

Respect

Excellence

Integrity

Leadership



Doing Business with the Government of Canada

Introductory Supplier Seminar
The Office of Small and Medium Enterprises

REMTECH
October 20, 2010



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Canada

Outline

- Facts & Figures
- What do you have to do?
 1. Register your company
 2. Search for opportunities
 3. Market your product
- Contracting Process
- Tips for Bidding
- Resources for Small and Medium Enterprises
- Conclusion



Office of Small and Medium Enterprises

In 2005 Public Works and Government Services Canada established the *Office of Small and Medium Enterprises (OSME)* to encourage SMEs to do business with the federal government.

The mandate of OSME is:

- To [assist](#) Small and Medium Enterprises (SMEs) as they navigate the procurement system;
- To [represent the views of SMEs](#) within the procurement system to ensure clear and transparent policies and tools



Small and Medium Enterprises

What is a Small and Medium Enterprise (SME)?

Current Definition:

Small = <100 employees

Medium = <500 employees



Facts and Figures

The importance of Small and Medium Enterprises (SMEs)

In Canada, 99.8% of all registered companies are SMEs

Total PWGSC awarded contracts in 2009-2010:

- \$15.6 billion worth of goods and services
- \$ 5.4 billion to SMEs (35%)



Facts and Figures

Contracts awarded from Western Region in 2009-2010:

- \$ 891 million worth of goods and services
- \$ 578 million to SMEs (65%)
- 78% of new contracts were awarded to SMEs (2,312 out of 2,974)

Potential to sell to government is huge!



Who does the buying?

Public Works and Government Services Canada (PWGSC)

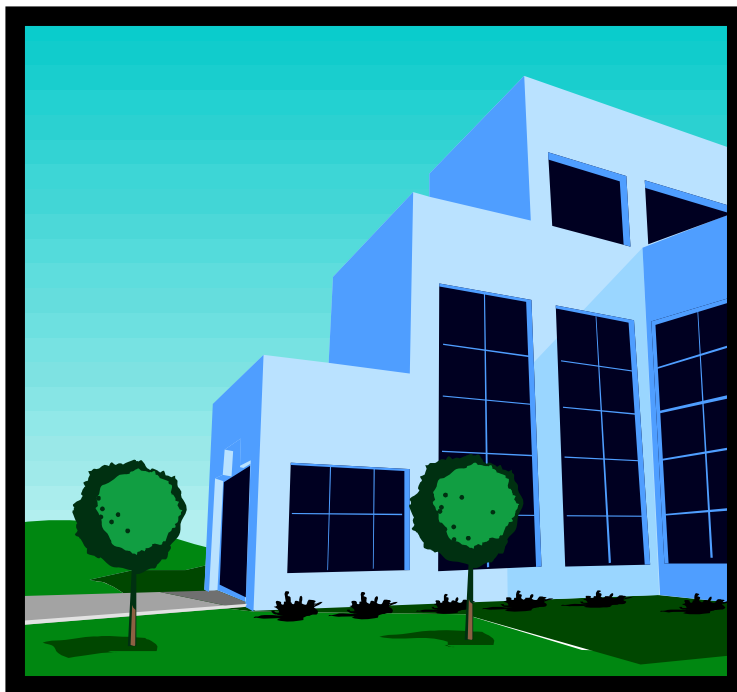
- PWGSC is one of the largest buyer of goods and services for the federal government.
- Higher dollar value/more complex requirements.

Other Federal Departments and Agencies

- Can do their own purchasing within certain dollar limits, but can come through PWGSC
- May have own purchasing processes that differ from PWGSC



What do You Have to Do?



What do you have to Do?

- Register Your Business
 - Proactively apply for Security Clearances
- Promote Yourself
- Search for Opportunities
- Bid on Opportunities



Register Your Business

1. Supplier Registration Information – SRI

- Directory of businesses accessible to all federal government buyers to identify potential suppliers
- Register using your Canada Revenue Agency Business Number / GST Number
- Register:
 - Online: <http://www.buyandsell.gc.ca>
 - By telephone: 1-800-811-1148



Register your business

Why Register?

