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GOVERNMENT,
Serving
CANADIANS.

Doing Business with the Government of Canada

A 5-Step Approach: Introduction

Presentation by

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Office of Small and Medium Enterprises

Quebec Region

November 2011



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Canada 

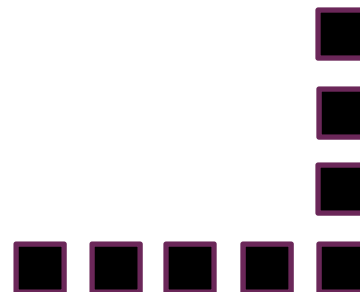
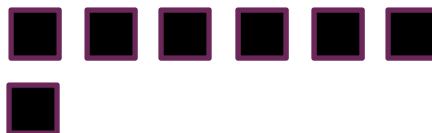
Presentation Outline

- Step 1 – Understanding the Procurement Process
- Step 2 – Registering Your Business
- Step 3 – Promoting Yourself
- Step 4 – Searching for Opportunities
- Step 5 – Bidding on Opportunities (Intro)
- APPENDIX: Resources for Small and Medium Enterprises



Understanding the Procurement Process

STEP 1



Step 1: Understanding the Procurement Process

1.1 What does the government buy?

1.2 Who does the purchasing?

1.3 How is purchasing done?

- The Competitive Approach
 - Contracts
 - Standing Offers
 - Supply Arrangements
- The Non-Competitive Approach



1.1 What does the government buy?

- The Government of Canada buys over 70,000 different kinds of products and services, from aircrafts to paper clips, from training services to scientific research.
 - Architectural and engineering consulting services
 - Services related to real property
 - Construction
 - Goods and services



1.2 Who does the Purchasing?

- **Individual departments and agencies**

Generally for goods and services valued at \$25,000 or less (low-dollar value), as per their delegation of authority

- **PWGSC**

- Goods and services for a value exceeding a department or agency's delegation of authority
- Upon request from other federal government departments or agencies to mitigate risks associated to procurement or to benefit from rebates on volume



1.2 Who does the Purchasing? (cont'd)

- A list of commodities PWGSC purchases, as well as appropriate contact persons is available in:
 - the Procurement Allocation Directory (PAD)
<http://pad.contractsCanada.gc.ca/>
 - the Contract History database
<http://csi.contractsCanada-contractsCanada.gc.ca/>



1.3 How is purchasing done?

Competitive Approach

Non-Competitive Approach



1.3 How is purchasing done?

- **The Competitive Approach**

- Purchasing is generally done through a competitive process, regardless of the dollar value of the requirement, in view of:
 - Obtaining best value for tax dollars
 - Choosing efficient suppliers
 - Purchasing quality goods and services
 - Maintaining fairness and transparency.
- Purchasing methods include:
 - Contracts
 - Standing offers (SO)
 - Supply arrangements (SA)
- Buyers must determine whether purchases may be done through existing SO's or SA's

1.3 How is purchasing done?

- **The Competitive Approach**
 - Contracts

Under \$25,000 (goods and services)

Whenever possible, buyers to obtain at least 3 quotes using an appropriate method of solicitation (Telephone quote, Request for quotation, Invitation to tender, Request for proposal, etc.)

Over \$25,000 (goods)

Over \$76,600 (services incl. architectural and engineering)

Over \$100,000 (construction)

Buyers must publish federal government requirements on **MERX™** (www.merx.com).

1.3 How is purchasing done?

- **The Competitive Approach**
 - Standing Offers (SO)

The Standing Offer (SO) is one of the solicitation methods PWGSC may use in **purchasing goods and services** from your company.

