



Doing Business with the Government of Canada in the NWT



Do you own or operate a business that provides goods or services?



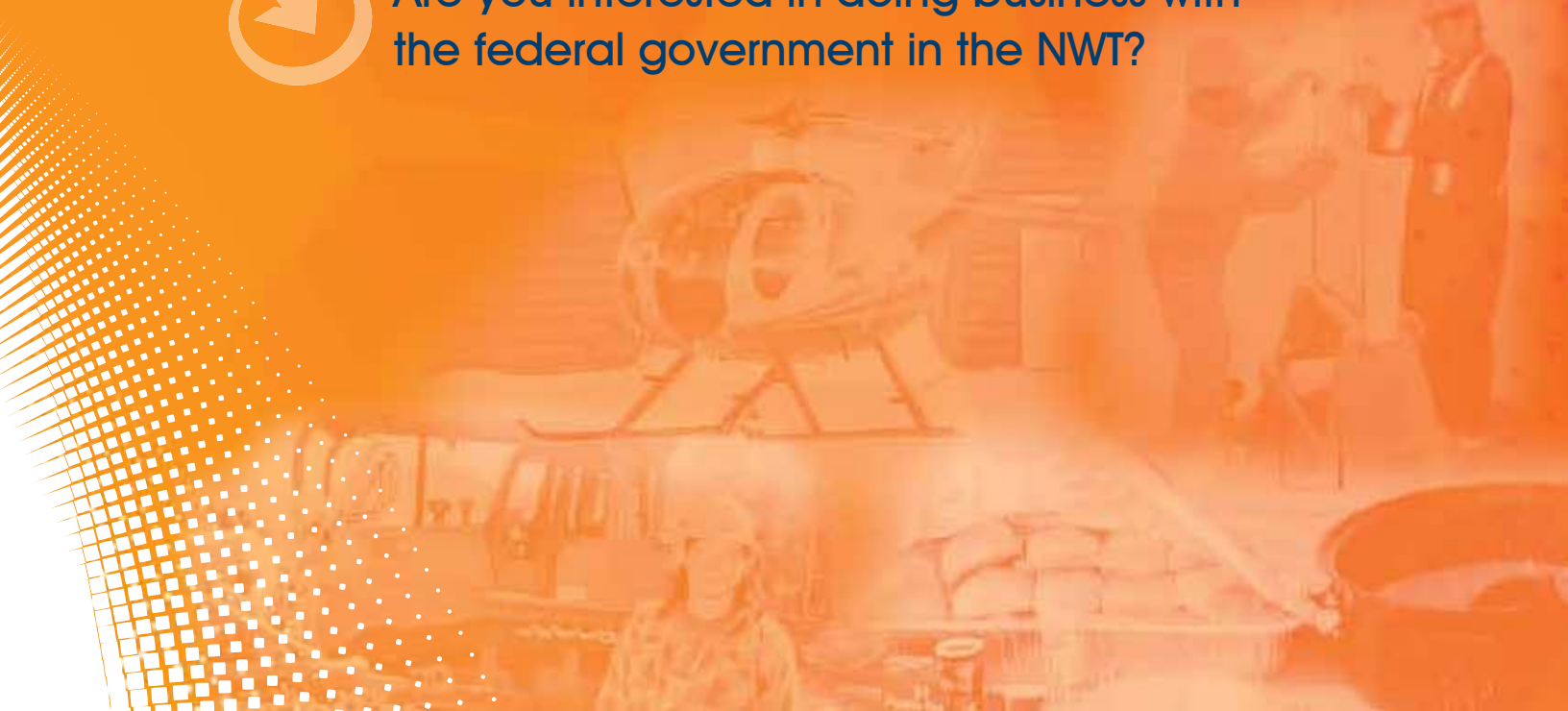
Are you an Aboriginal business owner, or operating in a settled land claim area in the NWT?



Are you wondering about Aboriginal employment and business opportunities that may be available to you?



Are you interested in doing business with the federal government in the NWT?



How do I find out about work?

