:hedy.sawatzky@rcmp-grc.gc.ca">hedy.sawatzky@rcmp-grc.gc.ca</a> 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, but must also take into consideration a supplier's level of technical expertise, years of experience and past projects.
- In these cases, a Request for Proposal can be issued to solicit the most cost-effective solution.

National Research Council Canada  
Administrative Services and  
Property Management Branch

Conseil national de recherches Canada  
Direction des services administratifs et  
gestion de l'immobilier

**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 0R8  
Bid Fax: (613) 991-3297

Titre/Sujet <b>Acquisition of Program Leader Training</b>	
Solicitation No./N. de l'invitation <b>13-22087</b>	Date <b>December 19, 2013</b>
Solicitation Closes/Invitation grand fin at/à <b>14:00</b> on/le <b>January 29, 2014</b>	Time Zone/Fus horaire <b>EDT</b>
Address Enquiries/Adressez 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 hereto, 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-annexée, au(x) prix indiqué(s).

Canada

Vendor/Firm Name and Address  
Raison sociale et adresse du fournisseur/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 autorisée à signer au nom du fournisseur/l'entrepreneur ( taper ou écrire en caractères d'imprimerie)

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Request for Standing Offers

- When a buyer needs to purchase goods or services on a repetitive basis, they may choose to set-up a standing offer. To do this, a Request for Standing Offers (RFSO) is issued.
- 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	Date 2013-03-07
Solicitation No. - N° de l'invitation 21532-130002/A	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-013-8472
Client Reference No. - N° de référence du client 21532-130002	CCC No./N° CCC - FMS No./N° VME
File No. - N° de dossier WPG-2-35214 (013)	Time Zone Fuseau horaire Central Standard Time CST
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-04-16</b>	
Delivery Required - Livraison exigée	
See Herein	Buyer Id - Id de l'acheteur wpg013
Address Enquiries to - Adresser toutes questions à: Lamoureux-Bellec, Monique	FAX No. - N° de FAX (204)983-7796
Telephone No. - N° de téléphone (204)983-6107 ( )	
Destination - of Goods, Services, and 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 Request for Supply Arrangement (RFSA) is a procurement tool that allows buyers to solicit bids from a pool of pre-qualified suppliers for specific requirements.
- Suppliers who submit an arrangement that meets the evaluation criteria stated in the RFSA become pre-qualified suppliers and supply arrangement holders. Individual requirements are procured using a competitive process.

 Parks Canada / Parcs Canada	
RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:	
<b>Bid Receiving Unit          Parks Canada Agency          John Cabot Building          P.O Box 1268          St. John's, NL A1C 5M9</b>	
<b>REQUEST FOR A SUPPLY ARRANGEMENT          DEMANDE POUR UN ARRANGEMENT EN          MATIÈRE D'APPROVISIONNEMENT</b>	
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	
<b>Title-Sujet</b> <b>RFSA - General Contracting Services for Prince Edward Island National Park Parks Canada</b>	
Solicitation No. - No. de l'invitation 5P110-5018/NL	Date January 31, 2013
GETS Reference No. - No de référence de SEAG	
Client Reference No. - No. de référence du client	
<b>Solicitation Closes</b> <b>L'invitation prend fin -</b> <b>at - à 02:00 PM</b> <b>on - le January 31, 2016</b>	<b>Time Zone</b> <b>Fuseau horaire -</b> <b>NewfoundlandStandard</b> <b>Time (NST)</b>
Address Inquiries to: - Adresser toute demande de renseignements à : <b>Colleen Sheehan</b> <b>Colleen.sheehan@pc.gc.ca</b>	
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:	

# Advance Contract Award Notice

- When there is only one known supplier for a requirement (for example, when only one company holds the IP or for a particular security requirement), a buyer may choose to post an Advance Contract Award Notice (ACAN).
- This is a public notice posted on Tenders on the Buyandsell.gc.ca minisite allowing other suppliers to signal their interest in bidding on the opportunity and to demonstrate their ability to meet the requirement.
- The ACAN is a voluntary course of action undertaken by the Government of Canada to promote accessibility, transparency and fairness in the procurement process.