1.3 How is purchasing done?

- **The Competitive Approach**
 - Standing Offers (SO)

Characteristics:

- For **recurring and clearly defined needs** but for which it is difficult to evaluate the demand (quantities or delivery dates)
- Pre-arranged prices (the **supplier is generally paid based on fixed prices or rates**), under set terms and conditions
- Valid for a specified period of time
- Purchases on demand, once a call-up against the standing offer is made



1.3 How is purchasing done?

- **The Competitive Approach**
 - Standing Offers (SO)

Characteristics (cont'd):

- **Not a contract**: A contract is issued each time there is a call-up to the supplier against the standing offer (the supplier is then required to provide the goods or services, as per the terms and conditions of the SO)
- There is no negotiation involved when there is a call up against a SO; it rather constitutes an agreement from the federal government to purchase the goods and services from the supplier, as specified in the SO
- There are different types of SO

1.3 How is purchasing done?

- **The Competitive Approach**
 - Standing Offers (SO)

Types of Standing Offers	Geographical Area Covered	Authorized Users
National Master Standing Offer (NMSO)	National	All departments
Regional Master Standing Offer (RMSO)	Regional	All departments
National Individual Standing Offer (NISO)	National	Specific Departments
Regional Individual Standing Offer (RISO)	Regional	Specific Departments
Departmental Individual Standing Offer (DISO)	Departmental	PWGSC*

* Used only by PWGSC on behalf of specific departments and agencies.



1.3 How is purchasing done?

- **The Competitive Approach**
 - Supply Arrangements (SA)

A Request for Supply Arrangement (RFSA) is a method of solicitation where clients may **solicit bids from a pool of pre-screened vendors** through the resulting arrangement.

1.3 How is purchasing done?

- **The Competitive Approach**
 - Supply Arrangements (SA)

Characteristics:

- For **recurring needs that cannot be clearly defined** and for which the government of Canada may solicit bids from a pool of pre-screened vendors
- At ceiling prices (the **supplier is generally paid based on ceiling prices or rates, subject to lower pricing**),
- Valid for a specified period of time
- Purchases on demand

1.3 How is purchasing done?

- **The Competitive Approach**
 - Supply arrangements (SA)

Characteristics (cont'd):

- **Not a contract**: A contract is issued subsequent to an order (the supplier is then required to provide the goods or services, as per the terms and conditions of the SA)
- A distinct contract is issued on demand and allows the supplier to provide goods or services, as per the terms and conditions of the SA
- It is possible to establish SA for specified geographical areas of users.

1.3 How is purchasing done?

- **The Competitive Approach**

- SO and SA – Rationale for the use of SOs and SAs

- Direct access to a supplier
- Better prices through consolidation of requirements and increased competition among suppliers
- Reduction of administrative costs
- Reduction in lead time
- Reduction in inventory investment

1.3 How is purchasing done?

- **The Competitive Approach**

- Mandatory Standing Offers (SO) and Supply Arrangements (SA)
(for the 12 commodity groups listed below)

- ❖ Administration and Management Support Services
- ❖ Clothing, Individual Equipment, Insignia, Footwear
- ❖ Communication, Detection, Coherent Radiation Equipment, Audio Visual, Facsimiles
- ❖ Fuels, Lubricants, Oils and Waxes
- ❖ Furniture
- ❖ General Purpose Computer Equipment, Computers, Printers, Toner, Software, Firmware
- ❖ Ground Effect Vehicles, Motor Vehicles, Trailers, Cycles, Snowmobiles, All Terrain Vehicles (ATV)
- ❖ Information Processing and Related Telecommunication Services
- ❖ Office Machines, Text Processing Systems and Visible Record Equipment
- ❖ Office Supplies, Devices and Copy Paper
- ❖ Personnel Recruitment, Temporary Help Services, Executive Search
- ❖ Professional Services.

