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Coaching Service

**Participant Guide**

**Prepared by Procurement Assistance Canada**

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**Procurement Assistance Canada**

Procurement Assistance Canada, as part of Public Services and Procurement Canada (PSPC), is here to make it easier for smaller businesses to bid on federal contracting opportunities.

We do that by:

* Finding out what stops them from submitting a bid;
* Advising government buyers and policy-makers on the concerns of small and medium businesses; and by,
* Suggesting ways to make tools and processes better so that it’s easier for smaller businesses to compete for contracts.

Procurement Assistance Canada has designed this service to help businesses better understand how the government buys goods and services, and how to navigate the process successfully.

For additional information, visit [Canada.ca/PAC](https://canada.ca/osme).

Participant guide  
(Updated November 2022)

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# Coaching Service

Procurement Assistance Canada developed this coaching service to provide personalized assistance to bidders who have previously participated in a government procurement process with limited success.

The goal of the service is to provide you with the tools and answers that you need to find, understand, and respond to federal government opportunities.

## Service participants

The service is open to representatives of businesses owned by diverse groups who have had only limited success bidding on federal government opportunities.

## Service structure

The service includes an introductory session and 3 coaching sessions.

The coaching sessions are held one-on-one between you and your coach. During the introductory session, you will identify your areas of focus with your coach, and book three coaching sessions.

The coaching sessions will include both discussion and activities based on the topics in this guide. As each business’ needs may vary, your coach will help you determine which topics and activities are most relevant to your business’ needs. Between the sessions, you may be requested to complete some of the activities in the guide independently to prepare for subsequent coaching sessions.

## How to use this guide

The guide is meant to provide a comprehensive view of the entire bidding process. It is not expected that each participant will cover all of the topics and activities during coaching. It contains a series of discussion topics and activities to assist you in addressing the areas in the bidding process where your business requires support and coaching.

This guide is intended to serve as a resource to you both during and after the service.

# The Basics of Selling to the Government of Canada

## What does the government buy?

The government buys the usual commodities, such as:

* Technology
* Military
* Property
* Professional services

And so much more:

* Catering services
* Snow removal and landscaping
* Dogs and dog grooming
* Clothing
* Shower curtains

There is a very wide range of needs for the types of goods and services that smaller businesses sell.

## How much does the government buy?

The Government of Canada is one of the largest buyers of goods and services in Canada.

Each year, the Government of Canada spends billions of dollars by awarding hundreds of thousands of contracts and making well over a million direct credit card purchases.

The majority of contracts awarded by the Government of Canada are valued under $25,000. Almost all credit card purchases, which are direct purchases from vendors, are valued under $10,000.

Low dollar value contracts and direct purchases add up to hundreds of millions of dollars in spending. This represents a huge potential market for smaller businesses.

## Who is responsible for government purchases?

Public Services and Procurement Canada is the department responsible for the majority of the buying the government does on behalf of other departments. This department supports purchases of everything from staplers, to temporary help services to ships to buildings.

Certain types of purchases are managed by other departments where they have the expertise. Shared Services Canada for example is the department responsible for many large software purchases, printers, computers and more.

All departments have the discretion to purchase goods and services themselves under certain dollar limits.

**How does the procurement process work?**

There are two methods of supply:

1. a competitive process, which involves using standing offers, supply arrangements or contracts to pre-qualify suppliers, and
2. a non-competitive process, using a sole source contract.

**Competitive processes**

Depending on the dollar value of the contract and the applicable trade agreements, the procurement may need to be publicly advertised as a competitive process usually via the tendering service.

Contract opportunities for goods over $25,000, services over $40,000 and construction over $100,000 must be advertised via the tendering service. Opportunities under these amounts may be contracted through a sole source contract at the discretion of departments and agencies.

When bids are submitted, they are evaluated based on the pre-determined methodology that was outlined in the tender notice.

Following this evaluation, the winning proposal is selected and Public Services and Procurement Canada awards the contract and notifies the public using the same tendering service to issue an award notice.

|  |  |
| --- | --- |
| Type of tender notice | Usage |
| Request for proposal | Used for complex requirements, containing both financial and technical criteria |
| Advance contract award notice | Used to inform businesses about a sole source, non-competed contract |
| Invitation to tender | Used commonly in real property and construction and awarded to the lowest bid |
| Letter of interest or request for information | Used to garner interest and gather information and feedback that may shape future requirements |
| Request for standing offer | Used to pre-qualify suppliers to provide goods and services when required, at firm prices |
| Request for supply arrangement | Used to pre-qualify suppliers to provide goods and services when required, at prices that are not fixed |

## Non-competitive processes

For many services and some goods, there are unique opportunities not available through tenders. Procurements that are not subject to trade agreement thresholds or departmental policies may be sourced using other methods of supply. For some goods and services, there are also separate processes, registrations and resources.