- Mandatory to do business with PWGSC
- Required to register in two other PWGSC databases
- Used for low-dollar value buys
- You will be issued a Procurement Business Number (PBN)



Register your business

2. Professional Services Online – PS Online

<https://www.buyandsell.gc.ca/systemregistration>

- For professional services contracts up to \$76,600
- For consultants offering such services as:
 - Information Technology
 - Human Resources Management
 - Organizational Development



Register your business

3. SELECT

<https://www.buyandsell.gc.ca/systemregistration>

For consultants in:

- Construction
 - Architecture
 - Engineering
 - Related maintenance and consulting services
-
- Government buyers use it for contracts up to:
 - \$76,600 – Architecture and engineering
 - \$100,000 – Construction and trades



Security Clearances

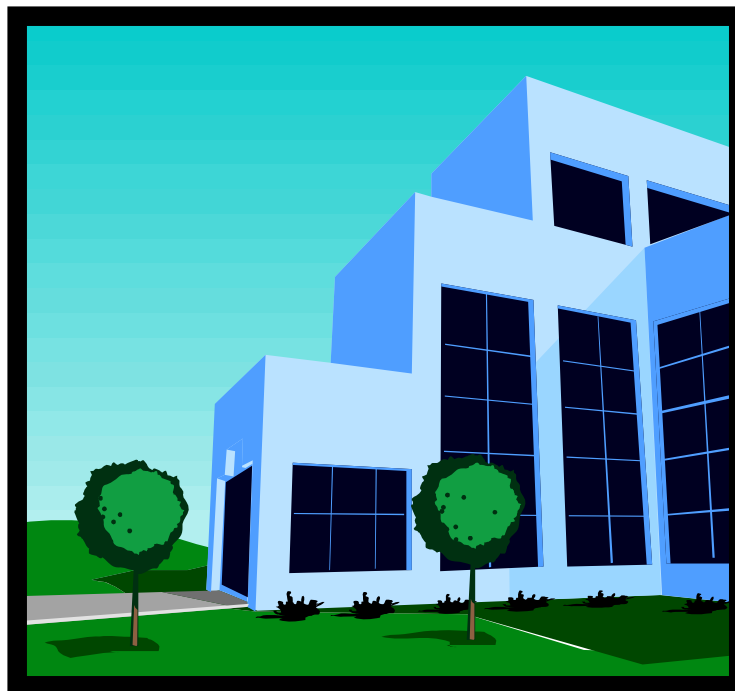
Why are they necessary?

Some government contracts require suppliers to have access to PROTECTED and/or CLASSIFIED information

You will need a reliability screening or security clearance to bid on, or to be awarded a contract when there are security requirements.



Search for Opportunities



Search for Opportunities

MERX™

www.merx.com

Electronic tendering service on the Internet

Federal government opportunities:

- Public Works and Government Services Canada and other government departments post on MERX™
- Look for the Canadian flag
- Tenders usually worth over \$25,000



Search for Opportunities

On MERX™ you can.....		
Action	Registration?	Cost?
Search - view bidding opportunities	Not required	free
Download – tender documents	yes	free
Receive updates – on downloaded documents	yes	free
View – previous awards	yes	free
Automatic Bid Matching – to your provided profile(s)	yes	Free/ cost ¹⁷



Search for Opportunities

For a demonstration of MERX, stop by the OSME booth during the conference.



Marketing Your Product



Promote Yourself

- PWGSC is the Government of Canada's main buyer of goods, services and construction services valued at \$25,000 and up.
- Other departments purchase goods valued at less than \$25,000, and services valued at less than \$100,000.
- Make yourself known
- See Buy and Sell Web site for contacts (www.buyandsell.gc.ca)
- Market Research, ie MERX



Promote Yourself

Departmental Materiel Managers List

List of Materiel Managers who manage purchasing in other departments and agencies

Organized by region and by department

Contact specific departments you are interested in selling to find out:

- How they purchase
- Who the end users are
- Further contacts





Buy and Sell

www.buyandsell.gc.ca

Français	Home	Contact Us	Help	Search	canada.gc.ca
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[PWGSC](#) > [Buy and Sell](#) > [For Businesses](#) > [Contacts](#) > Departmental Materiel Managers

For Businesses
The Procurement Process
Register as a Supplier
Promote Yourself
Find Opportunities
Bid on Opportunities
Bid Follow-Up
Contacts
Seminars and Events
Related Links

Departmental Materiel Managers

Lists of procurement/contracting specialists across Canada responsible for overseeing procurement activities within federal departments and agencies.