1.3 How is purchasing done?

Competitive Approach

Non-Competitive Approach



1.3 How is purchasing done?

- **The Non-Competitive Approach**

"Sole source" approach only used in special circumstances

- **Pressing emergency:** Life-threatening situation or a disaster endangering lives or potentially resulting in loss or damage to government property;
- **Public interest:** Requirements dealing with national security such as some military projects;
- **Intellectual property (IP) ownership:** Only one supplier is capable of fulfilling the requirement or performing the work (e.g. copyright or a licence); or
- **Contract Value:** Proposed contract within thresholds and delegations of authority i.e. \$25,000 or less (goods).or \$76,600 (services) or \$100,000 (construction)

1.3 How is purchasing done?

- **The Non-Competitive Approach**

Advanced Contract Award Notification (ACAN)

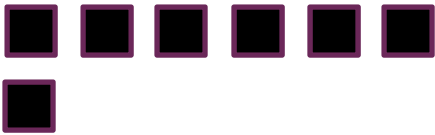
- Public notice, posted for a pre-defined period of time on Merx™, indicating that a department / agency intends to award a contract to a pre-identified supplier.
- Provide an opportunity for other suppliers to submit a statement of capabilities explaining how they can do the work being requested.
- A contract may be awarded to the pre-identified supplier, if no statement of capabilities are submitted.

Only 5% of ACANs are challenged.



STEP 2

**Registering your
Business**



Step 2: Registering your Business

- 2.1 Supplier Registration information – SRI
- 2.2 Professional Services Online – PS Online
- 2.3 SELECT Database
- 2.4 Translation Bureau – Linguistic Services Supplier
- 2.5 SNC-Lavalin O&M (as a subcontractor)



2.1 Supplier Registration Information – SRI

- Databank of suppliers seeking to do business with the government of Canada
- Free self-registration online and information maintained by the supplier
- Business Number (BN) from the Canada Revenue Agency (9-digit business identification number) mandatory for registration in SRI
- Obtaining a Procurement Business Number (PBN) is a requirement in order to register to other supplier databases

BN: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/rgstr/menu-eng.html>

SRI: <https://buyandsell.gc.ca/for-businesses/register-as-a-supplier>

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2.2 Professional Services Online – PS Online

- For professional services contracts up to \$76,600 (below the NAFTA threshold)

- Professional services categories:

IT: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/categories-category-eng.html>
(Information technologies)

Non-IT: <http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/non/index-eng.html>
(Human Resources Management and Organizational Development)

- Registration in SRI is a prerequisite (to obtain a Procurement Business Number (PBN))

- Registration in PS Online:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/index-eng.html>

Contact Person :

Sharon Dent, at 819-956-1684

rcnspenligne.ncrpsonline@tpsgc-pwgsc.gc.ca

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2.3 SELECT Database

- Registration in SRI is a prerequisite (to obtain a PBN or Procurement Business Number)
- For suppliers within the following fields of activity:
 - **Construction, and Architecture and Engineering Services :** below the North American Free Trade Agreement (NAFTA) threshold of \$76,000
 - **Construction:** below the Agreement on Internal Trade (AIT) threshold of \$100,000
- Registration in SELECT: <https://select.pwgsc.gc.ca>

Contact Persons :

Solange Labrie at 418-649-2872 or solange.labrie@tpsgc-pwgsc.gc.ca

Anne Stinziani at 514-496-3390 or anne.stinziani@tpsgc-pwgsc.gc.ca



2.4 Translation Services

- Suppliers wanting to offer translation services to the Translation Bureau – a special operating agency under PWGSC – must:
 - Register in the Supplier Registration Information (SRI) database
 - Submit a request to the Translation Bureau to become a supplier in the *Directory of Linguistic Suppliers Services*
- Registration:
<http://www.btb.gc.ca/btb.php?lang=eng&cont=1445>

Contact Person:

Translation Bureau at 819-953-2588

BTRepertoire.TBDirectory@tpsgc-pwgsc.gc.ca

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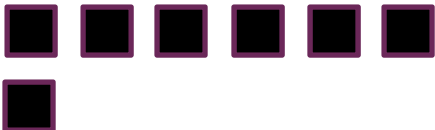


