



IMPORTANT NOTICE: PSPC Western Region – Fiscal year end 2024/2025

To all Federal Government Client Departments,

The Procurement Directorate at Public Services and Procurement Canada (PSPC) Western Region (WR) is providing information on the processing of your procurement requisitions required for the fiscal year end of **March 31, 2025**.

As you are planning for new requirements, it is important to include and indicate how you are planning to meet and support Federal Mandates and Government priorities through procurement tools. Consideration needs to be given to include references to the recently announced mandates and programs into your documentation as outlined in the Directive on the Management of Procurement. Examples of such programs are: the minimum mandatory target of 5% contracts awarded to Indigenous Business, Greening or Accessibility.

In recent years, WR Procurement branch experienced a significant year-end backlog. We are committed to providing the best service possible to our clients and have implemented measures to enhance our services and reduce processing times. This includes hiring and training staff, conducting quality reviews on files to improve submission quality, and developing tools and templates to assist with procurement planning. We recommend that you check out the [Submitting your Requirements](#) page on our [Western Region Procurement Client Connect](#) website as it includes the latest templates, examples, and additional supporting materials that can help ensure a successful procurement.

As we move into the summer months, WR asks that client departments begin to make efforts to submit their requisition packages to PSPC as soon as possible. Submitting your requirement early supports everyone working toward a successful procurement within the fiscal year.

Prior to submitting your requirements to PSPC, please consider the following recommendations:

- **Review your departmental delegated authority limits:** You may have the authority to process your requirement within your own departmental delegation of authority limit.
- **Seek discounts for sole source requirements:** If the value of your sole source requirement is slightly above your departmental limits, contact the supplier and request a discount to keep the value within your authority.
- **Utilize Existing Procurement Tools:** Review existing Standing Offers or Supply Arrangements to determine if your requirement is available under one of these tools. Refer to the Standing Offers and Supply Arrangements Application ([SOSA app](#)) for a list of active tools.

To assist our clients in scheduling the submission of your requirement, we have included a link to the [Requisition Processing Time Tool](#).

Western Region now has a Client Engagement Advisor to assist clients as the first point of contact with PSPC for procurement-related inquiries prior to buyer assignment. Feel free to contact Tammy Kozak with your enquiries at [RO PA Conseil mobil clients / WR AP Client Eng Adv \(TPSGC/PWGSC\)](#) and she will be pleased to assist you.



Timelines:

Solicitation Type	Tender Posting Period
Competitive: Subject to one or more International Free Trade Agreements	Minimum 15 days
Competitive: Subject to Canadian Free Trade Agreement, not subject to International Trade Agreements	Minimum 15 days
Sole Source (including ACAN)	Minimum 15 days
Service Standards	Processing timeline
Basic complexity: Click on link for definition	within 85 working days
Standard complexity: Click on link for definition	within 115 working days

Contact Information:

- **To Initiate a Procurement Request:** Submit the required documents to the Western Region allocation mailbox at WST.ALLOCATION@tpsgc-pwgsc.gc.ca
- **For Procurement and File Related Enquiries:** Contact us at the WR Client engagement Mailbox ROPAConseilmobilclients.WRAPClientEngAdv@tpsgc-pwgsc.gc.ca or call 204-807-0189.