

# HOW TO SELL GOODS, SERVICES AND CONSTRUCTION SERVICES TO GOVERNMENT

October 2023

*(presentation revised with 2024-25 threshold values)*

Service New Brunswick, Strategic Procurement

# Today's Agenda

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- **Definitions and Common Terms**
- **NB First Procurement Strategy and Action Plan**
- **Top 10 Burning Questions**
- **Bidding Tips**
- **Questions**

*Ever sold goods, services  
or construction services  
to government?*



# Definitions and Common Terms



# Definitions and Common Terms

- **Public Procurement:** the process that normally leads to an agreement to purchase, rent or lease goods, services or construction services for or on behalf of a public body.
  - **Goods:** moveable property, including the costs of installing, operating, maintaining or manufacturing that moveable property, and includes raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a contract for construction services
  - **Services:** any service, including printing, but does not include construction services.
  - **Construction Services:** services relating to the construction, repair or alteration of land or structures.

# Definitions and Common Terms *(continued)*

- **Competitive Bidding Process (a.k.a. solicitation or tendering process):** a procurement method used to acquire goods, services and construction services through a solicitation for bid submissions that is open to more than one supplier and includes, but is not limited to, an invitation to tender, a request for proposals and a reverse auction.
  - **Limited Competitive Bidding Process:** a competitive bidding process that is limited in some aspect when bid submissions are solicited. E.g., solicitation by invitation - only a few suppliers are invited to bid; or shortening the advertising period.
  - **Open Competitive Bidding Process:** a competitive bidding process in which bid submissions are solicited by public advertisement and that is open to all interested suppliers. E.g., public solicitation (tender, RFP).

# Definitions and Common Terms *(continued)*

- **Solicitation documents:**

- Documents used to solicit bids from more than one supplier/contractor for the purchase of goods, services or construction services.
- Examples:
  - ITT (Invitation to Tender)
  - RFQ (Request for Quotations)
  - RFP (Request for Proposals)
  - NRFP (Negotiated RFP)

- **Bid:** written response or proposal submitted by a supplier or contractor in response to a solicitation process/document.

# Definitions and Common Terms *(continued)*

- **New Brunswick Supplier:**

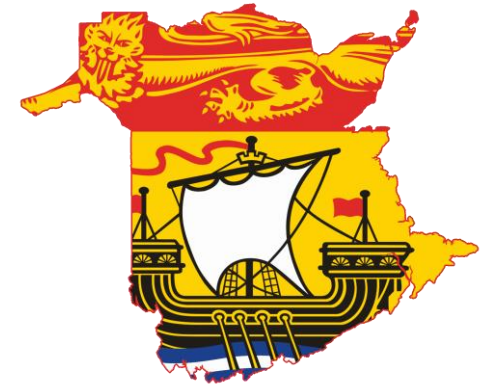
- Means a New Brunswick manufacturer of goods, or a vendor of goods or services, that has a place of business in New Brunswick

- **New Brunswick Contractor:**

- Means a contractor of construction services that has a place of business in New Brunswick.

- **Place of Business:**

- Means an establishment where a supplier or contractor conducts activities on a permanent basis, is clearly identified by name and is accessible during normal business hours.





# Definitions and Common Terms *(continued)*

- **Estimated Value** is the maximum value of the procurement. It includes:
  - All optional renewals;
  - Transportation costs;
  - Maintenance costs;
  - Costs associated with the manufacture of goods;
  - Installation costs, tariffs, duties, premiums, fees, commissions, interest.
  - **DOES NOT INCLUDE TAX!**

**NB First  
Procurement  
Strategy and  
Action Plan**



# Since 2019 Consultations...

## Supplier consultations

- 9 consultation sessions held in 7 different locations around New Brunswick.
- Sessions enabled suppliers to document their challenges and barriers and propose solutions.
- As a result, the New Brunswick Procurement Strategy and Action Plan was developed and implemented in 2020.