If you are interested in selling your goods and services to the federal departments and agencies, then it is essential to proactively promote your business as a supplier. Let them know what goods and services you offer and why you should be their supplier.

## Phases of procurement

The government identifies 4 phases of procurement:

1. Pre-contractual phase

* Includes activities related to requirement definition and preliminary procurement planning up to issuance of bid solicitation.
* During this phase, the government may issue Requests for Information.

2. Contracting phase

* Includes all activities from issuance of bid solicitation to contract award and debriefing.
* For competitive opportunities, the government will issue a tender and may hold opportunities for bidders to obtain information (Bidders’ Conferences or Industry Days).
* For non-competitive opportunities, government buyers may invite companies to submit quotes or may issue sole-source directed contracts.

3. Contract administration phase

* Includes activities such as progress monitoring, delivery follow-up, payment action, monitoring, exercise optional periods/quantity, etc.

4. Post-contractual phase

* Includes final action and file closeout.

## Federal procurement websites

The Government of Canada publishes federal procurement information on two websites:

* [CanadaBuys](https://canadabuys.canada.ca) is the official source for tender and award notices for the Government of Canada and the broader Canadian public sector. Use CanadaBuys to:
  + Search for government tenders and contract history
  + Register in the electronic procurement solution
* [BuyAndSell.gc.ca](http://www.buyandsell.gc.ca) is your source for detailed federal procurement information, including:
  + How to register as a supplier
  + Procurement policies and guidelines
  + Key procurement contacts in departments and agencies
  + Government of Canada procurement initiatives and programs
  + Information related to upcoming events and seminars
  + Procurement applications

Over time, information about federal procurement that is currently available on BuyAndSell.gc.ca will also move to the CanadaBuys website.

# The Bidding Journey

|  |  |  |
| --- | --- | --- |
| Phase 1: Awareness | Your business realizes that the government presents a potential market opportunity for smaller businesses, and for their goods and services in particular.  Your business is not taking deliberate action at this stage, but is discovering and starting to become aware of the possibility of participating in government procurement. |  |
| Phase 2: Research | As your business becomes interested in the government as a potential market, your business is actively researching and gathering information at this stage that will help it decide if the government is a good fit for the business. |  |
| Phase 3: Planning | Having defined the market opportunity, your business initiates the steps to become a supplier, and gathers information to assess its readiness to sell to the government. |  |
| Phase 4: Finding Opportunities | Your business actively searches for contract opportunities and potential clients across the government. It markets directly to government departments to develop relationships with potential buyers.  Your business registers to the relevant methods of supply that will enable it to bid on contracts targeted to the size and nature of the business. |  |
| Phase 5: Bidding | Your business locates an opportunity and begins to prepare a bid response. Your business may submit the bid response or may select to abandon the response if it determines that the opportunity is no longer a suitable fit. |  |
| Phase 6: Post-Bid | Your bid submission is either successful or unsuccessful.  After a successful bid submission, your business will deliver on the terms of the contract either as a prime or a subcontractor.  After an unsuccessful bid submission, your business may choose to challenge the decision and/or request a debrief session to better understand the decision. |  |

# Introductory Session

## What to expect from this session

This session provides an opportunity for you and your coach to share information about one another that will contribute to the coaching: personal introductions, background, company history, etc.

Your coach will provide an overview of the coaching service. You will discuss your business’ prior experience and knowledge of the procurement process, and identify areas of focus for coaching.

You and your coach will determine the coaching schedule, and discuss logistics such as how to connect for each session, format and duration of each session, and expectations for participation in the service. (See [Service Structure](#_Service_structure) for additional details.)

## Self-reflection prompts

What are my expectations of the coaching service?

What goods or services can my business sell to the Government?

How familiar is my business with the procurement process?

What have been my business’ previous experiences bidding on government opportunities? What went well? What was challenging?

