

# Supplying professional services to the Government of Canada

Presented by Procurement Assistance Canada

## 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

## 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

## Standing Offers

- Standing Offers are used to meet recurring needs when departments or agencies repeatedly order the same goods or services
- A Request for Standing Offer (RFSO) is used to solicit standing offers. Suppliers who meet the evaluation criteria stated in the RFSO become pre-qualified suppliers and holders of standing offers
- 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

## 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
- A Request for Supply Arrangement (RFSA) is used to solicit supply arrangements. Suppliers who meet the evaluation criteria stated in the RFSA become pre-qualified suppliers and holders of supply arrangements



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- 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 (this differs from standing offers that only allow client departments to accept a portion of a requirement already defined and priced)

## Registering as a supplier

Register on the procurement platform(s) that apply to your goods/services:

- register in SAP Ariba
  - complete your business profile
  - view and respond to opportunities posted to the electronic procurement solution
- register in Supplier Registration Information
  - 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 (CPSS) e-Portal and SELECT
- [learn more about registering as a supplier](#)

## 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, contact [Professional services](#):

- for most services, [register in the 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 following services \$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](#)

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## Finding a suitable opportunity

- Learn about [low dollar value opportunities](#)
- Learn about [searching for tender opportunities on CanadaBuys](#)
- Consult the CPSS [solicitation Dashboard Snapshot](#) and find the corresponding solicitations on CanadaBuys.

## Security requirements

- A security clearance is necessary when a GC contract requires your personnel to access classified or protected information, assets or sensitive sites
- Security requirements are identified in the tender opportunity
- For questions about clearance processes and requirements, [contact the Contract Security Program](#)
- For questions about the security requirements of a specific opportunity, contact the contracting authority listed in the solicitation document
- For more information: [Security requirements for contracting with the Government of Canada](#)

## 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

## Open procurement data

- Knowing what buyers have bought in the past and which companies have been successful selling to them can be useful as you develop your business strategy
- Data on contracts awarded since 2009 are available on the [Open Government Portal](#)
  - download contract history data for the entire federal government through [Proactive Publication \(Contracts\)](#)
  - download contract history data for PSPC-managed contracts by [searching for CanadaBuys on the portal](#)
- Contract history and award notices are available through the tenders search on CanadaBuys (for instructions, refer to [Searching for award notices and contract history on CanadaBuys](#))

## Finding key government contacts

- [Government Electronic Directory Services](#) provides a directory of most federal public servants across Canada (except for the Department of National Defence, Royal Canadian Mounted Police (RCMP), and the Canadian Security Intelligence Service)
- PSPC Regional Offices

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- can provide information about selling opportunities in your specific area
  - you can [contact Public Services and Procurement Canada Regional Offices](#)

## 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

## Next steps

- [Learn more about registering as a supplier](#)
- Consult the [Preparing to bid on an opportunity](#) reference sheet
- [Register for your next session](#)
  - Bidding on opportunities
  - Ask us anything
  - Info café

## Get assistance

If you need help understanding the federal procurement process or registering for a procurement business number:

- contact the national InfoLine 1-800-811-1148 (Monday to Friday 8 am to 5 pm Eastern time)
- [request a callback](#) from Procurement Assistance Canada
- [find a regional office near you](#) (we have a network of offices across Canada)

[Canada.ca/PAC](https://Canada.ca/PAC)