# NB First Procurement Strategy and Action Plan

## Objectives



# NB First Procurement Strategy and Action Plan

Key action items completed

**NB First  
Procurement  
Policy**

**Exemptions**

**Training and  
Tools**

**Unsolicited  
Proposals**

**Procurement  
Strategy and  
Function**

**Procurement  
Legislation**

# Our Results

A look at how NB First procurement policy is impacting New Brunswick



**81%** awarded to NB suppliers and contractors



Fiscal Year 2022-23 (April 2022 to March 2023)

# Top 10 Burning Questions



# Top 10 Burning Questions

1. What defines the procurement rules and processes?
2. How does government procure?
3. What does government procure?
4. Who is responsible for procurement?
5. What opportunities are available?
6. What is NBON?
7. How are solicitations awarded?
8. What happens after award?
9. Can government give preferential treatment to NB companies?
10. Do you have any resources to help me?



**What defines the public  
procurement rules and  
processes?**

- Public Procurement **Legal Framework:**

- Canadian Statutes/Case Law
- Provincial Legislation
  - *Procurement Act* and Regulations
- Interprovincial and International Trade Agreements
- Policies, and terms and conditions



Most Authority



Least Authority

- **Key** principle:

- Public procurement process must be fair, open and transparent

*Note: Some rules or processes vary depending on the procuring entity, the estimated value of the purchase, the selected procurement strategy or document (e.g., ITT vs. RFP), and/or the circumstances surrounding the procurement.*

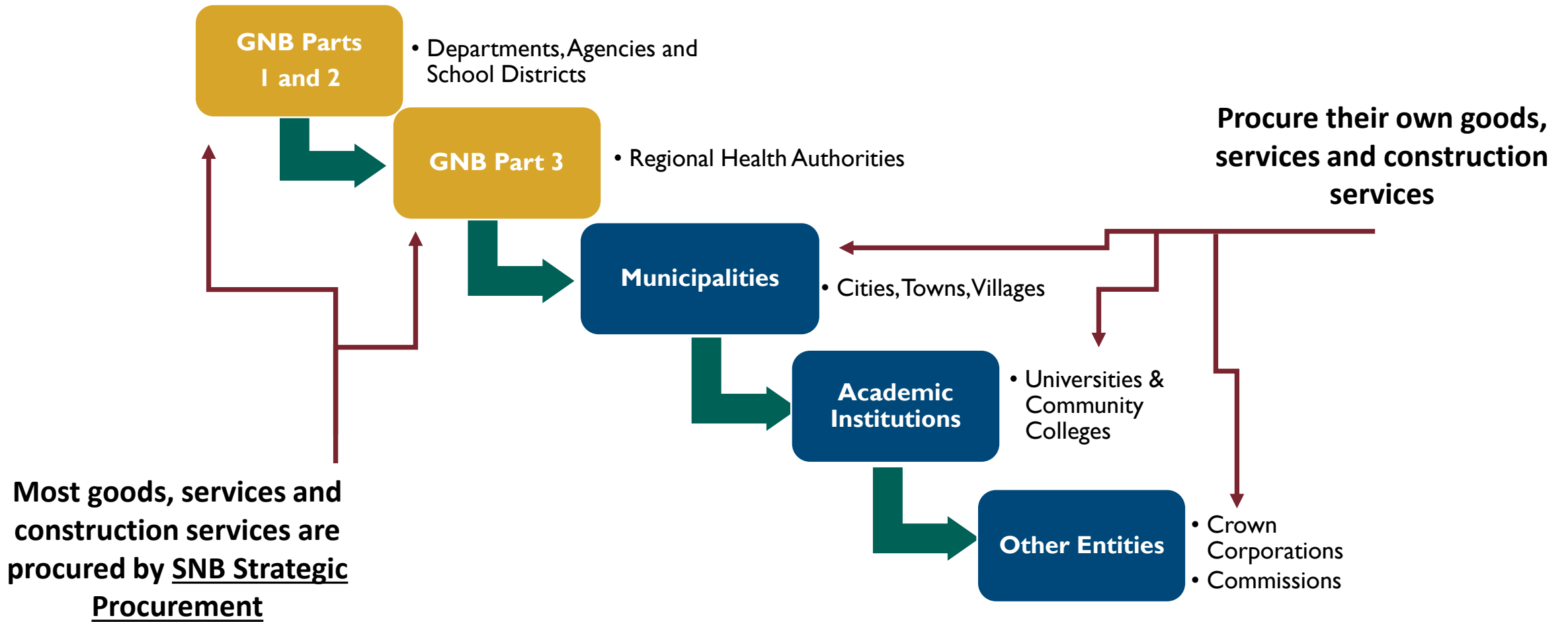
# How does government procure?