## Activities

|  |  |
| --- | --- |
| Activity | Topics |
| Business profile | Identify the following about your business:   * Business Name * Website * Procurement Business Number (PBN) and/or SAP Ariba registration * GSIN codes or SAP Ariba product categories for goods and services sold by your business (if known) |
| The bidding journey | Review the [Bidding Journey](#_The_Bidding_Journey) (above) and identify which phases of the journey your business is most familiar and comfortable with, and which you would like to focus on with your coach.  What was your bidding journey like?  What phases did you go through?  What was the outcome?  Which phases of the bidding journey are you most familiar and comfortable with? Which ones would you like to focus on during coaching? |
| Bidding history | How many times has your business bid on opportunities?  What kind of opportunities were these?  How did you find out about the opportunities?  Did you engage in any communication or activities for these opportunities (submitting questions, attending Bidders’ Conference or Industry Day)?  What is your overall impression of the experience?  What part of the process did you find challenging? |

# Finding Tender Opportunities

## What to expect from this session

In this session, you and your coach will discuss different methods to find government opportunities suited to your business. Discussion topics may include a review of the [Government Electronic Tendering Service (GETS)](https://canadabuys.canada.ca/en/tender-opportunities) where competitive opportunities are advertised, the basics of searching, viewing a tender opportunity, tips for finding the right good and service identification number (GSIN) and United Nations Standard Products and Services Code (UNSPSC) for your business, tips for optimizing the opportunities search, and various methods for researching and tracking opportunities.

## Self-reflection prompts

How have you researched government opportunities in the past?

How have you found customers before? What have you done to market yourself?

What research have you done about client departments’ needs?

How familiar are you with the tenders search on [CanadaBuys.Canada.ca](https://canadabuys.canada.ca/en/)? How often have you used it? How regularly do you return to the site to check for updates?

Have you set up any automated features such as search or tender notifications, subscribed to CanadaBuys notifications, set up feeds?

Do you use the open data information to find buyers or previous tender information to help you find government opportunities?