Please submit any changes to: osmeclient@pwgsc.gc.ca

- [Alberta / Northwest Territories](#)
- [British Columbia / Yukon](#)
- [Manitoba](#)
- [National Capital Region](#)
- [New Brunswick / Prince Edward Island](#)
- [Newfoundland and Labrador](#)
- [Nova Scotia](#)
- [Ontario](#)
- [Quebec](#)
- [Saskatchewan](#)

Note: For more information on federal departments and agencies or to find key contacts, you can search the [Government Electronic Directory Services](#) Web site.

For Government

Goods and Services

Initiatives and Programs

A to Z Index	
FAQ	Site Map

I Want To...
<ul style="list-style-type: none"> • Find a contact • Find upcoming standing offers • Find awarded contracts • Attend a seminar • Find bid opportunities

Promoting Yourself

- **Other Resources**
 - Awarded contracts on Contracts History database (www.buyandsell.gc.ca)
 - Awards Database in MERX™
 - Document Request Lists





OPPORTUNITIES:

Canadian Opportunities

Search Current Opportunities

Detailed

Search Awards

Detailed

Canadian Public Tenders / Opportunities / Search Current Opportunities/Simple

achatsetventes.gc.ca
buyandsell.gc.ca

Please enter one or more of the following search criteria.

Popular Searches

Keyword Search

Find useful information on how to search with [Character Strings](#).

Solicitation Number

Reference Number

Source ID

Search

Clear

(Select maximum number of results per page)

Contracting Process



Contracting Process

Competitive

- The “norm”

Non-competitive

- Pressing Emergencies (e.g. flood)
- Not in the public interest (e.g. national security)
- A single supplier (e.g. patent)
 - ACAN Published on MERX



Contracting Process

Telephone Buys (T-Buys)

Request for Quotation (RFQ)

Invitation to Tender (ITT)

**... Lowest Price
Prevails**

Request for Standing Offer (RFSO)

Request for Supply Arrangement (RFSA)

Request for Proposal (RFP)

**... Best Overall
Value Prevails**

Request for Information



Differences Between SOs and SAs

Standing Offers	Supply Arrangements
<ul style="list-style-type: none">• Specified price• Contracted using “call-ups”• Mostly used for goods• Specified terms and conditions	<ul style="list-style-type: none">• Negotiable with fixed ceiling price• Contracted using mini-RFP process• Mostly used for services• Some predetermined terms and conditions, others negotiable



Contracting Process

Request for Proposal

- Used to find the most cost-effective solution
- Value is over \$25,000 (generally)
- Published on MERX
- Proposal becomes firm offer



Contracting Process

Bid evaluation and contractor selection

- Criteria and methodology for selection are disclosed in the bid documents.
- The principle of selection is always “the best value for the Crown”



Bidding On Opportunities

Points to Remember when bidding:

- Read all terms and conditions thoroughly
- Ask questions before bid closing
- Meet **all** mandatory requirements, follow instructions completely
- Watch bid closing date and time
- During bid process, **the buyer is your only contact**

Bidding On Opportunities

Points to Remember when bidding:

- Sign your proposal and make sure to fill in and sign all required elements (e.g. certifications) within your proposal.
- Organize your offer so that it is complete, concise and precise.
- After the contract has been awarded, ask the buyer for a debriefing.



Recap

- Register your company
- Search for opportunities on MERX™
- Research the markets and make yourself known
- Understand the basic guidelines of the procurement process
- When bidding, pay attention to detail!



National Resources for SMEs

Buy and Sell: <http://buyandsell.gc.ca>

Public Works and Government Services Canada: <http://www.pwgsc.gc.ca>

Office of SMEs: <http://www.tpsgc-pwgsc.gc.ca/app-acq/pme-sme/index-eng.html>

Supplier Registration Information: <https://srisupplier.contractsCanada.gc.ca/>

Professional Services Online (PS Online) and SELECT:
<https://www.buyandsell.gc.ca/eng/register>

MERX™ : <http://www.merx.com>

Information Line: 1-800-811-1148

Canada Business: <http://canadabusiness.gc.ca>



Regional Resources for SMEs

Jessie Hislop

Regional Director – Office of Small and Medium Enterprises (OSME)
780.497.3801
jessie.hislop@pwgsc-tpsgc.gc.ca

Usha Joshi

Chief, Stakeholder Engagement – OSME
780.497.3693
usha.joshi@pwgsc-tpsgc.gc.ca

Darlene Chuka

Supply Team Leader – Office of Small and Medium Enterprises
780.497.3812
darlene.m.chuka@pwgsc-tpsgc.gc.ca



Questions