There are different ways to find business opportunities with the Government of Canada:

- **Check with your band council, government office or sponsoring agency.**

For many contracts, the Government of Canada sends a notification to your band council, government office or sponsoring agency. Drop in and ask them about current opportunities.

- **Call Government of Canada departments directly.**

For lower-dollar contracts for many goods, and all services, departments can often buy directly from suppliers.

Departments hold their own competitions by getting bids from companies listed with them. You need to contact departments directly to find out about this work. Call them regularly, so departments get to know you and your products or services.

For more information on how to contact departments directly, please visit www.contractscanada.gc.ca/en/key-e.htm

- **Search the MERX™ database for contract opportunities** www.merx.com

For larger contracts, the Government of Canada posts bidding opportunities on MERX™, an online tendering service. MERX™ is also used by participating provincial and municipal governments, the US government, state and local governments, and the private sector to post tendering opportunities.

- **Register your services as a supplier with the Government of Canada**

Help the government find you by registering in the Supplier Registration Information service (SRI). The SRI is an online database of suppliers who want to sell to the Government of Canada. This service is free.

For more information on how to register your business as a supplier, visit the Business Access Canada website at www.contractscanada.gc.ca/en/regist-e.htm, or call the InfoLine at: **1-800-811-1148**.

If you have professional services to offer, you may also want to consider registering with other federal services, such as Professional Services Online (PS Online) www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/index-eng.html

If you are interested in providing services including construction, maintenance and engineering services, you may also want to register with SELECT, another online database used by federal purchasing agents www.select.pwgsc-tpsgc.gc.ca



What kind of goods and services does the Government of Canada buy?

The Government of Canada buys just about everything! In fact, we buy over 70,000 different types of goods and services in all price ranges, including:

- Boat and ATV rental
- Camp services
- Winter Road Construction
- Catering services
- Construction
- Contaminants removal
- Demolition
- Design, engineering and consulting services
- Environmental assessment
- Environmental monitoring
- Heavy equipment rental and service
- Guides
- Helicopter rentals
- Labourers
- Logistics, transportation and support services
- Translation services
- Wildlife monitors

What rules does the Government of Canada follow for contracting?

The Government of Canada must make sure that contract processes and work done for the government by contractors results in the best value and benefit.

To do this, the Government of Canada follows federal legislation, government contract regulations, Treasury Board contract directives and policies, and international trade agreements when it purchases goods and services. These rules help the government provide open, transparent, competitive, and fair access to contracting opportunities.

As well, the government must comply with specific provisions of Comprehensive Land Claim Agreements (CLCA) when purchasing goods and services in these areas.

What are the Government of Canada's objectives in Comprehensive Land Claim areas, and how are they being met?

The Government of Canada's objectives are to promote economic development, and to maximize local, regional and Aboriginal employment and business opportunities through contracting procedures and approaches.

In addition to programs that develop capacity and economic opportunities for Aboriginal people and communities, the Government of Canada, through specific contracting activities, may:

- Limit the contracting activity to Aboriginal bidders only (following the Procurement Strategy for Aboriginal Business "PSAB")
- Provide notification of the pending contracting opportunity to the land claim organization
- Provide evaluation points for bidders that, in the Aboriginal Opportunities Considerations section of their bid, outline how they will:
- Provide training opportunities for land claim beneficiaries
- Hire beneficiaries for management positions and skilled labour (both on and offsite)
- Hire beneficiary-owned sub-contracting and supply businesses for goods and services



Catering services



How does the Government of Canada buy goods and services?

The Government of Canada buys goods and services in a different ways, depending on the type of work and the dollar amount.

