

Bid Submission to Bid Receiving Unit (BRU) in the Ontario Region (Toronto, Kingston, Petawawa) Using epost Connect

This Guide

This Guide is intended to provide suppliers with general guidance on the process for submitting bids to Public Services and Procurement Canada Bid Receiving Unit (BRU) in the Ontario Region through epost Connect. It is not intended to provide technical support for using the product. You may contact Canada Post's epost Connect Support and/or refer to the epost Connect Participant Guide produced by CPC for instructions on your role as a participant in using the epost Connect product, including how to navigate through and post messages using epost Connect.

PSPC BRU in the Ontario Region has adopted the use of epost Connect for bid receiving where permitted by the Contracting Authority responsible for this product. You should therefore refer any questions related to the permissibility of using the epost Connect product for a bid submission to the Contracting Authority. You should also refer to the Standard Acquisition Clauses and Conditions (SACC) Manual and Supply Manual Clauses cited in the solicitation for any additional information on the rules and risks associated with the use of epost Connect for bid submissions.

How do I submit a Bid Using epost Connect if permitted by the Contracting Authority?

1) Notify BRU in the Ontario Region via email that you intend to submit your bid using epost Connect

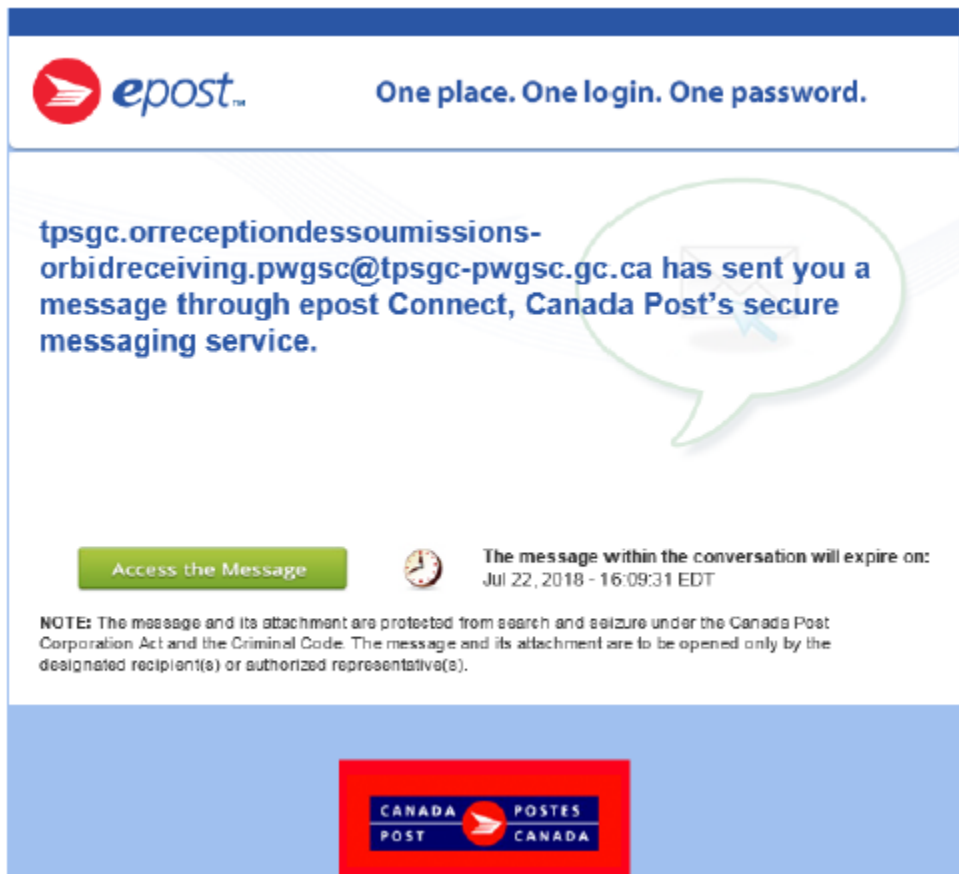
You must send a simple email to BRU's generic email for the Ontario Region - Toronto, Kingston, Petawawa (TPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca) stating that you intend to submit your bid using epost Connect. This does not mean that the bid must be ready to send; the email will rather allow BRU to initiate an epost Connect "conversation" with you, so that you will be setup and ready to go when your bid is ready to be sent.

