

# Introduction to federal procurement

Presented by [Procurement Assistance Canada](#)

## Getting started

### Procurement Assistance Canada

- Supports smaller and diverse businesses through the federal procurement process
- Engages, assists and informs businesses on how to sell goods and services to the Government of Canada
- Works to reduce barriers to ensure fairness and inclusion in the process
- Looks for opportunities to advance supplier diversity through targeted outreach and advocacy

### Opportunities for smaller and diverse businesses

- Government of Canada is one of the largest buyers of goods and services in Canada
- Buys a wide range of goods and services each year, with contract values ranging from hundreds to billions of dollars
- On average, smaller businesses in Canada win the majority of the total value of contracts awarded each year

### How much does the government buy?

- Government of Canada is one of the largest buyers of goods and services in Canada
- In 2024 to 2025, the Government of Canada awarded \$66.9 billion in contracts for goods, services, and construction. Of this total, \$55.6 billion was awarded by Public Services and Procurement Canada (PSPC)
- Awards over 500,000 contracts and processes close to 2 million credit card transactions each year

### Contracting with the Government of Canada

- Public Services and Procurement Canada 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



---

## Increasing the diversity of bidders

- Initiatives to increase the diversity of bidders and help build a more inclusive economy by boosting the competitiveness and prosperity of Canadian businesses
- Procurement Strategy for Indigenous Business : set-aside opportunities for Indigenous businesses, requirements for all government departments and agencies to offer a minimum of 5% of the total value of their contracts to Indigenous businesses
- Better Buying: modernizing procurement with a simpler and more accessible procurement system, advancing socio-economic goals by creating more opportunities for equity-deserving groups
- Three pillars of Better Buying
  - building a modern procurement foundation
  - delivering a simpler, more responsive and more accessible procurement system
  - advancing socio-economic goals, increasing competition and fostering innovation
- Using the Government's purchasing power for the greater good, to help social objectives such as
  - accessibility
  - increased opportunities for businesses run by equity-deserving groups, such as women, visible minorities and persons with disabilities
  - increased opportunities for Indigenous businesses
  - environmentally friendly purchasing
- Green procurement focuses on integrating environmental considerations into the procurement decision-making process, for example by setting specific targets for vehicle emissions, reducing plastic waste and improving energy efficiency in federal buildings
- Procurement Assistance Canada supports these initiatives by working with the procurement community inside government, and by providing support to businesses to help you find, understand and respond to contracting opportunities

## Finding opportunities

### Building networks

- Building relationships can go a long way in becoming a government supplier, just as it does in any line of business
- Connect with officials in departments and agencies, learn about what directions their department's procurement may be heading, and find out about upcoming procurement opportunities in your region
- Promote your business and share information regarding your capabilities

## Low dollar value procurement

- Purchases below \$25,000 for goods, \$40,000 for services and \$100,000 for construction, including all applicable taxes, are considered to be low dollar value procurements
- Unlike larger purchases that are done through the solicitation of bids and quotes from potential suppliers using a tendering process, low dollar value procurements are often direct purchases from vendors
- Low dollar value procurement can present an opportunity to grow your business by developing a business relationship with the Government of Canada through smaller contracts
- Learn more about [low dollar value opportunities](#)

## Non-competitive procurement

- According to Canadian Government Contract Regulations, sole source purchasing can only be undertaken under the following four circumstances:
- pressing Emergency
  - delays could be injurious to public interest
  - example: boats needed for an emergency evacuation
- 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 (example: national security)
- one Known Supplier (examples: copyright, license or patent)

## Competitive procurement

- Procurement over \$25,000 for goods, \$40,000 for services and \$100,000 for construction is done through the solicitation of bids and quotes from potential suppliers using a variety of methods
- The most common types are
  - a Request for proposal
  - a Request for standing offer
  - a Request for supply arrangement
- The tender notice will indicate the method of procurement being used and will outline the solicitation documents
- For more information, visit [How procurement works](#)

---

## **Note: There are standard policies that apply to all government purchases. Clauses will be fully incorporated into the contractual documents Registering to provide professional services**

- Buyers use a variety of purchasing methods, tools, categories and streams to issue service contracts. For more information to help you identify which one(s) may be suitable for your services, visit [Professional services](#).
- For most services, [register in Centralized Professional Services System](#).
  - ProServices: A wide range of services including information technology (IT), business and project management, human resources (HR), technical, dispute resolution, health and other services below \$100,000
  - Task-Based Informatics Professional Services: Specific IT services with set deliverables
  - Solutions-Based Informatics Professional Services: IT solutions including business transformation, electronic services delivery, business intelligence and network services
  - Task and Solutions Professional Services: Non-IT services including HR, business consulting, change and project management, and learning services
  - Temporary help services, up to 48 weeks in the National Capital Region (NCR). Opportunities outside the NCR are listed separately
  - Professional Audit Support Services: Services to support internal audits, funding compliance and financial accounting
- For construction, architectural and engineering services, [register in SELECT](#)
- For linguistic services such as translation, interpretation, terminology and word processing, learn more about [offering linguistic services to the Translation Bureau](#)

## **CanadaBuys: the official source for federal procurement**

- CanadaBuys is the official source for Government of Canada tender and award notices
- [Visit CanadaBuys](#) to
  - search for public sector tenders and contract history
  - register as a supplier for the federal government
  - complete your business profile
  - access the electronic procurement solution to view and bid on opportunities

## **Registering as a supplier**

- Register in SAP Ariba
  - complete your business profile
  - view and respond to opportunities posted to the electronic procurement solution
- Register in Supplier Registration Information

---

- obtain your procurement business number
- this number is currently required for bids that are not processed through SAP Ariba
- [Learn about registering in sourcing tools for professional services](#), including the Centralized Professional Services System e-Portal and SELECT
- [Learn more about registering as a supplier](#)

## Electronic procurement

The Government is moving federal procurement online. You may be able to bid on some tender opportunities through the electronic procurement solution. [Learn about electronic procurement](#).

## Learn more about the procurement process

- Download reference sheets
  - [Getting started selling to the Government of Canada](#)
  - [Preparing to bid on an opportunity](#)
- [Register for your next seminar](#)
  - How the government buys what you sell
  - Finding opportunities and registering as a supplier
  - Bidding on opportunities

[Canada.ca/PAC](#)