When Goods and services are valued over \$25,000

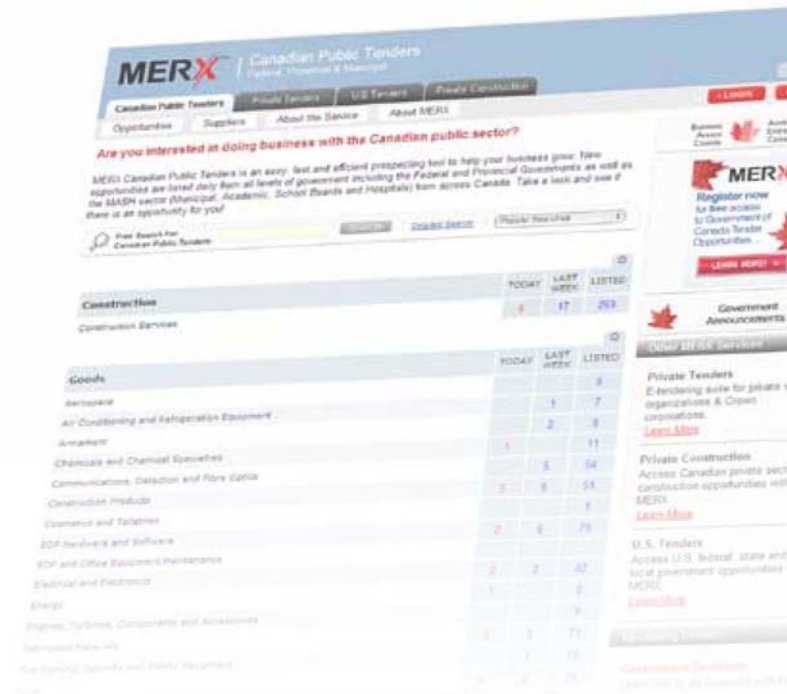
To buy goods that cost over \$25,000, government departments use Public Works and Government Services Canada (PWGSC), the contracting department of the Government of Canada.

These contracts are usually posted on MERX™. www.merx.com

When Goods and services are valued under \$25,000

For many goods and services under \$25,000, departments can buy directly from suppliers, without posting on MERX™.

To buy services, the government may post the contract on MERX™, put an ad in the local newspaper, or send notification to a list of known qualified suppliers, depending on the government department and the amount of the contract.



The screenshot shows the MERX website interface. At the top, there are navigation tabs for 'Canadian Public Tenders', 'Private Tenders', 'U.S. Tenders', and 'Private Construction'. Below this, there's a search bar and a table of tenders. The table has columns for 'TODAY', 'LAST WEEK', and 'LISTED'. The tenders are categorized into 'Construction/Services' and 'Goods'. The 'Goods' section lists various items like 'Aircraft', 'Air Conditioning and Refrigeration Equipment', 'Amplifiers', etc.

	TODAY	LAST WEEK	LISTED
Construction/Services	1	17	253
Goods			
Aircraft			3
Air Conditioning and Refrigeration Equipment		1	7
Amplifiers		2	9
Chemicals and Chemical Specimens	1	5	54
Communications, Detection and Fibre Optics	5	9	54
Construction Products			1
Compass and Tablets		6	78
EDP Hardware and Software		2	2
Electrical and Electronic		2	32
Energy	1	3	9
Engines, Turbines, Compressors and Accessories	1	3	71
Refrigerated Materials		1	25
For Spraying, Coating and Safety Equipment		2	78

To find suppliers, government departments rely on phone calls they receive from people and businesses like you, with goods or services to offer. They also search online government supplier databases. You can register yourself and/or your business, so that government departments can find you.



Environmental monitoring



Construction



Helicopter rentals



What if my business has some, but not all of the skills or requirements necessary to make a successful bid?

Often you or your business may have some, though not all, of the skills, knowledge, financial ability and management experience necessary to win a contract. Forming a joint venture or a partnership can be an excellent way to increase your chances of making a successful bid.

If you are a non-Aboriginal business looking to bid on federal government contracts in the NWT, consider forming a joint venture or partnership with a local, NWT-based Aboriginal business.

If you are an NWT-based Aboriginal business, consider forming a joint venture or partnership with another business, Aboriginal or non-Aboriginal, to increase your chances for success.

To find Aboriginal and non-Aboriginal businesses in the NWT and across Canada, search the Canadian Companies Capabilities database on the Industry Canada website, at: www.ic.gc.ca/eic/site/ccc-rec.nsf/eng/home

How do I bid on contract opportunities?

Once you've done the research and marketed yourself and have found opportunities on MERX™, or have talked to a department and have been asked to submit a proposal, it's time to prepare your bid.