In order to know how soon BRU must be emailed with your intent to use epost Connect for your bid submission, you should refer to the applicable SACC manual clause referenced in the solicitation, or you may obtain this information from the Contracting Authority. Should you send your email after this cut-off period but before bid closing time, the BRU will still attempt to accommodate your request where possible.

The email you send must contain the solicitation number of the solicitation. If no alternative email address is indicated, then BRU will use the email address you used to send your email for the next steps. You should also include your company name and alternate contact information.

2) Check your email for an epost Connect notification

After BRU has received your email message, an epost Connect conversation will be opened with you using the email address you provided. Once this conversation is opened it will generate an email with a notice that the generic BRU email has sent you a message. The first time you receive an epost Connect message, you must access it by clicking the green “Access the Message” button within the email. This action will activate the epost Connect session between your email address and your Canada Post account (see below).



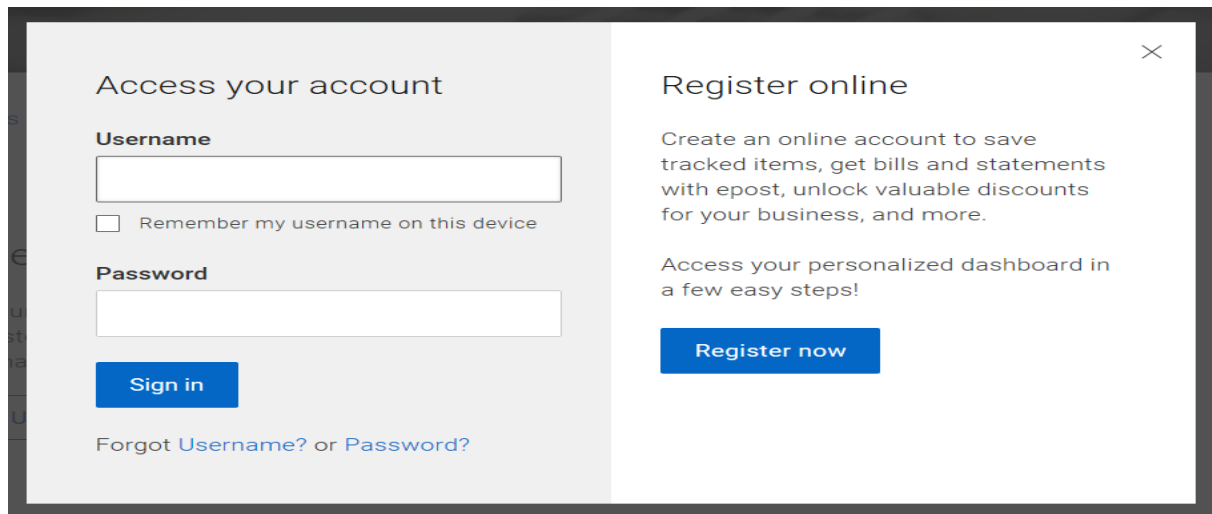
In order to complete the process, you **MUST CLICK** on the Access the Message button. This will take you to the online portal for the epost Connect service where you will create a username and password. When you arrive at Canada Post's portal you will see the following screen.

Securely share files and collaborate online

epost Connect™ lets you securely share confidential messages and documents outside of your corporate firewall with one or many customers, colleagues, partners and suppliers. It's ideal for government departments and agencies that require secure electronic delivery of Protected B documents.

Contact an expert

Use epost Connect



The screenshot shows a web interface with two main sections: 'Access your account' on the left and 'Register online' on the right. The 'Access your account' section includes a 'Username' field, a 'Remember my username on this device' checkbox, a 'Password' field, a 'Sign in' button, and a link for 'Forgot Username? or Password?'. The 'Register online' section includes a description of the benefits of creating an account, a 'Register now' button, and a close button (X) in the top right corner.