## Activities

|  |  |
| --- | --- |
| Activity | Resources |
| Learn how to find buyers and build networks within the federal government | Review tips for promoting yourself to potential government buyers: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/promote-yourself>  Familiarize yourself with resources that can help you connect with officials in government departments and agencies:  Government Electronic Directory Services (GEDS): <https://geds-sage.gc.ca/en/GEDS?pgid=002>  Department listing: <https://geds-sage.gc.ca/en/GEDS/?pgid=012>  PSPC Regional offices: <https://buyandsell.gc.ca/for-businesses/contacts/pwgsc-regional-offices>  Navigate GEDS to locate a potential contact. |
| Understand how the Government buys what you sell | Familiarize yourself with competitive and non-competitive procurement: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/the-procurement-process>  Familiarize yourself with what the Government buys: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/the-procurement-process/what-the-government-buys>  Reference sheet - Doing Business with the Government: <https://buyandsell.gc.ca/for-businesses/resources-for-businesses/reference-sheets-for-suppliers/doing-business-with-the-government-of-canada>  Identify how the Government buys the goods/services your business sells. |
| Find your Goods and services identification number (GSIN) and United Nations Standard Products and Services Code (UNSPSC) | Familiarize yourself with GSIN codes: <https://buyandsell.gc.ca/procurement-data/goods-and-services-identification-number>  Review tips to find the right GSIN codes for your business: <https://buyandsell.gc.ca/procurement-data/get-started-with-gsin-codes/goods-and-services-identification-number/steps-to-find-and-use-gsin-codes>  Browse GSIN codes and locate the GSINs that apply to your business: <https://buyandsell.gc.ca/procurement-data/goods-and-services-identification-number/gsin>  Use GSIN codes to find other suppliers to partner with or to understand your competition: <https://sriclient.contractscanada.gc.ca/index-eng.cfm?af=ZnVzZWFjdGlvbj1pbmZvLmRlcHRfbGlzdCZpZD0y>  Familiarize yourself with United Nations Standard Products and Services Codes (UNSPSC): <https://buyandsell.gc.ca/procurement-data/unspsc>  Learn about finding and using UNSPSC codes: <https://canadabuys.canada.ca/en/support/finding-and-using-unspsc-codes>  Use GSIN and UNSPSC codes to find tender opportunities and procurement information related to your industry.  Use GSIN codes to find other suppliers to partner with or to identify your potential competitors. |
| Familiarize yourself with the Government Electronic Tendering Service (GETS) | Visit the Tender opportunities page on CanadaBuys to familiarize yourself with the tenders search and filters: <https://canadabuys.canada.ca/en/tender-opportunities>  Review the different types of tender notices: <https://buyandsell.gc.ca/procurement-data/tenders/download-tenders-data#10>   * Advance Contract Award Notice (ACAN) * Invitation to Tender (ITT) * Notice of Proposed Procurement (NPP) * Price and Availability (P&A) * Request for Information (RFI) (also known as a Letter of Interest (LOI)) * Request for Proposal (RFP) * Request for Quotation (RFQ) * Request for Standing Offer (RFSO) * Request for Supply Arrangement (RFSA)   Refining a search for and accessing tender notices: <https://canadabuys.canada.ca/en/support/refining-search-and-accessing-tender-notices>  Reference sheet – Finding Opportunities on the Government Electronic Tendering Service: <https://buyandsell.gc.ca/for-businesses/resources-for-businesses/reference-sheets-for-suppliers/finding-opportunities-on-buyandsell.gc.ca> |
| Navigate and search for tenders | Perform a search of active tenders using keywords related to your industry: <https://canadabuys.canada.ca/en/tender-opportunities?words=&record_per_page=50&current_tab=t&search_filter=&notice_type%5B1682%5D=1682&status%5B87%5D=87&Apply_filters=Apply+filters> |
| View a tender notice | Select one of the search results to view a tender. Review the page layout and the components of a tender, including attachments and amendments. |
| Discover advanced search functions | Try searching with GSINs, UNSPSCs and keywords  Apply filters to narrow your search  Save a search  Subscribe to a set of search results |
| Follow opportunities | Follow a saved search or tender notice: <https://canadabuys.canada.ca/en/support/following-saved-search-or-tender-notice>  Subscribe to notifications for a tender using feeds or email  Bookmark a tender |
| Subscribe to the list of businesses interested in partnering | Familiarize yourself with the list of businesses interested in partnering: <https://canadabuys.canada.ca/en/terms-use-interested-businesses-lists>  Find and view the form to join a list on a tender opportunity |
| Learn about the transition to electronic procurement | Familiarize yourself with the government’s move to electronic procurement and how it affects you: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier/transition-to-electronic-procurement>  Familiarize yourself with the resources and tools on CanadaBuys: <https://canadabuys.canada.ca/en/>  Learn how to register as a supplier in SAP Ariba: <https://canadabuys.canada.ca/en/getting-started> |
| Use procurement data to identify competitors, partners and potential opportunities | Familiarize yourself with procurement data and how it can help you find opportunities, partners and competitors: <https://buyandsell.gc.ca/procurement-data/tenders/download-tenders-data>  Download tenders data and search for a closed opportunity in your industry to identify a potential client for competitive opportunities.  Familiarize yourself with Contract History to help understand your competition and contract values: <https://buyandsell.gc.ca/procurement-data/contract-history>  Download contract history data and search for a closed opportunity in your industry to identify a potential competitor or partner.  Familiarize yourself with Award Notices:  <https://canadabuys.canada.ca/en/tender-opportunities?status%5B0%5D=1920&current_tab=t&record_per_page=50#a>  Familiarize yourself with accessing data on the Open Government portal: <https://canadabuys.canada.ca/en/support/accessing-data-open-government-portal>  Additional government contracts can be searched through Proactive disclosure: <https://open.canada.ca/data/en/dataset/d8f85d91-7dec-4fd1-8055-483b77225d8b>  Download contracts open data and search for a closed opportunity in your industry to identify a potential client for non-competitive opportunities. |
| Learn how to obtain assistance for tender opportunities | Review the role of the Contracting Authority during open solicitations: <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/4/80>  Review the purpose of Industry Days and Bidders’ Conferences during open solicitations: <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/3/115>  Identify the Contracting Authority on a tender opportunity. |

# Prepare to sell to the Government

## What to expect from this session

In this session, you and your coach will discuss your business’ current level of preparedness to do business with the Government and identify methods and tools to help address any gaps. Discussion topics may include the types of standard requirements in tenders, how to locate and understand those for individual procurements, your business’ security status and readiness, procurement services which might benefit or affect your business, and whether your business is best suited to bidding independently or with partnerships. The coach may also guide you in developing a personalized roadmap for bidding on opportunities.