2.5 SNC-LAVALIN O&M

- Assigned a mandate by the government to operate and maintain federal buildings
 - Subcontractor registration procedure from the following website :

www.snclavalinom.com/en/Home/SupplierRegistration.aspx

STEP 3



Promoting Yourself



Step 3: Promoting Yourself

3.1 How do I find customers?

3.2 Government Contacts

3.3 Previous Contract Award Notices



3.1 How do I find customers?

- PWGSC is the Government of Canada's main buyer (central buyer) but, other departments also do some purchasing.
- To narrow your focus to a manageable number of potential customers, you may target specific commodities, using these tools:
 - **Departmental Material Managers Directory**
<https://buyandsell.gc.ca/for-businesses/contacts/departmental-materiel-managers>
 - **Government Electronic Directory Services (GEDS)**
<http://sage-geds.tpsgc-pwgsc.gc.ca/cgi-bin/direct500/eng/TE?FN=index.htm>
 - **Procurement Allocation Directory (PAD)**
<http://pad.contractsCanada.gc.ca/index-fra.cfm?af=ZnVzZWFjdGlvbj1pbmZvLmludHJvJmlkPTI=&lang=eng>
- Contacts: <https://buyandsell.gc.ca/for-businesses/contacts>

3.1 How do I find customers?

- To promote your goods or services, contact the appropriate resources
- Build your network using various tools: phone calls, e-mails, meetings, brochures, business cards, word-of-mouth
- Questions to keep in mind when contacting buyers:
 - What is the government purchasing cycle for your good or service?
 - How does the department buy your good or service (through PWGSC or not)?
 - What method or tool is used for purchasing your good or service (e.g.: Standing Offer (SO), Supply Arrangement (SA))? Are they mandatory? When do they expire?
 - Does PWGSC's purchasing group buy on behalf of other departments? If so, which ones?



3.2 G




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For Businesses

I want to... [see more](#)

- [Register to become a supplier](#)
- [Access my SRI account](#)
- [Find bid opportunities](#)
- [Find a contact](#)
- [Attend a seminar](#)



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A to Z Index

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Resources


Highlights

- [PWGSC wants your feedback on property management and project delivery services](#)
- [PWGSC posts revised Vendor Performance Policy for feedback](#)

For Government

I want to... [see more](#)


- [Access the Supply Manual](#)
- [Find a government contact](#)
- [Search the Standing Offer Index](#)
- [Attend procurement training courses](#)
- [Get procurement advice and support](#)



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- [Construction](#)
- [Goods](#)
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- [Travel](#)



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I want information about... [see more](#)

- [Canadian Innovation Commercialization Program \(CICP\)](#)
- [Procurement Strategy for Aboriginal Business](#)
- [Green procurement](#)
- [Office of Small and Medium Enterprise \(OSME\)](#)





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- [Step 1: Understanding the Process](#)
- [Step 2: Register Your Business](#)
- [Step 3: Promote Yourself](#)
- [Step 4: Search for Opportunities](#)
- [Step 5: Bid on Opportunities](#)

I want to...

- [Find bid opportunities on MERX](#)
- [Get help with my registration and my password](#)
- [Find awarded contracts on Contract History](#)
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- [Get on a method of supply](#)
- [Learn more about security requirements](#)

Seminars and Events

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Resources

Top Business Resources

- [Supplier Registration Information \(SRI\)](#)
- [Contract History](#)
- [Forms](#)
- [MERX](#)
- [InfoLine](#)
- [Supplier Contacts](#)

Top Government Resources

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Procurement Resources

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- [Online tools](#)
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- [Online tools](#)
- [Contacts](#)