# 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.

Government of Canada / Gouvernement du Canada | Canada.gc.ca | Services | Departments | Français

Buyandsell.gc.ca  
Public Works and Government Services Canada

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

Home > Search > Tender Notice > Active > Letter of Interest (LOI)/Request for Information (RFI)

Enter terms  
[Search]

Filter Selections

- Tender Notice
- Letter of Interest (LOI)/Request for Information (RFI)
- Active

Sort by  
Relevancy

Search

Showing items 1 through 10 of 75.

For information on notifications, visit the [Follow Opportunities](#) page.

[Industry Engagement Day Notice - Sep 24 2013 - Converged Communications Services and Contact Centre Infrastructure Services](#) [ Tender Notice ]  
<https://buyandsell.gc.ca/procurement-data/tender-notice/PW-13-00387935>

<b>Publishing status</b>	Active
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<b>Date closing</b>	2014-03-31 14:00 Eastern Daylight Time (EDT)
<b>GSIN description</b>	D399AA: Other Telecommunications Services
<b>Notice type</b>	Letter of Interest (LOI)/Request for Information (RFI)
<b>Procurement entity</b>	Shared Services Canada
<b>Region of opportunity</b>	Canada

# New Procurement Tool for Translation Bureau Conference Interpretation Services

- The main engagement activities concerning the development of a new procurement tool for interpretation services are available at the following address: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-ZF-523-28082>



# Bidding on Opportunities



# Bidding on Opportunities (cont.)

- 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 meets 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 and point-rated, as applicable.
- Mandatory requirements are especially important, as only bids that meet these terms and conditions will be further evaluated.
- If you fail to meet a requirement, your bid may be declared non-responsive.



# Follow the Format and Support Your Statements

- The bid must follow the format as outlined in the solicitation document.
- You will need to include all necessary supporting documentation that proves you meet the required criteria.
- Make your bid stand out by highlighting your strengths and what differentiates your good or service in the market.



# The Financial Proposal

- Used to determine a successful bidder and ensures that prices are fair and reasonable.
- Make sure you follow the pricing format indicated (e.g. hourly rate or per diem rate).
- No other costs will be considered other than those provided in the bid solicitation.
- Review the cost evaluation method and take it into consideration when determining a competitive price.



# Signatures and Certifications

- Your company will be required to complete a number of certifications that may include:
  - A code of conduct;
  - Certifications relating to restrictions on former public servants in receipt of a pension or who were part of a workforce-adjustment program; and
  - Other certifications that may apply.
- Be sure to fill in all mandatory fields and sign each certification.



# Security Clearance and Screening



# Security Clearance 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 by a Security Requirements Check List that accompanies each solicitation document.
- The time required to obtain a security clearance will vary and in some cases may take up to 12 months; therefore, speak to the contracting authority as soon as possible to get the process started. Delays in the security process could result in your bid being declared non-responsive.



# Who is Responsible for Security Screening?

- 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](http://Buyandsell.gc.ca), under "Resources for Businesses."



# Buyandsell.gc.ca

- You should become familiar with [Buyandsell.gc.ca](http://Buyandsell.gc.ca).
- Provides details on the procurement process.
- Links to contacts, seminar opportunities and resources.

The screenshot shows the Buyandsell.gc.ca website. At the top, there is a navigation bar with the Government of Canada logo and text 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 'Public Works and Government Services Canada' text, a large red maple leaf, and the 'Canada' logo. A search bar is located on the right side of the header. Below the header is a navigation menu with tabs for 'For Businesses', 'For Government', 'Goods and Services', 'Applications', and 'Procurement Data'. The main content area features a central heading 'Find opportunities with Buyandsell.gc.ca/tenders' and a sub-heading 'Access Government of Canada Tenders by using the quick search icons below.' Below this are two rows of icons representing different tender categories: 'New Today', 'Amended Today', 'Active', 'Goods', 'Services', 'Closing in 24 Hours', 'Expired', 'Awards', 'Services related to Goods', and 'Construction'. On the right side, there is a 'Highlights' section with a 'More' button, containing text about improving bidding strategy, a new PWGSC Learning from Bids Service, and the announcement of a new Defence Procurement Strategy (DPS) with information sessions available for registration.

# OSME Contact Information

## **Buyandsell.gc.ca**

### **Atlantic Region – Halifax**

Telephone: 902-426-5677

Facsimile: 902-426-7969

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

### **Quebec 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

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

