Doing Business with the Government of Canada

GeoIgnite 2019

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

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Objectives

- Understanding the procurement process

- Registering your company

- Building networks

- Finding opportunities

- Bidding on opportunities

- Applying for security clearance and screening

- Government of Canada is one of the largest buyers of goods and services in Canada
- In 2017, the government spent over $25B on goods, services, construction and maintenance projects
- Over 300,000 contracts
- Over 1M credit card transactions

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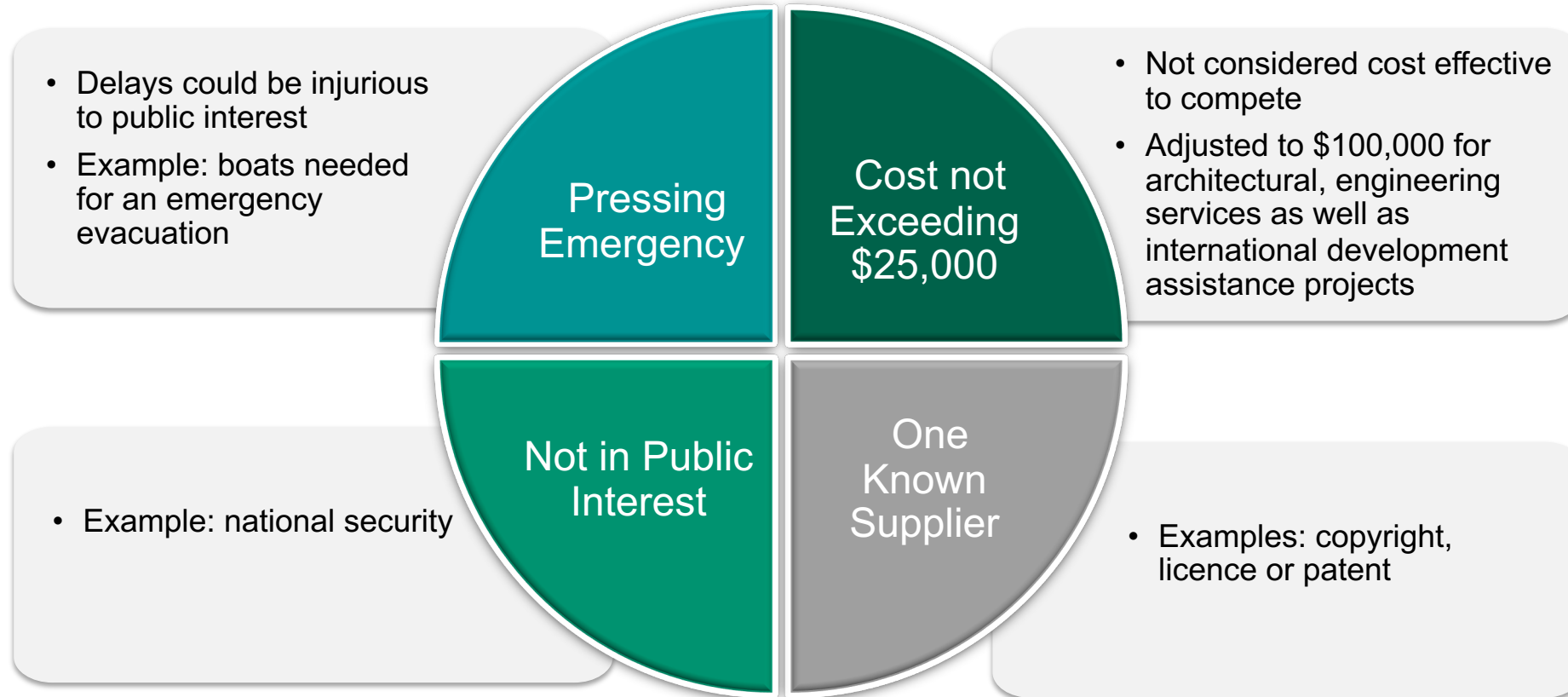Services publics et Approvisionnement Canada