For Business

Publications and documents for business

- [Supply Manual](#)
- [Standard Acquisition Clauses and Conditions \(SACC\) Manual](#)
- [Policy Notifications for the Supply Manual and SACC Manual](#)
- [Code of Conduct for Procurement](#)
- [Industrial Security Program, PWGSC](#)
- [Your Guide to Doing Business with the Government of Canada](#)
- [Doing Business](#) with PWGSC - an external newsletter that informs client departments/agencies, the business community and Canadians about innovative PWGSC services, activities, projects and initiatives

Forms for business

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Bid Follow-Up
Seminars and Events
Contacts
Departmental Materiel Managers
Office of Small and Medium Enterprises (OSME) Regional Offices
PWGSC Regional Offices
Professional Services Contacts
Supplier Registration Information (SRI) Contacts
Related Links

Contacts for Suppliers

- **InfoLine - 1-800-811-1148** : The national telephone service for general enquiries on the federal government procurement practices and activities.
- **Departmental Materiel Managers**: contacts include departmental heads of purchasing (Materiel Managers).
- **Government Electronic Directory Services (GEDS)**: access to public servants' names, titles, telephone and facsimile numbers, departmental names, and office locations within the government.
- **Office of Small and Medium Enterprises (OSME) Regional Offices**: OSME maintains a network of regional offices across the country to ensure support for smaller businesses regardless of their location.
- **Public Works and Government Services Canada (PWGSC) Regional Offices**: PWGSC maintains regional offices, which can provide you information about selling opportunities in your specific region.
- **Procurement Allocation Directory (PAD)**: PAD is a list of key purchasing contacts in PWGSC offices.
- **Professional Services Contacts**: Contact information for the various professional service registration systems.
- **Supplier Registration Information (SRI) Contacts** : Speak to an agent if you have questions about registering in the SRI service.

Search

Resources

Supplier Registration

New Suppliers

1. [Start registration](#)
2. [Complete registration](#)

Existing Suppliers

- [Access your account](#)

I want to...

- [Find a contact](#)
- [Find upcoming standing offers](#)
- [Find awarded contract history](#)
- [Attend a seminar](#)
- [Find bid opportunities](#)

For Government



Government Electronic Directory Services

sage-geds.tpsgc-pwgsc.gc.ca

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Welcome

Search in : **Canada**

Enter value to search for :

Select which field to search :

Surname, Given name

Select matching criterion to use :

begins with

Examples : (1) Smith (2) Smith, John (3) 613-999-0101 or (613)999-0101

- ### Quick Links
- [Honourable Ministers](#)
 - [Deputy Ministers](#)
 - [Honourable Senators](#)
 - [MP Offices](#)

[Click here for more help.](#)

The [Government Electronic Directory Services \(GEDS\)](#) provides a directory of federal public servants for all regions across Canada. The Information Technology Services Branch (ITSB) initiated this project to integrate two directory services it presently manages - the Government of Canada telephone directories, and the Email Address Exchange Service (EMAX). Thanks to all departments and agencies who are continuing to provide information for GEDS.

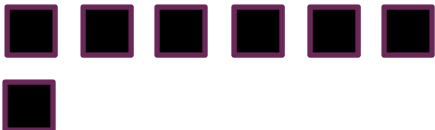
It is the policy of some departments not to list all their employees.

- 325 names (maximum limit) generated from all departments in Canada with keyword 'procurement' contained in title
 - 288 entries with keyword 'material' contained in title
- <http://sage-geds.tpsgc-pwgsc.gc.ca/>