Access your account

Username

☐ Remember my username on this device

Password

Sign in

[Forgot Username?](#) or [Password?](#)

Register online

Create an online account to save tracked items, get bills and statements with epost, unlock valuable discounts for your business, and more.

Access your personalized dashboard in a few easy steps!

Register now

×

Important: If you do not see an epost email in your regular email in-box, it is recommended that you check the junk folder, in the event it may have been diverted there by your system settings. You may also wish to discuss these settings with your organization's IT department.

If you do not already have an epost Connect (Canada Post) account, you will be prompted to create one at no cost before accessing your message (See below, you would need to complete the form to create your Canada Post online account. When you have filled out the form and clicked on the Continue button, you will be taken directly to your Connect Inbox where our message to you will be waiting).

Create your profile Safe & Secure

Profile Information Profile type Contact information Confirmation

Profile information

Canada Post is committed to ensuring the privacy of your contact details.

All fields are required.

Email

Username (Must be 1 to 32 characters and can contain letters, numbers and up to 3 period and 1 underscore)

Password [Show password](#)

3) How to submit your proposal documents to BRU

In order to send your proposal documents to PWGSC, please follow the steps below:

Step 1

You will see a message from the BRU generic email in the epost Connect inbox.

Click on the Name of the conversation for the message from BRU.

CANADA POSTES
POST CANADA

Managing Mail Sending To

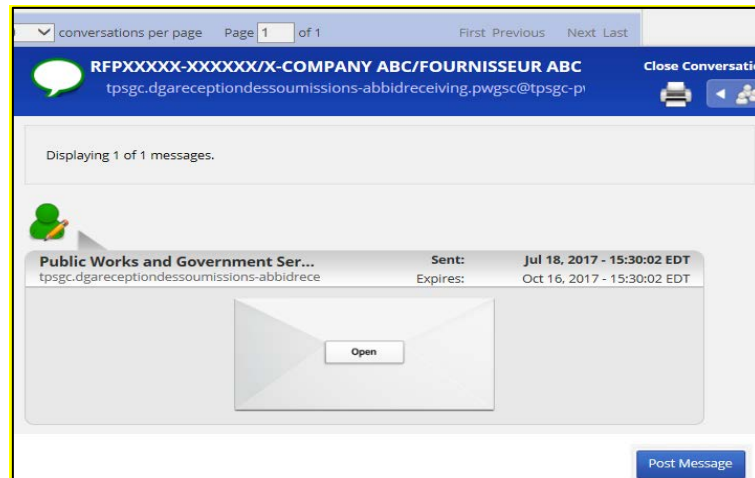
Connect

Create Conversation Delete Selected

OWNER	NAME	ACTIVITY	DATE MODIFIED
tpsgc.pdgamrspostel...			
ellen.mosher@tpsgc-p...			
tpsgc.dgareception...	RFPXXXXX-XXXXXX / X - COMPANY...	view	Jul 18, 2017
tpsgc.dgareceptiond...	RFP XXXX RFPXXXXX-XXXXXX / X - COMPANY ABC/ FOURNISSEUR ABC		Jul 14, 2017

Step 2

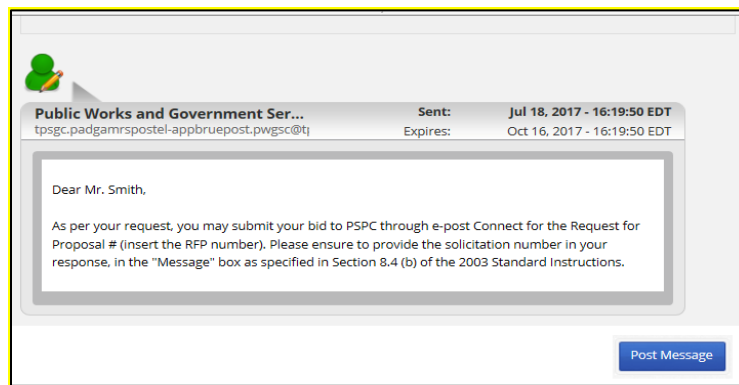
The message will open up and look like this whenever viewing a new message. To view the contents of the message, click on the **Open** button



Step 3

The envelope will open and look like this.