Remember, every Request for Proposal (RFP) is unique, so read it very carefully. Follow the instructions completely and submit your proposal on time and to the right place!

In order to be awarded a contract, you may also need to register as a supplier with the Supplier Registration Information service (SRI), and get a Procurement Business Number.

For more information on how to register your business as a supplier in SRI, visit the Business Access Canada website at www.contractsCanada.gc.ca/en/regist-e.htm or call the InfoLine at: 1-800-811-1148.



Where can I get help on preparing proposals?

For information on proposal writing, visit the Business Access Canada website at www.contractsCanada.gc.ca/en/writin-e.htm

Do I need to register myself/my business as a supplier?

You don't need to register your business as a supplier to find out about opportunities. However, you should register your business so that government buyers can find you and so that you can bid on contracts.





Registering your business as a supplier with the Government of Canada

Registering your business as a supplier with the Government of Canada is a great idea, to make sure that government buyers can find you.

If you want to bid on a contract, you will need to get a Canada Revenue Agency Business Number (BN) and a Procurement Business Number (PRN).

Follow the steps below to get these numbers, and register with the Supplier Registration Information service (SRI).

Then, register your business with several other databases to let the Government know who you are, and what you do.

1. Get a Canada Revenue Agency Business Number (BN):

- Call **1-800-959-5525** or visit www.cra.gc.ca/bro

2. Register with the Supplier Registration Information service (SRI) and get a Procurement Business Number (PRN)

- Visit www.contractsCanada.gc.ca
- Enter your supplier information and follow the links for Procurement Business Number (PRN)

3. Depending on the type of business you have, register with the appropriate PWGSC databases:

- **Professional Services Online (PS Online)** - if your business provides Information Technology and/or Professional Services
www.tpsgc-pwgsc.gc.ca/app-acq/sp-ps/index-eng.html
- **SELECT** - if your business is a supplier of construction, architecture, engineering and related maintenance and consulting services
www.select.pwgsc-tpsgc.gc.ca/app/secure/index.cfm?fuseaction=fa_dsp_start
- **Aboriginal Business Directory** - If you are an Aboriginal business www.ic.gc.ca/app/ccc/sld/cmpny.do?tag=248&profileId=381&lang=eng

4. Depending on the type of business you have, contact other Government of Canada departments:

- Contact the Material Managers of individual government departments
www.contractsCanada.gc.ca/en/abnwt-e.htm

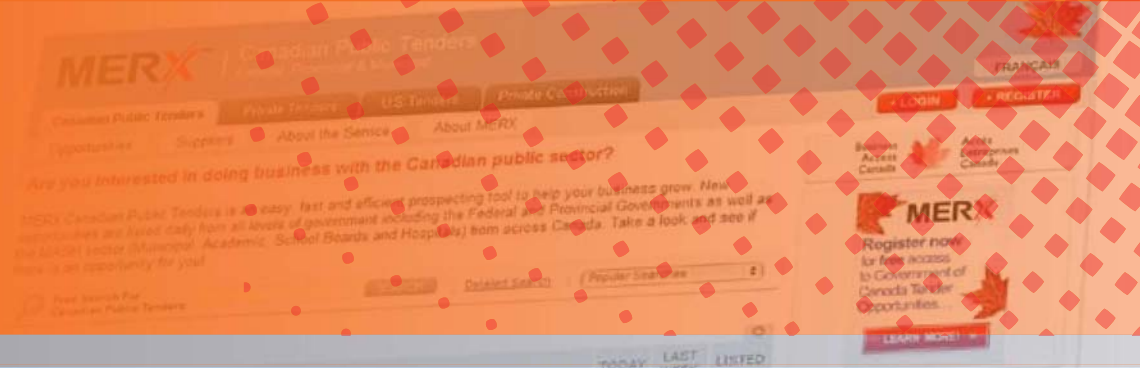
For more help:

Office of Small and Medium Enterprises (OSME)
www.contractsCanada.gc.ca/en/wester-e.htm

Business Access Canada InfoLine

1-800-811-1148

www.contractsCanada.gc.ca/en/regist-e.htm



Searching the PWGSC MERX™ database

MERX™ is an online database that is used by the Government of Canada to post contract opportunities. Go to this site to find opportunities for a wide variety of products and services.