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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
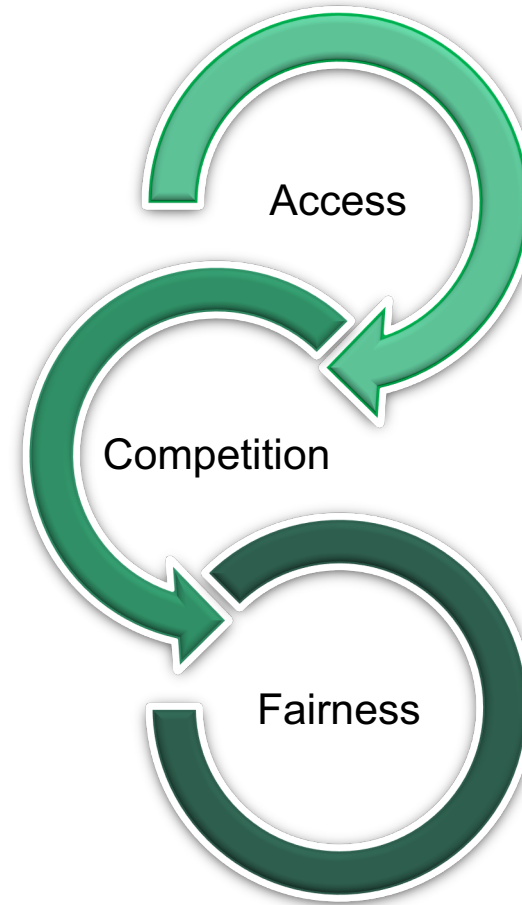
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The non-competitive approach

- 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

Not in Public Interest

One Known Supplier

- Example: national security

- Examples: copyright, licence or patent

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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

Access

Competition

Fairness

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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

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Standing offers

- Standing Offers are used to meet recurring needs when departments or agencies are repeatedly ordering the same goods or services

- A Standing Offer is an offer from a potential supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions, when and if required

- It is not a contract until the government issues a "call-up" against the standing offer. The government is under no actual obligation to purchase until that time

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Supply arrangements

- Supply Arrangements are used when goods or services are bought on a regular basis but when a standing offer is not suitable because of variables in the resulting call-ups

- Like standing offers, it is not a contract and neither party is legally bound as a result of signing a supply arrangement alone

- They allow client departments to solicit bids from a pool of pre-qualified suppliers for specific requirements

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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.

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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

Registering in the Supplier Registration Information System

- You will require a Procurement Business Number (PBN) in order to receive payment from PSPC

- 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](#)

Register in SRI

↓

Receive your Procurement Business Number

↓

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Procurement Strategy for Aboriginal Business (PSAB)

- The aim is 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 Indigenous and Northern Affairs Canada

- The Indigenous Business Directory lists companies registered under PSAB

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- ProServices is a mandatory method of supply for professional services valued below the North American Free Trade Agreement (NAFTA) threshold

- Supply arrangement

- Streams and categories

- Best suited for small and medium enterprises

Stream 2: Geomatics services

- 2.1 Geomatics Analyst
- 2.2 Geomatics Specialist
- 2.3 Geographic Information System Applications Analyst
- 2.4 Geographic Information System Application Architect
- 2.5 Geographic Information System Data Architect (GIS)
- 2.6 Geographic Information System Infrastructure Architect
- 2.7 Geographic Information System Programmer/Analyst
- 2.8 Geographic Information System Project Manager
- 2.9 Geographic Information System System Architect
- 2.10 Geographic Information System Web Mapping Developer
- 2.11 Mapping Technician

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Task-Based Informatics Professional Services (TBIPS)

- TBIPS is a mandatory method of supply for informatics professional services valued above the North American Free Trade Agreement (NAFTA) threshold
- Standing offer and supply arrangement
- Streams, categories, and tiers

Stream 2: Geomatics services

- 2.1 Geomatics Analyst
- 2.2 Geomatics Specialist
- 2.3 Geographic Information System Applications Analyst
- 2.4 Geographic Information System Application Architect
- 2.5 Geographic Information System Data Architect (GIS)
- 2.6 Geographic Information System Infrastructure Architect
- 2.7 Geographic Information System Programmer/Analyst
- 2.8 Geographic Information System Project Manager
- 2.9 Geographic Information System System Architect
- 2.10 Geographic Information System Web Mapping Developer
- 2.11 Mapping Technician

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Solutions-Based Informatics Professional Services (SBIPS)

- Solutions-Based Informatics Professional Services (SBIPS) is a method of supply comprising of services and, in certain situations, essential goods, whereby a supplier defines and provides **a solution to a requirement**, manages the overall requirement, phase or project and accepts responsibility for the outcome

- Supply arrangement

- Domains of expertise

4. Geospatial Informatics Services
- Geospatial Informatics Services are focused on the acquisition, geoprocessing, storage, analysis, dissemination and management of geographically referenced information for improved decision-making with Geographic Information Systems (GIS) and spatially enabled databases. This role involves the design, customization, implementation and delivery of technical geospatial solutions.

