

Selling to the Public Sector Commonalities

**Introductory supplier seminar to
demystify the public procurement process**

Outline

1. WHAT do we buy
2. WHO does the buying
3. HOW we buy
4. What YOU need to do
5. Tips for Bidding
6. Questions / Discussion

Selling to the Government: WHAT do we buy?

EXAMPLES

- Landscaping
- Construction
- Video Surveillance Equipment
- Design services
- Consulting services
- Office supplies & equipment
- Building leasing
- Training
- Heavy Equipment Rental
- Auto Parts & Repair
- Fitness Equipment
- Food
- Military Staging Area
- Modular Office Complex
- Janitorial Services
- General Trades (plumbing, carpenter, electrical, etc.)

Selling to the Government: WHO buys?

Government of Canada - Public Services and Procurement Canada (PSPC)

- Higher dollar value, more complex requirements. (\$25,000+)
- Establish standing offers and supply arrangements as a tool for federal departments. Individual departments buy for themselves if under threshold (up to \$24,999)

Government of Alberta - Procurement Services, Service Alberta

- Corporate Purchasing acquires all goods over \$10,000 and establishes Standing Offers. Most Construction: AB Infrastructure & AB Transportation.
- Individual Departments buy for themselves if under thresholds (\$10K for goods, \$75K for services, \$100K for construction)

Municipality

- Procurement acquires all goods and services over \$75,000, and construction over \$200,000
- There may be internal policies for under-threshold procurement. Ask your local municipality.

Selling to the Government: HOW do we buy?

Government of Canada Competitive Process:

- Department sends in requisition
- PSPC goes out to tender by posting on Government Electronic Tendering Service - GETS (buyandsell.gc.ca/tenders)
- Bids are evaluated and contract is awarded based on evaluation.

Government of Alberta Competitive Process:

- Department sends in requisition
- Procurement team goes out to tender by posting on Alberta Purchasing Connection - APC (purchasingconnection.ca)
- Bids are evaluated and contract is awarded based on evaluation.

Municipality Competitive Process:

- Department sends in requisition
- Procurement goes out to tender by posting on Alberta Purchasing Connection - APC (purchasingconnection.ca) and possibly other electronic tender systems.
- Bids are evaluated and contract is awarded based on evaluation.

Selling to the Government: HOW do we buy?

Trade Agreements thresholds play an important part in the decision:

| | | | | |
|-----------------|--------------|-----------------|---------------------|---|
| NAFTA | Goods | Services | Construction | Canada, U.S., and Mexico |
| Canada | 32,900 | 106,000 | 13,700,000 | |
| WTO GPA | Goods | Services | Construction | 47 countries including the 28 countries of the European Union |
| Canada | 237,700 | 237,700 | 9,100,000 | |
| Province of AB | 649,100 | 649,100 | 9,100,000 | |
| MASH | Not Covered | | | |
| CETA | Goods | Services | Construction | 28 countries of the European Union - Sept 21/17 Start Date |
| Canada | 237,700 | 237,700 | 9,100,000 | |
| Province of AB | 365,700 | 365,700 | 9,100,000 | |
| MASH | 365,700 | 365,700 | 9,100,000 | |
| AIT/CFTA | Goods | Services | Construction | 10 provinces, 3 territories, Federal Government |
| Canada | 25,300 | 101,100 | 101,100 | |
| Province of AB | 25,300 | 101,100 | 101,100 | |
| MASH | 101,100 | 101,100 | 252,700 | |
| NWPTA | Goods | Services | Construction | AB, BC, SK, and MB |
| Province of AB | 10,000 | 75,000 | 100,000 | |
| MASH | 75,000 | 75,000 | 200,000 | |

Selling to the Government: HOW do we buy?

Government of Canada openly procures starting at the following thresholds:

- Goods: \$25,300
- Services: \$101,100
- Construction: \$101,100

Government of Alberta openly procures starting at the following thresholds:

- Goods: \$10,000
- Services: \$75,000
- Construction: \$100,000

Municipalities openly procures starting at the following thresholds:

- Goods: \$75,000
- Services: \$75,000
- Construction: \$200,000

Selling to the Government: HOW do we buy?