To send Bid Receiving your bid, click on the Post Message button.

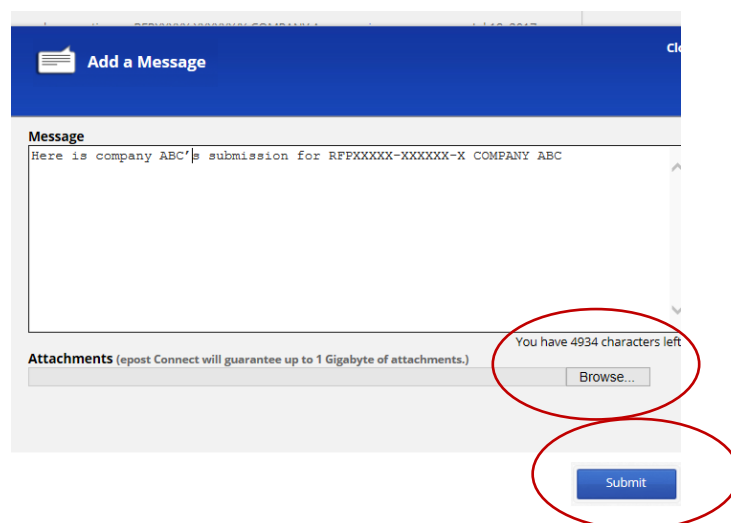


Step 4

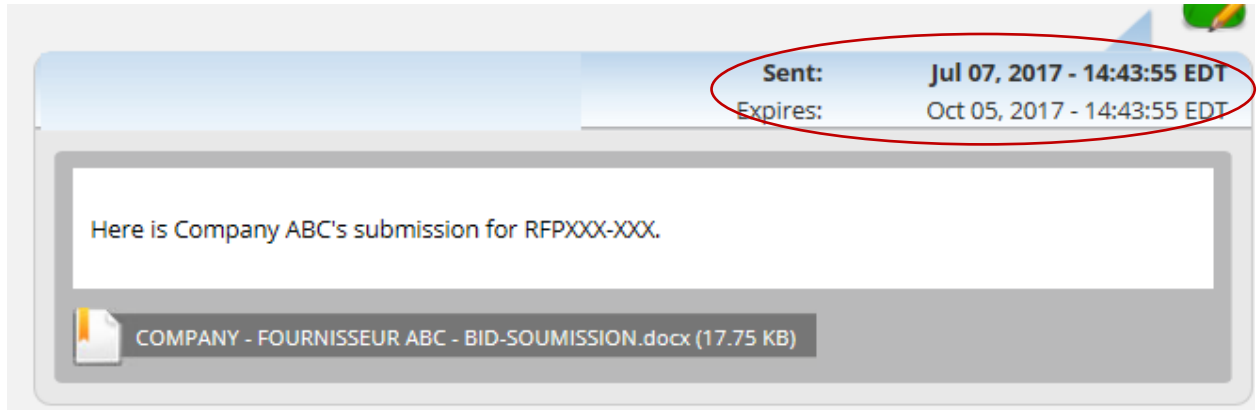
Enter text to indicate you are attaching your bid for the solicitation.

Attach your bid document(s).

Click the Submit button



Once you have submitted your bid, you will be able to see a record of your submission by using the epost Connect time and date stamp functionality.



Will I always have to email BRU to signal my intent to use the product for each individual solicitation?

Yes. It is required that the BRU be notified of this intent for each individual solicitation. This will allow BRU to initiate conversations with you specific to the solicitation and ensure your bid is received and processed in an organized and timely manner. When received on time, BRU will transfer a copy of your bid after bid closing to the Contracting Authority for consideration. BRU will close each conversation approximately 90 days after all bids have been processed and the closing date has passed.

If you experience technical difficulties with the epost Connect service, please contact epost Customer Service at 1-877-376-1212 (available 24 hours a day).