## Self-reflection prompts

What kind of business constraints should we consider in finding ideal opportunities for your business?

Have you researched the standard Government requirements for your goods/services?

Is your business prepared for invoicing and accepting payment from the Government?

Does your business have security clearance? Will you require security sponsorship? Can you meet security requirements?

Are you aware of programs that would benefit your business? (e.g. PSIB, etc.)

What is your current process to prepare for bidding on opportunities?

## Activities

|  |  |
| --- | --- |
| Activity | Topics |
| Assess your business’ bidding preparedness | Complete the following preparedness review:  What is my business’ current level of understanding of:   * Standard government requirements, including the SACC and Supply Manuals? * The structure and content of tender opportunities? * The government’s security requirements and the process to obtain clearance? * Procurement initiatives and services that are suited to my business? * The steps involved to prepare and submit a bid?   What is my business’ current level of business readiness and experience to respond to opportunities?   * Do we have past bidding and delivery experience for similar work? Are those documented and can they be demonstrated/validated? * Do we have business references for similar work? * Are our industry certifications, awards, and/or industry recognition documented and current? |
| Familiarize yourself with the standard government requirements | Familiarize yourself with the standard requirements for government tenders:   * Standard Acquisition Clauses and Conditions Manual: procurement clauses, general conditions and instructions <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> * Supply manual: policies and procedures, references to acts and directives, for the procurement of goods, services and construction. <https://buyandsell.gc.ca/policy-and-guidelines/Supply-Manual>   Review the purpose of standard clauses and conditions: https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/0/INTRO/26  Identify the standard clauses, general conditions and standard instructions in a tender opportunity. |
| Review your business’ security status and readiness | Review the security requirements for contracting with the Government: <https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>  Identify your business’ current security status and previous experience with security clearances.  Does your business require sponsorship? |
| Discover procurement programs available for your business | Familiarize yourself with the Government programs and initiatives: <https://buyandsell.gc.ca/initiatives-and-programs>  Identify whether your business qualifies for or is affected by government programs and initiatives for:   * SMEs, * Indigenous businesses, * Green procurement, * Sustainment initiative, * Diversity in procurement, * Accessible procurement, * Ethical procurement, * Social procurement. |
| Examine your business’ competitiveness | Are there any business constraints that could affect your business’ ability to bid on opportunities? For example: size of your business, ability to subcontract or partner, existing delivery capacity, workforce skills.  What is the optimal type and size of opportunity for your current business capacity?  Has your business considered options for increasing its competitiveness? For example: subcontracting, partnering, joint ventures, building capacity, certification or other methods to validate business experience and capacity.  Review methods and tools to identify potential partners or competitors:   * Signaling your interest in partnering for an active tender: <https://canadabuys.canada.ca/en/support/signaling-your-interest-partnering-active-tender> * Search Award Notices:   [https://canadabuys.canada.ca/en/tender-opportunities?status%5B0%5D=1920&current\_tab=t&record\_per\_page=50#a](https://canadabuys.canada.ca/en/tender-opportunities?status%5B0%5D=1920&current_tab=t&record_per_page=50%23a)   * Search Contract History to identify suppliers for your GSIN or UNSPSCs: <https://buyandsell.gc.ca/procurement-data/contract-history> * Proactive disclosure: <https://open.canada.ca/data/en/dataset/d8f85d91-7dec-4fd1-8055-483b77225d8b> |
| Create a bidding roadmap | A bidding roadmap is a personalized sequenced list of activities you can use to prepare to respond to a bid, including estimated timelines.  Review the sample solicitation document provided by your coach.  Review the sections of the solicitation document to understand the information requirements and instructions for submitting a bid.  Identify all the steps required to bid on the opportunity. These may include details in the Bidder instructions, obtaining or confirming security or certifications, ePost registration, delivery requirements, payment timelines, sample requirements, standard requirements and more.  Identify steps your business must complete to compile a submission, such as gathering or developing content, preparing the business to deliver on the contract, asking questions to the Contracting Authority, compiling and delivering the bid, etc.  Prioritize and determine the sequence of steps you will need to follow, including before and after bidding.  Estimate level of effort and amount of time to complete the steps.  Identify your decision point for bidding: what factors will determine whether your business chooses to bid? When is the optimal time to make a “go/no-go” decision?  Reference sheet - Bidding on Opportunities: <https://buyandsell.gc.ca/for-businesses/resources-for-businesses/reference-sheets-for-suppliers/bidding-on-opportunities>  Responding to tender opportunities on Ariba Discovery: <https://canadabuys.canada.ca/en/support/responding-tender-opportunities-ariba-discovery> |

