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# Introduction

## Doing Business with the Government of Canada

Office of Small and Medium Enterprises



September 20, 2013

# Objectives

1

Context: Understanding what the Government of Canada buys

2

Understanding the procurement process and who is involved

3

What you need to do: Register as a Supplier, Build relationships, Watch for opportunities, Bid on opportunities

4

Green Procurement



# What Does the Government of Canada Buy?

The Government of Canada buys a wide range of goods and services



# Supplier Relationships

In the government procurement process you are the supplier



PWGSC is the Government of Canada's main procurement arm

Over 100 departments and agencies

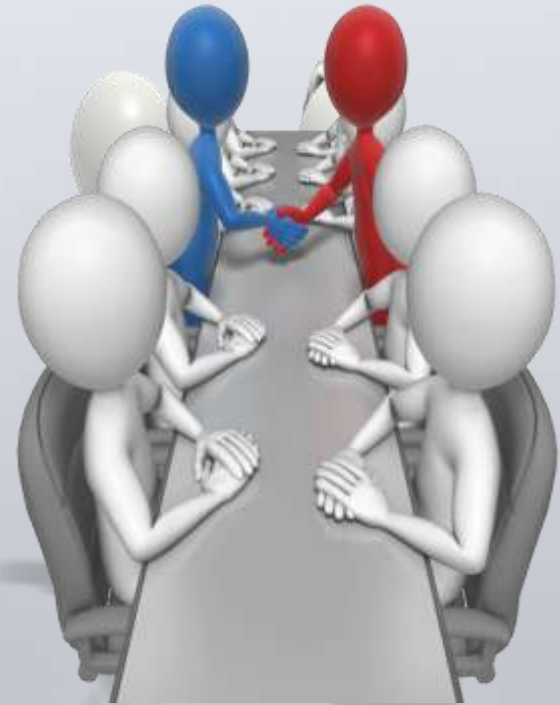
# Departments and Agencies

Purchases under \$25,000 are considered low-dollar value

Many departments and agencies have the authority to buy goods valued at \$25,000 or less, with higher values for services

Suppliers deal directly with end users

Building relationships becomes increasingly important



# Guiding Principles



# The Office of Small and Medium Enterprises



OSME will assist you in navigating the procurement process

OSME will provide you with suggestions about where you may find opportunities

OSME works to reduce barriers on your behalf in an effort to ensure fairness

OSME guides you in your relationship building as you seek out new opportunities



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# Understanding the Procurement Process

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# Developing a Strategy



## Basic Knowledge

- Does the Government of Canada buy your good or service?
- What quantity?
- Which part of the country?



## Research

- What do others charge?
- Who needs your good or service?
- Who has the authority to buy it?



## Procurement Instruments

- Understanding different procurement instruments
- Responding accordingly





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# Register as a Supplier

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# What do I need to Register in SRI?

Time - registration will take approximately 15 minutes for part 1. Part 2 may take between 20 and 30 minutes as you will need to identify your goods and services in the system

CRA Number – Canada Revenue Agency  
Business Number or GST/HST number

Business Legal Name – you must enter your business name exactly as it appears on your CRA registration



# Where do I Register?

Once you have your Canada Revenue Agency business number, you can start the registration process

This can be done by following the link to the SRI registration page at [Buyandsell.gc.ca](http://Buyandsell.gc.ca)





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# Building Relationships

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# Why Build Relationships?