- Depending on the *estimated value* of the procurement, **permitted procurement methods** vary:
  - Informal Quotes
  - Limited competitive bidding process (solicitation by invitation)
  - Open competitive bidding process (public solicitation)
  - Mutual Agreement (e.g., exemption, direct award)
- Different types of **arrangements**:
  - One-time purchase
  - Prequalification or Eligibility Lists
  - Long term contracts:
    - Standing Offers
    - Contracts of Supply

# **What does government procure?**

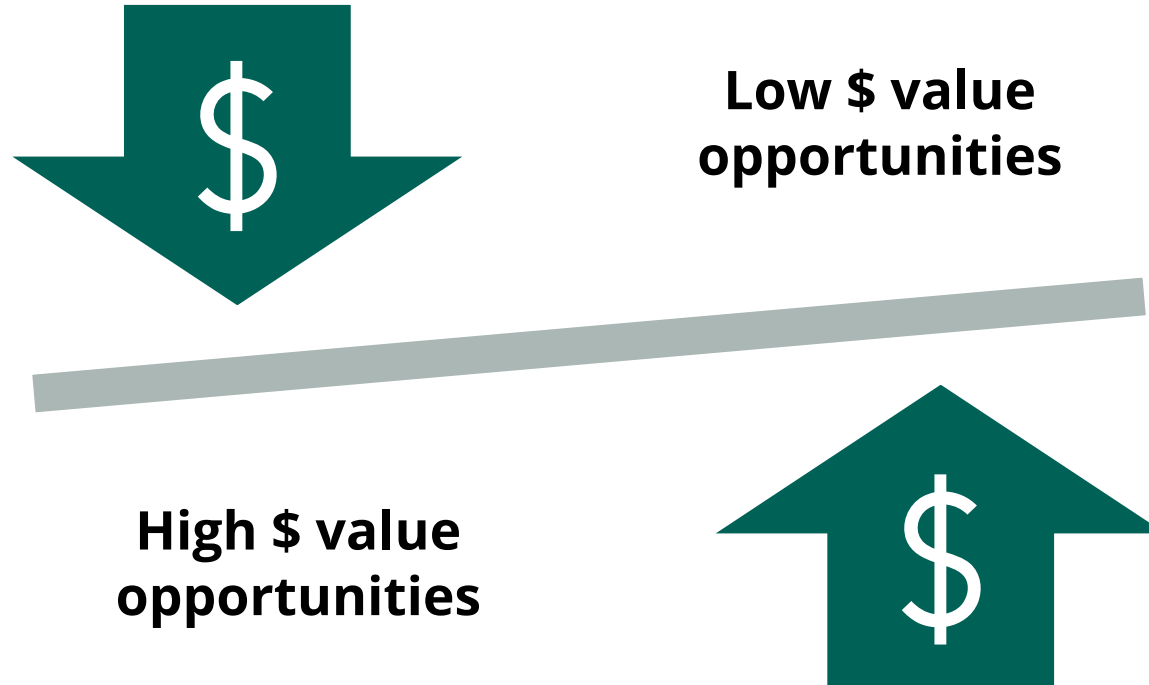


**Who is responsible for  
procurement ?**





**What opportunities are  
available?**



# Low \$ Value Opportunities

*Tip: if you sell low \$ value goods, services and construction services, market your company to your target market (i.e., department, etc.).  
Examples: catering services, art, etc.*

- Under these threshold values, —————> opportunities are generally NOT advertised
- Usually informal quotes or mutual agreement (direct award)
- Departments, Agencies and School Districts
  - **Purchase their own**

Entity	Goods	Services	Construction
Departments Agencies School Districts	\$10,000	\$50,000	\$100,000
Regional Health Authorities	\$133,800	\$133,800	\$133,800
Other public sector entities	\$133,800*	\$133,800*	\$133,800*

*\*Threshold may vary depending on the entity*

# Low \$ Value Opportunities

- **Department of Transportation and Infrastructure Opportunities**
  - DTI District Offices are responsible
  - Seasonal
  - Suppliers are contacted by DTI district offices to submit quotes
    - Contact the DTI District Offices to be added to the list
- **Six (6) DTI district offices:**
  - District 1 (Bathurst) – 547-2144
  - District 2 (Miramichi) – 778-6046
  - District 3 (Moncton) – 856-2000
  - District 4 (Saint John) – 643-7463
  - District 5 (Fredericton) – 453-2611
  - District 6 (Edmundston) – 735-2050



# High \$ Value Opportunities

- At or above these threshold values, opportunities must be advertised on the **New Brunswick Opportunities Network (NBON)**, unless an exemption applies.