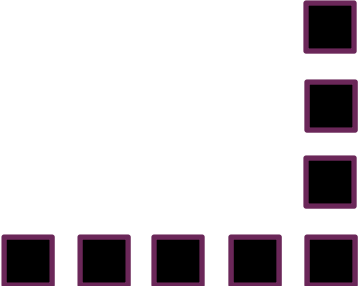
3.3 Previous Contract Award Notices

- Contract History database: contracts awarded by PWGSC over the last 3 years (<http://csi.contractsCanada.gc.ca/>)
 - Search by commodity, customer, vendor or contract number
 - Find out which departments and agencies use PWGSC to buy your goods or services, total contract value and name of successful bidder.
- Awards Database in MERX™: database of previously published opportunities, over the last 9 years (http://www.merx.com/English/SUPPLIER_Menu.asp?WCE=Show&TAB=1&PORTAL=MERX&State=4&hcode=aP3iE6x8o3NPTOUej9yK7Q%3d%3d)
 - Find out contract value and name of successful bidder, and what to expect, based on previous requirements
- Proactive Disclosure, Treasury Board of Canada Secretariat (TBS)
 - All contracts over \$10,000 issued by federal government departments (<http://www.tbs-sct.gc.ca/pd-dp/gr-rg/index-eng.asp>)

STEP 4



Searching for Opportunities



Step 4: Searching for Opportunities

- 4.1 Government Electronic Tendering Service (GETS)
- 4.2 Dollar Thresholds for Posting Bid Opportunities on Merx™
- 4.3 Free Registration Using PBN
- 4.4 Searching for Opportunities on MERX™
- 4.5 Security Requirements



4.1 Government Electronic Tendering Service

- GETS is the Government of Canada's electronic tendering system hosted by MERX™; it allows suppliers to view bid opportunities (http://www.merx.com/French/SUPPLIER_Menu.asp?WCE=Show&TAB=1&PORTAL=MERX&State=4&hcode=aP3iE6x8o3NPTOUej9yK7Q%3d%3d)
- Federal government opportunities identified with the Canadian flag ()
- Procurements that fall above trade agreement thresholds are published on MERX™ when one or a combination of these trade agreements apply (Agreement on Internal Trade (AIT), North American Free Trade Agreement (NAFTA), World Trade Organization Agreement on Government Procurement (WTO-AGP)).

4.1 Government Electronic Tendering Service

- Procurements that fall below trade agreement thresholds, do not have to be posted on MERX™.
- Government of Canada buyers can use the following electronic databases to invite suppliers to bid on such opportunities:
 - Supplier Registration Information (SRI)
 - Professional Services (PS) Online
 - SELECT



4.2 Dollar Thresholds for Posting on MERX™

- The Government of Canada is a signatory to various trade agreements, and these have an impact on procurement activities.
- Procurements that fall above the AIT, NAFTA or WTO-AGP dollar thresholds are published on MERX™ when one or a combination of these trade agreements apply.

Trade Agreement Dollar Threshold Summary			
Agreement	Goods	Services	Construction
North American Free Trade Agreement (NAFTA)	\$27,300	\$76,600	\$9,900,000
Agreement on Internal Trade (AIT)	\$25,000	\$100,000	\$100,000
World Trade Organization Agreement on Government Procurement (WTO-AGP)	\$221,300	\$221,300	\$8,500,000

Dollar thresholds are periodically revised and are subject to change.



4.3 Free Registration Using PBN

- Registration on MERX™ may be done using a PBN instead of a credit card number
- Access to tender opportunities for the Government of Canada is free (downloads)

MERX™ | Customer Profile

FRANÇAIS

Suppliers About the Service About MERX Help

Step 1 — Step 2 — Step 3 — Step 4

Terms & Conditions Customer Profile Subscription Selection Registration Summary

Please enter your organization and contact information. Mandatory fields are marked with *.

Please click [here](#) if:

- you have an account with Business Access Canada's Supplier Registration Information (SRI) system and you want to transfer from the SRI system to the fields below a copy of your organization information; and/or
- **you only need to access free Government of Canada tender information and you want to register without having to provide a credit card number by using a Procurement Business Number (PBN).**

Business Access Canada Accés Entreprises Canada

4.4 Searching for opportunities on MERX™

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 submitted profile(s)	yes	free / cost



4.4 Searching for opportunities on MERX™

MERX™ Canadian Public Tenders
Federal, Provincial & Municipal

Canadian Public Tenders | Private Tenders | U.S. Tenders | Private Construction

Suppliers | About the Service | About MERX | Tutorial

Are you interested in doing business with the Canadian public sector?