If you are interested in selling your goods and services to federal government departments, then you must promote your business

Let them know what goods and services you have and how you can respond to their purchasing needs

Distinguish yourself from the crowd

Being proactive in promoting yourself to key industry and government players can help you get known

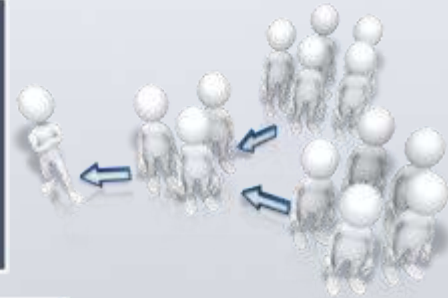


# Developing a Strategy



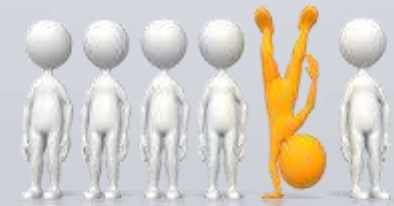
Prime contractor or Subcontractor?

- Consider partnering with another company
- Become part of their supply chain



Research?

- End user's needs
- What unique features can you emphasize?



Who are the Points of Contact?

- Who does the buying?
- Who are the end users?





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# Watching for Opportunities

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# Developing a Strategy



Government Electronic Tendering Service ([Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders))

- Free
- Open access
- Check regularly



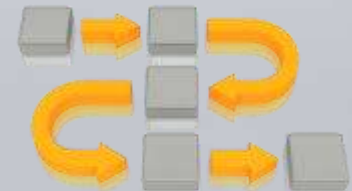
Check

- Past contract histories



Identify

- Purchasing cycles
- Decision-makers



# Government Electronic Tendering Service ([Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders))

The Government of Canada's Electronic Tendering Service allows suppliers to search for bid opportunities online.

Departments and agencies must use the Government Electronic Tendering Service to advertise their requirements subject to any trade agreements

Become familiar with [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders)

Free to access, available functions include the ability to download documents, receive email updates and view previous contract awards





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# Bidding on Opportunities

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# Developing a Strategy



## Attention to Detail

- Follow instructions
- Meet all mandatory requirements
- Have a colleague review your proposal



## Identify Questions

- During the bidding process the procurement officer is your only point of contact
- Make sure you meet the deadline for questions



## Request a Debrief

- Request a debrief meeting with the procurement officer whether you win or lose the contract





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# Green Procurement

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# Buyandsell.gc.ca/green

- Tips on how to sell green goods and services
- Consult a Green Scorecard to learn what environmental criteria are in place for goods and/or services

# Office of Small and Medium Enterprises

## **National InfoLine**

1-800-811-1148 (press option #1 after greeting)

## **Atlantic Region**

**(New Brunswick, Nova Scotia, Newfoundland and Labrador, and Prince Edward Island)**

Telephone: 902-426-5677

Email: [osme-bpme-atl@tpsgc-pwgsc.gc.ca](mailto:osme-bpme-atl@tpsgc-pwgsc.gc.ca)

## **Quebec Region**

**(Quebec, excluding Gatineau)**

Telephone: 514-496-3525

Email: [QueBPME.QueOSME@tpsgc-pwgsc.gc.ca](mailto:QueBPME.QueOSME@tpsgc-pwgsc.gc.ca)

## **National Capital Region**

**(Gatineau and Ottawa)** Telephone: 819-953-7878

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

## **Ontario Region**

**(Ontario, excluding the National Capital Region)** Telephone: 416-512-5577

Toll free: 1-800-668-5378

Email: [ont.bpme-osme@tpsgc-pwgsc.gc.ca](mailto:ont.bpme-osme@tpsgc-pwgsc.gc.ca)

## **Western Region**

**(Alberta, Saskatchewan, Manitoba, Nunavut and Northwest Territories)** Telephone: 780-497-3601

Toll free: 1-855-281-6763

Email: [osme-bpme-wst@tpsgc-pwgsc.gc.ca](mailto:osme-bpme-wst@tpsgc-pwgsc.gc.ca)

## **Pacific Region**

**(British Columbia and Yukon)**

Telephone: 604-666-8295 Toll free: 1-866-602-0403

Email: [osme-bpme-pac@tpsgc-pwgsc.gc.ca](mailto:osme-bpme-pac@tpsgc-pwgsc.gc.ca)