MERX™ is also used by participating provincial and municipal governments, the US government, state and local governments, and the private sector to post opportunities.

What can you do on MERX™?

- Search for and download information about federal government contracting opportunities **for free**
- Learn more about purchasing activity in your industry, and contract values
- Get possible leads for partnering or subcontracting opportunities by finding out who else is interested in the same opportunities as you are

To search for opportunities on MERX™:

1. Go to www.merx.com
2. Type a topic you would like to search for in the Search field, and click Search.
3. Or, use the detailed search feature to narrow your results.

To be able to download and preview tender documents on MERX™:

1. Go to www.merx.com
2. Click the Register button in the upper right corner of the screen.
3. Follow the registration instructions.
4. Click the Login button in the upper right corner of the screen.
5. Enter your User ID and Password.
6. Search for opportunities.
7. Use the Bid Matching feature and get opportunities emailed to you directly.

Did you know?

You **do not** need to register on MERX™ to simply search for opportunities.

You **do** need to register to download and preview tender documents, receive email updates or view previous awards.

There is **no cost to access federal opportunities** on MERX™. A small Canadian flag identifies these opportunities.

There may be a cost associated with non-federal notices.

For more help:

Office of Small and Medium Enterprises (OSME)
www.contratscanada.gc.ca/en/wester-e.htm

Business Access Canada InfoLine
1-800-811-1148
www.contratscanada.gc.ca/en/regist-e.htm



Tips on Proposal Writing

Here's a checklist you can use when preparing your proposal:

- Read all terms and conditions thoroughly.
- Follow the instructions exactly!
- Call the PWGSC procurement officer (not the purchasing department) and ask questions about anything you don't understand. Remember, once an RFP has been issued, the procurement officer at PWGSC is your only point of contact during the bid process.
- Meet all mandatory requirements and certifications, and organize your offer so that it is complete, concise and precise.
- Include the following on the front page of your proposal:
 - Reference number you've assigned to the proposal, for legal purposes
 - PWGSC file number and date
 - Name, address and phone number of your contact person
- Write an executive summary and include a table of contents with page numbers.
- Put the most preparation into the sections that carry the most points.
- Put your logo or company name on every page.
- Have fresh eyes review your document.
- Provide the number of copies requested in the Request for Proposal (RFP).
- Sign the RFP and attach it to make your proposal a legally binding offer.
- Follow the instructions completely and submit your proposal on time and to the right place!

For more help:

Business Access Canada

www.contractsCanada.gc.ca/en/writin-e.htm



Government of Canada Purchasing Agents

Below is a list of contact information for purchasing agents in some of the Government of Canada departments that operate in the Northwest Territories. For a complete list, please visit the Contracts Canada website at www.contractscanada.gc.ca/en/key-e.htm.

Department of National Defence (DND)

Denis Goyette
Supply / SCO
Yellowknife, NT
Ph: (867) 873-0700 ext 6881
Fax: (867) 766-6800
E-mail: goyette.djr@forces.gc.ca

Richard Chartrand
Purchasing Officer
Yellowknife, NT
Ph: (867) 765-0700 ext 6909
Fax: (867) 765-8609
E-mail: chartrand.jyr@forces.gc.ca

Royal Canadian Mounted Police (RCMP)

Don Camire
Regional Manager, Procurement & Contracting
Edmonton, AB
Ph: (780) 969-7202
Fax: (780) 969-7219
E-mail: don.camire@rcmp-grc.gc.ca

Environment Canada (EC)

Carl Bathgate
Head of Materiel Management
Edmonton, AB
Ph: (780) 951-8659
Fax: (780) 495-5097
E-mail: carl.bathgate@ec.gc.ca

Indian and Northern Affairs Canada (INAC)

Barb Sayers
Head, Contracts and Purchasing
Indian and Northern Affairs Canada
Yellowknife, NT
Ph: (867) 669-2530
Fax: (867) 669-2700
Email: barb.sayers@inac.gc.ca

