



IMPORTANT NOTICE

Western Region Goods and Services Team Year End Reminder – 2025/2026

To all Federal Government Client Departments,

As summer comes to a close, the Western Region Goods and Services team would like to share important updates and guidance to support your procurement planning for the 2025–2026 fiscal year. This includes an update on our current backlog and key considerations to help streamline the submission of your upcoming requirements to PSPC.

Submitting Your Requirements to PSPC

Before submitting new procurement requests, please consider the following tips to strengthen your submission and support timely processing:

- Consult our guidance resources: Visit our [Submitting your Requirements](#) page on our [Western Region Procurement Client Connect](#) website for templates and step-by-step instructions.
- Review your delegated authority: Confirm your departments current delegated authority for goods and services, and if appropriate, explore obtaining a higher level of authority within your department.
- Negotiate when possible: If a sole-source procurement slightly exceeds your authority, consider requesting a discount to bring it within your delegated limits.
 - Leverage existing procurement tools: Maximize the use of available procurement mechanisms such as exercising option years and utilizing the [Standing Offers and Supply Arrangement Application](#). Attached are links to some of the commonly used tools to support your procurement activities:
 - [NMSO Catalogue for Printers and Scanners](#)
 - [Software Acquisitions](#)
 - [Task and Solutions Professional Services](#)
 - [Laboratory and Scientific Equipment](#)
- Respond promptly: Timely responses to PSPC inquiries help prevent delays and keeps your file moving forwards.

Service Standards and Processing Timelines

Our service standards are based on complexity of each requirement and typically range from 85 to 115 business days. These timelines start when a complete tender package is received. To assist you in determining estimated dates, please refer to: [Business Date Calculator](#).

As of this update, we have approximately 40 files in queue awaiting buyer assignment. We are currently assigning files received approximately four weeks ago. However, as we approach fiscal year end, we anticipate an increase in requisition volumes, which may result in longer processing times. We remain committed to delivering the best service possible to our clients and appreciate your patience and understanding during this busy period. Our team continues to work diligently to process your requirements as efficiently as possible.



Mandatory Delivery Dates

We have seen an increase in requirements with a March 31, 2026 “mandatory” delivery date. PSPC would like to remind clients that we are only able to recognize a delivery date as mandatory when it is tied to an operational requirement, not solely based on fiscal-year funding.

We ask that clients consider the following prior to submitting requirements:

- Funding flexibility – can funds be carried forward? If so, indicate New Year funding and *Preferred* or *Best* delivery date instead of *Mandatory*.
- Operational deadline – if an operational need exists, provide details so we can forward to management to consider prioritization and avoid cancellations.
- Reallocation – if funds must be spent this fiscal year, consider reallocating to requirements that fit the timeline.

Reminder: PN-43 Communiqué – Policy Change - (Originally distributed February 20, 2025)

As part of PSPC’s efforts to strengthen procurement management, Policy Notification PN-43U2 – Use of Architectural and Engineering and Construction Services Contracting Authorities will be rescinded effective April 1, 2025.

Key Points:

After April 1, 2025, departments must engage PSPC Real Property Services to manage Construction Services or Architecture & Engineering (A&E) projects that exceed departmental procurement authority.

- Existing PN-43 MOUs remain valid until project completion.
- New PN-43 requests submitted before April 1, 2025, will be reviewed on a case-by-case basis.
- Requests for PSPC to procure A&E or Construction Services must continue to follow current submission procedures.

For questions, contact SPAC.PAEngagementdesclients-APClientEngagement.PSPC@tpsgc-pwgsc.gc.ca.

Need Help?

Please visit [Western Region Procurement Client Connect](#) website for helpful tools and resources. If you have questions or need additional support after reviewing the site, feel free to reach out.

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 general enquiries, please contact:

WR Client Engagement Advisor

Email: ROPAConseilmobilclients.WRAPClientEngAdv@tpsgc-pwgsc.gc.ca

Phone: 204-807-0189