MERX Canadian Public Tenders is an easy, fast and efficient prospecting tool to help your business grow. New opportunities are listed daily from all levels of government including the Federal and Provincial Governments as well as the MASH sector (Municipal, Academic, School Boards and Hospitals) from across Canada. Take a look and see if there is an opportunity for you!

Search... Open Opportunities Advanced Search Popular Searches

List of Open Canadian Opportunities by Category

	TODAY	LAST WEEK	LISTED
Construction			
Construction Services	21	117	338
Goods			
Aerospace	2	4	21
Air Conditioning and Refrigeration Equipment	1	3	12
	1	5	14
		5	7
	3	13	50
Construction Products	3	19	59
Cosmetics and Toiletries	1		4

MERX™ demonstration available
(Online demonstration)

achatsetventes.gc.ca
buyandsell.gc.ca

Free access to Government of Canada Tender Opportunities...
LEARN MORE!

Government Announcements

Other MERX Services

Private Tenders
E-tendering suite for private sector organizations & Crown corporations.
[Learn More](#)

Private Construction
Access Canadian private sector construction opportunities with MERX.
[Learn More](#)

U.S. Tenders

4.4 Searching for opportunities on MERX™



- Closing / Deadline date and time
- Region of delivery
- Preview of document

Check the closing date to ensure you have enough time to prepare your proposal

Canadian Flag indicates a federal government opportunity

Check the region of delivery

The screenshot shows the 'Canadian Opportunities' section of the Canadian Public Tenders website. The page header includes 'CANADIAN PUBLIC TENDERS FEDERAL, PROVINCIAL & MUNICIPAL' and navigation links for 'S. Tenders', 'Private Construction', 'Français', 'Contact MERX', and 'Business Access'. The main content is a table of opportunities. Two callout boxes are present: one pointing to a Canadian flag icon in the first column, and another pointing to the 'Closing' date and 'Region of Delivery' columns. The table has the following data rows:

	Canadian Opportunities	Closing	Region of Delivery	Title and Category
3		10/09/2008	26/09/2008	Canada wide REQUEST FOR PROPOSAL FOR A MEMBRANE COVERED FRAME STRUCTURE University of Guelph Prefabricated Structures
4		05/09/2008	23/09/2008	Ontario Z-130 - Modular Building, CFB Petawawa, Ontario Defence Construction Canada / Construction de Construction Services

4.5 Security Requirements

- Some solicitation and contract documents may require the bidder/supplier's facility and its employees to have a security clearance.
- Inquiries on security related issues may be addresses to:

Canadian Industrial Security Directorate (CISD)

Industrial Security Program

Public Works and Government Services Canada

c/o Central Mail Room

Place du Portage, Phase III, 0B3

11 Laurier Street, Gatineau, Quebec K1A 0S5

2745 Iris Street, 2nd Floor

Ottawa ON, K1A 0S5

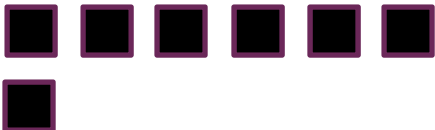
Toll free: 1-866-368-4646

National Capital Region: 613-948-4176

Email: ssi-iss@tpsgc-pwgsc.gc.ca



STEP 5



Bidding on Opportunities (Summary)

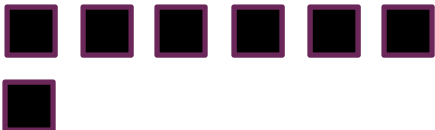


Step 5: Bidding on Opportunities (Intro)