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Buyandsell.gc.ca/tenders

- Is the official and free source suppliers should rely on to find Government of Canada tenders

- Is easy to navigate and suppliers can search for new contract opportunities as well as see past contract awards

Subscribe to receive email notifications

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

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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

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Government contracting data

- Researching contracting data can help you see an individual department or agency's purchasing history

- This can help you see which departments are buying your commodity so that you can identify potential client groups and connect with them to promote your business

- Information about contracts is available through the Proactive Disclosure page on the Open Government portal.

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- Connect with officials in departments and agencies to learn about what directions their department's procurement may be heading

- Promote your business, and distinguish yourself from the crowd

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Finding key government contacts

Government electronic directory service (GEDS)

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

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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?

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- 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

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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?

  – 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

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Asking questions during the procurement process

- Once a statement of work is being prepared, for fairness, you may only communicate with the contracting authority indicated in the solicitation document

- An exception exists for Public Private Partnerships, where there is competitive dialogue during the procurement process, overseen by a fairness monitor

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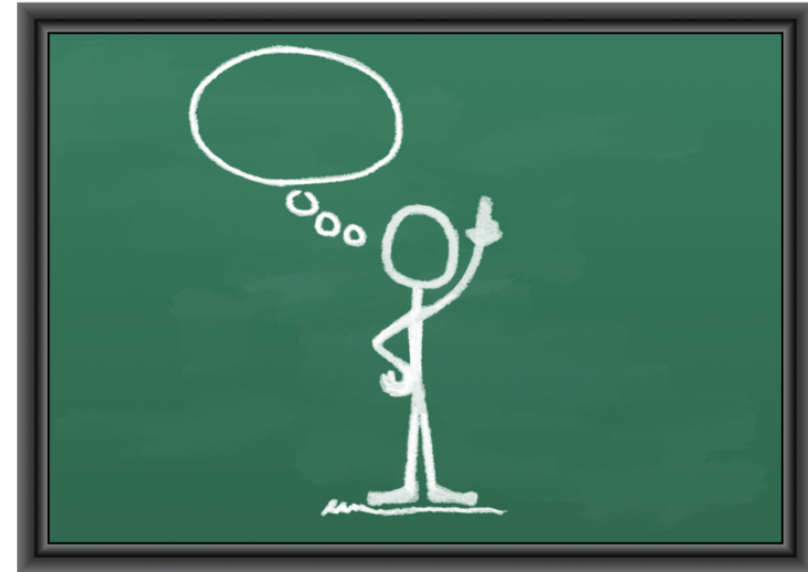
Attention to detail

- Follow the instructions and read all the terms and conditions thoroughly

- Ensure you address ALL of the evaluation criteria. Mandatory requirements are especially important, as only bids that meet these terms and conditions will be further evaluated

- Complete and sign each certification completely and accurately

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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

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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

- Delays in the security process could result in your bid being declared non-responsive

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Contract Security Program (CSP)

- The **Contract Security Program (CSP)** helps private sector organizations participate in Government of Canada and foreign government contracts. It provides security screening of organizations and their personnel for contracts with security requirements

- Security screening ensures that only trusted individuals and organizations with a valid need to know may gain access to:

  – **sensitive government information** such as military plans

  – **personal information** such as financial records of Canadians

- CSP offers **free webinars** about its services. Visit their web pages for more information

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Mandatory electronic fingerprints

- Public Services and Procurement Canada requires mandatory electronic fingerprint requirements for its suppliers to meet RCMP criminal record check requirements

- The process applies to any organization that works or intends to work on Government of Canada contracts with security requirements. It also applies to any government who uses PSPC Contract Security Program services

- Electronic fingerprinting is required for all levels of security screening requests (reliability status, secret, top secret) and for applicants who need a new, an update (renewal), or an upgrade of their personnel security screening clearances issued by PSPC

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Mandatory credit checks

- Personnel of organizations working or intending to work on Government of Canada contracts with security requirements require a mandatory credit check.

- This requirement comes from the Government of Canada [Standard on Security Screening](#).

- Conducting credit checks as part of the overall assessment helps determine an individual's trustworthiness and reliability to access government information, assets and sites.

- A credit check is mandatory for any applicant needing a new security status or clearance or for an update or upgrade of their existing status or clearance.

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- 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

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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

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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 uses a direct deposit method of payment. Register with individual departments and agencies

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- Finding Opportunities on Buyandsell.gc.ca
- Bidding on Opportunities
- Defence and Security Procurement
- Supplying Professional Services to the Government of Canada
- Obtaining Security Clearance

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OSME contact information

Buyandsell.gc.ca

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OSME-BPME-Atl@tpsgc-pwgsc.gc.ca

Québec Region – Montréal
Telephone: 514-210-5770
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

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

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