Fisheries and Oceans Canada

Danny Dechief
Materiel Management Officer
Hay River, NT
Ph: (867) 874-5540
Fax: (867) 874-5508
E-mail: danny.dechief@dfo.gc.ca

Health Canada

Brent Peters
Regional Manager, Procurement/Contracts/
Materiel Management
Edmonton, AB
Ph: (780) 495-3636
Fax: (780) 495-5551
E-mail: brent_peters@hc-sc.gc.ca

Justice Canada

Sherry Osborne
Contracting and Materiel Management Advisor
Edmonton, AB
Ph: (780) 495-3899
Fax: (780) 495-2009
E-mail: Sherry.Osborne@Justice.gc.ca

Natural Resources Canada

Guy Fawcett
Chief, Regional Materiel Management & Purchasing
Edmonton, AB
Ph: (780) 987-8612
Fax: (780) 987-0174
E-mail: guy.fawcett@nrcan-rncan.gc.ca

Service Canada

Ron Charuk
Procurement, Asset Management Team Lead
Edmonton, AB
Ph: (780) 495-2362
Fax: (780) 495-4293
E-mail: ron.charuk@servicecanada.gc.ca

Resources

Business Access Canada (BAC)

Find information about:

- Doing business with the federal government
- Writing proposals
- Registering in different supplier databases
- The Office for Small and Medium Enterprises
- And much more!

www.contractscanada.gc.ca

Business Access Canada InfoLine

Call the InfoLine at 1-800-811-1148 to speak to Government of Canada supply specialists and get answers to your questions.

Canadian Company Capabilities (CCC)

Register with the CCC database, a searchable online resource of over 60,000 businesses that the GoC uses to search for suppliers.

www.ic.gc.ca/epic/site/ccc-rec.nsf/en/Home

Government Electronic Directory Services (GEDS)

Use GEDS to find contact information for most federal public service employees across Canada.

www.direct.srv.gc.ca

MERX™

MERX™ is used by the Government of Canada and by other organizations, to post bid opportunities. Go to this site to find opportunities for a wide variety of products and services.

www.merx.com

Office of Small and Medium Enterprises (OSME)

The OSME is a part of PWGSC that helps small and medium businesses that want to do business with the Government of Canada.

www.pwgsc.gc.ca/acquisitions/text/sme/osme-e.html

Procurement Strategy for Aboriginal Business

Telephone: 1-800-400-7677

Fax: 1-819-956-9837

PSAB provides information and advice on selling to the government as an Aboriginal business. Find out about registering as an Aboriginal business.

<http://www.ainc-inac.gc.ca/saea-psab/index-eng.asp>

psab-saea@ainc-inac.gc.ca

Public Works and Government Services Canada (PWGSC)

Information on PWGSC, the principal buyer for the Government of Canada and home of both the Office of Small and Medium Enterprises (OSME) and Business Access Canada.

www.pwgsc.gc.ca

List of departmental heads of purchasing (Materiel Managers) and purchasing organization contacts in Public Works and Government Services Canada (PWGSC)

www.contractscanada.gc.ca/en/key-e.htm

Where can I get more help?

PWGSC's Office of Small and Medium Enterprises (OSME) is available to assist you. The office offers services to small and medium-sized businesses who want to do business with the Government of Canada.

Visit OSME's website at www.tpsgc-pwgsc.gc.ca/app-acq/pme-sme/index-eng.html, email them at osme-bpme-wst@pwgsc.gc.ca, or give their Western Region office a call at 1-780-497-3812.

Also, visit the Business Access Canada website at www.contractscanada.gc.ca/en/register-e.htm, or call the InfoLine at 1-800-811-1148.

What if I don't have access to the Internet?

If you don't have access to the Internet, drop in to the office of your land claim organization, and ask them to use the computer. They may also be able to help you search for business opportunities.

As well, give PWGSC's Office of Small and Medium Enterprises Western Region office a call at 1-780-497-3812 or contact the Business Access Canada InfoLine at 1-800-811-1148.

For more information about this publication, please contact:

INAC NT Region

1-867-669-2576

ntcommunications@inac-ainc.gc.ca