All Public Entities – Federal, Provincial, Municipal

Competitive Process

We buy using open solicitations, such as:

- **Invitation to Tender (ITT/RFT)**
- **Request For Proposal (RFP)**
- **Request for Standing Offer (RFSO)**
- **Request for Quote (RFQ)**
- **Pre Qualification Request (PQR/RF-PQR/RFPQ/RFSQ)**
- **Request for Supply Arrangement (RFSA)**

Selling to the Government: HOW do we buy?

All Public Entities – Federal, Provincial, Municipal

Competitive Process

- **ITT – used mainly for construction requirements; straightforward requirement where price is the determining factor.**
- **RFP – most common for seeking a solution. Best value is the determining factor.**
- **RFQ (AB only) – most common for goods; straightforward, price is the determining factor.**

Selling to the Government: HOW do we buy?

All Public Entities – Federal, Provincial, Municipal

Competitive Process

- **SO (AB) / RFSO (CAN) – meets a recurring need for goods. Not a contract, but an agreement to sell your product at a fixed price. ‘Call up’ becomes the contract. Mainly used for goods.**
- **PQR (AB) – prequalified list of suppliers who submitted bids on specific requirements of listed services.**
- **RFSA (CAN) – prequalified list of suppliers who are asked to submit bids on specific requirement. Mainly used for services.**

Selling to the Government: HOW do we buy?

All Public Entities – Federal, Provincial, Municipal

Competitive Process

Bid Evaluation:

- **Always disclosed in the solicitation document**
- **Mandatory requirements and point rated criteria**
- **Contractor not always selected on price alone**

The principle of selection is:

****Best Value for the Government****

Selling to the Government: HOW do we buy?

All Public Entities – Federal, Provincial, Municipal

Non - Competitive Process

Some exceptions:

- **Pressing emergency (protecting people and assets)**
- **Confidentiality**
- **Compatibility**
- **Only one supplier.**
 - ACAN published on GETS
 - NPP/ACAN published on APC
 - NOI published on APC/MERX (when applicable)

Selling to the Government: What YOU need to do?

All Public Entities – Federal, Provincial, Municipal

Register As a Supplier

Search for Opportunities

Research the Market

Selling to the Government: What YOU need to do?

Government of Canada – Register as a Supplier:

- **Register in SRI** – Free to register
- Will get a PBN, which is required for contract award
- Use Buy and Sell website
- Enroll in the Centralized Professional Services System e-portal)

Government of Alberta – Register as a Supplier:

- **Register in APC** – Free to register
- Use the APC website to find opportunities to bid on
- Free to register for basic service
- Suggested: register your company with Corporate Registries

Municipalities – Register as a Supplier:

- **Register in APC** – Free to register
- Use other electronic tendering systems approved by the municipality
- Some also post opportunities on their websites

Selling to the Government: What YOU need to do?

Government of Canada – Search for Opportunities:

- **GETS (buyandsell.gc.ca/tenders)**
- No need to register
- Free downloads for federal tenders
- Look at former opportunities and contract awards

Government of Alberta – Search for Opportunities:

- **APC (purchasingconnection.ca):**
- Free registration
- Free downloads for Provincial, Municipal and other public tenders
- Look at “Former Opportunities” and “Awards”
- Look at the Interested Bidders List

Municipalities– Search for Opportunities:

- APC (purchasingconnection.ca) – same as Province, above, but also:
- Purchase an annual subscription in MERX to download and upload bids (unlimited)
- Purchase individual downloads and uploads

Selling to the Government: What YOU need to do?

All Public Entities – Federal, Provincial, Municipal

Research the Market

- **Make yourself known – remember that some departments purchase within their own authority threshold.**
- **Identify Opportunities**
- **Demonstrate to specific departments how your good/service can help their mandates**
- **Do your homework – find out what the government has bought in the past and watch for patterns.**
- **Determine which departments are using your products/services**

Selling to the Government: Tips for Bidding

- Read the bid document thoroughly and pay attention to terms and conditions. Follow instructions completely.
- Meet all mandatory requirements
- Watch bid closing date and time
- Have fresh eyes (a colleague) review your document
- During bid process, the buyer is your only contact
- Ask for a Debriefing!

Recap!

Some take-aways:

- Are there opportunities? Yes!
- Register as a supplier!
- Use **GETS/APC/other electronic tendering sites** to find opportunities!
- Research markets and make yourself known to buyers and appropriate business areas!
- Know some basic guidelines on process!
- When bidding, pay attention to detail!

Contact (for Government of Alberta)

Trade Agreements/General GoA Procurement

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Questions?