# Preparing a bid

## What to expect from this session

In this session, you and your coach will discuss how to prepare an approach to bidding when you find an opportunity that suits your business. Discussion topics may include how to read and understand a tender opportunity, how bids are evaluated, how amendments or clarifications are communicated to interested bidders. Your coach may guide you to apply your bidding roadmap to a sample opportunity and explore how to develop your own bid template for responding to opportunities.

## Self-reflection prompts

What have you found challenging in the past about responding to an opportunity?

Are there particular areas of bid preparation where you require assistance?

Are you already set up with email notifications for tender opportunities? Are they providing you with opportunities that suit your business?

## Activities

|  |  |
| --- | --- |
| Activity | Topics |
| Familiarize yourself with the structure and content of a solicitation document | Review the structure and content of the sample solicitation document provided by your coach.  Using the sample tender, identify the key information required for your bid response. These may include:   * Standard clauses, trade agreements, language requirements, etc. * Mandatory and rated requirements * Closing date * Bid preparation and submission instructions * Security clearance   Familiarize yourself with best practices for bidding:  <https://buyandsell.gc.ca/for-businesses/for-businesses-guide/bid-on-opportunities/best-practices-for-bidding-a-checklist> |
| Familiarize yourself with bid evaluation and selection | Familiarize yourself with how a bid is evaluated: <https://buyandsell.gc.ca/for-businesses/bid-on-opportunities/how-a-bid-is-evaluated>  Familiarize yourself with how a bid is selected: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-on-opportunities/how-a-bid-is-selected>  Familiarize yourself with the best practices for bidding: <https://buyandsell.gc.ca/for-businesses/for-businesses-guide/bid-on-opportunities/best-practices-for-bidding-a-checklist>  Familiarize yourself with Phased Bid Compliance, a policy that provides bidders an opportunity, after the solicitation closing date, to correct a finding of non-compliance with respect to Eligible Mandatory Requirements: <https://buyandsell.gc.ca/policy-and-guidelines/policy-notifications/PN-123>  Identify how your business could demonstrate that it meets some of the requirements in the sample solicitation document provided by your coach.  Identify how to map your business capacity to the requirements in the sample solicitation document. |
| Familiarize yourself with communications during the solicitation period | Familiarize yourself with options to follow an opportunity in order to receive notifications of updates: <https://canadabuys.canada.ca/en/support/following-saved-search-or-tender-notice>  Identify the contracting authority on the sample solicitation document provided by your coach.  Familiarize yourself with the guidelines for communication and questions during a solicitation period: <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/4/80> |
| Create a custom bid template for the sample tender opportunity | Familiarize yourself with how to prepare a bid: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-on-opportunities/how-to-prepare-a-bid>  Review the Bid Preparation Instructions in the sample solicitation document provided by your coach to identify the requirements for submission.  Create an outline for your submission and identify potential content for each section.  Identify the sources of information for each section.  Familiarize yourself with the best practices for bidding <https://buyandsell.gc.ca/for-businesses/for-businesses-guide/bid-on-opportunities/best-practices-for-bidding-a-checklist> |

# Being a Government supplier

## What to expect from this session

In this session, you and your coach will discuss what happens after both a successful and unsuccessful bid submission. Discussion topics may include: the post-solicitation process, the responsibilities of the supplier when entering into a contract with the Government, and how contracts are managed with the Government.

## Self-reflection prompts

Are there particular areas of contract delivery or management where you feel that you need assistance?

Do you understand contract renewal terms and options to exercise?

Have you dealt with contract performance metrics and reporting requirements?

## Activities

|  |  |
| --- | --- |
| Activity | Topics |
| Your responsibilities as a supplier | Familiarize yourself with the responsibilities of the supplier when entering into a contract with the Government: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management> |
| Contract dispute processes | Familiarize yourself with the processes for contract disputes between a supplier and the Government: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/contract-management/dispute-resolution> |
| What happens after an unsuccessful bid? | Familiarize yourself with the supplier debrief process: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/supplier-debriefings>  Familiarize yourself with the Bid Challenge and Recourse Mechanisms: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms> |