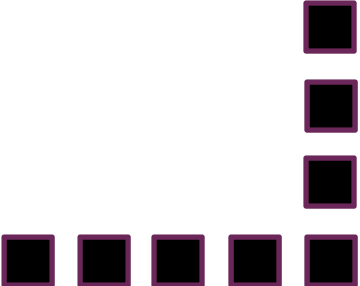
- 5.1 Structure of a Request for Proposal (RFP)
- 5.2 Decision to Bid
- 5.3 Preparing a Proposal
- 5.4 Information on the Bidding Opportunity
- 5.5 Best Practices for Bidding and Tips



APPENDIX



**Resources
for SMEs**



Resources for SMEs

- Buy and Sell
www.buyandsell.gc.ca
- Office of Small and Medium Enterprises – Quebec Region
www.tpsgc-pwgsc.gc.ca/app-acq/pme-sme/index-eng.html
- Public Works and Government Services Canada
www.pwgsc.gc.ca
- Supplier Registration Information
<https://srisupplier.contractsCanada.gc.ca/>
- Professional Services Online (PS Online)
www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/index-eng.html
- Other professional services
www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps-eng.html
- Communication and Printing services
www.tpsgc-pwgsc.gc.ca/app-acq/communications-eng.html



Resources for SMEs (cont'd)

- SELECT
<https://select.pwgsc-tpsgc.gc.ca>
- MERX™
www.merx.com
- Procurement Allocation Directory (PAD)
<http://pad.contractsCanada.gc.ca/>
- Departmental Materiel Managers Directory (DMMD)
<http://contratsCanada-contractsCanada.gc.ca/gmm-dmm-eng.html>
- Government Electronic Directory Services (GEDS)
<http://sage-geds.tpsgc-pwgsc.gc.ca/>
- Contract History (PWGSC) – Contracts Canada
<http://csi.contractsCanada.gc.ca/>
- Commodities Listed in Supplier Registration Information (SRI)
<http://contractsCanada.gc.ca/nibs-gsin-eng.html>



Resources for SMEs (cont'd)

- Procurement Strategy for Aboriginal Businesses (PSAB)
www.ainc-inac.gc.ca/ecd/ab/psa/index-eng.asp
- PSAB Aboriginal Business Directory (ABD)
<http://www.ic.gc.ca/app/ccc/sld/cmpny.do?tag=248&profileId=381&lang=eng>
- Canadian Company Capabilities Directorate
<http://www.ic.gc.ca/eic/site/ccc-rec.nsf/eng/home>
- Treasury Board of Canada Secretariat (TBS) Proactive Disclosure
<http://www.tbs-sct.gc.ca/pd-dp/gr-rg/index-eng.asp>
- Industrial Security Program- PWGSC
<http://ssi-iss.tpsgc-pwgsc.gc.ca/>
- Standard Acquisitions Clauses and Conditions Manual (SACC)
<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>
- PWGSC Supply Manual
<http://www.tpsgc-pwgsc.gc.ca/app-acq/ga-sm/index-eng.html>



Resources for SMEs (cont'd)

- Office of Procurement Ombudsman (OPO)
<http://opo-boa.gc.ca/>
- Canadian International Trade Tribunal (CITT)
www.citt-tcce.gc.ca
- Access to Information and Privacy (ATIP)
<http://privcom.gc.ca>

Other sites:

- Canada Business
<http://canadabusiness.ca>
- Service Canada – For Employers
www.servicecanada.gc.ca/employers
- Canada Revenue Agency – Topics for Businesses
www.cra-arc.gc.ca/tx/bsnss/
- MARCAN
www.marcan.net
- Government Services Administration (USA)
www.gsa.gov

Contact

Michèle Marcoux

Head, Supply Specialist
Small and Medium Size Enterprises, Quebec Region
Public Works and Government Services Canada
Place Bonaventure, South-East Portal
800 De la Gauchetière Street West, Suite 7300
Montréal , Quebec H5A 1L6

Tel. : 514-496-3487

Fax: 514-496-5891

E-Mail: michele.marcoux@tpsgc-pwgsc.gc.ca