## Open Competitive Bidding Process (e.g., Public Solicitation) Threshold Values\*\*\*

Entity	Goods	Services	Construction
Departments Agencies School Districts	\$33,400*  (\$121,200* for school districts)	\$133,800*	\$133,800*
Regional Health Authorities	\$133,800	\$133,800	\$133,800
Other public sector entities	\$133,800**	\$133,800**	\$133,800**

\*Between \$10,000 and \$33,400 for goods (between \$10,000 and \$133,800 for goods for school districts), \$50,000 and \$133,800 for services, and between \$100,000 and \$133,800 for construction, default is invited solicitation for GNB

\*\*Thresholds may vary depending on the entity. Refer to the threshold table for public sector

\*\*\*Thresholds change every two years due to inflation. Next change is January 1, 2026.

# **What is NBON?**

# NBON

- NBON is the official tendering site for all New Brunswick public sector entities.
- Free registration
- Features:
  - Product Profile
  - Email Notifications
  - Invitation to bid on lower dollar value opportunities
  - Free downloading of solicitation documents (when available on NBON)
  - E-Bidding is offered on many opportunities issued by Strategic Procurement
  - View suppliers who have expressed interest
  - View official results

**Important: Keep your NBON profile up to date to ensure you receive relevant email notifications.**

# Other Bidding Opportunities

- CanadaBuys: <https://canadabuys.canada.ca>
- Other Atlantic Provinces:
  - Nova Scotia: <https://procurement-portal.novascotia.ca/tenders>
  - PEI: <https://princeedwardisland.ca/tenders>
  - Newfoundland and Labrador: <https://gov.nl.ca/ppa/>



# NBON (continued)

New Brunswick CANADA

Service New Brunswick  
Tenders Online

**NBON Home**  
Français  
Vendor Registration  
Browse Tenders and Awards

Resources

- Notice of Alternative Procurement Method
- Notice of Buying Group Participation
- Procurement Information
- Other Tendering Sites
- Government of New Brunswick
- Services to Government
- Download Adobe Acrobat

Help Menu

For more help on this page - Click Here

**eProcurement in NB**  
**NBON**  
(Prod)

The New Brunswick Opportunities Network (NBON) is owned and operated by Service New Brunswick.

Official tender documents for goods and services, as well as tender notices for transportation and building construction issued on behalf of the province are available free of charge on this site.

This site also contains some tender opportunities issued by other public sector bodies such as municipalities, hospital corporations, Crown corporations, universities, regional landfill corporations and the Atlantic Lottery Corporation.

If you have any questions, please contact the NBON Help Desk at 1 800-561-1422 (1-506-444-5636 outside Canada) or send an email to [NBON@snb.ca](mailto:NBON@snb.ca).

**Registered User Login:**

Username:

Password:  **Go**

[Forgot your password?](#)

**Options**

- Public Sector User Registration

**Browse NBON**

- Browse Tenders and Awards

**Important Notice to Suppliers regarding COVID-19 Vaccination Policy**

[www.gnb.ca/nbon](http://www.gnb.ca/nbon)

**NBON**  
**Helpdesk**

[nbon@snb.ca](mailto:nbon@snb.ca)

1-800-561-1422

# **How are solicitations awarded?**

# Awards

- When doing an informal process (i.e., informal quotes) for low \$ value purchases, the procuring entity can award to the supplier of their choice.
- When doing a formal process (i.e., competitive bidding process), entities must award to the lowest-priced compliant bid or to the highest scoring compliant proposal, unless it says otherwise in the solicitation documents.
  - For RFPs and NRFPs, proposals are evaluated and scored by a group of subject matter experts.

# *What happens after award?*

# Debriefings

- Once a Purchase Order has been issued, suppliers may request a debrief.
  - Mainly for points based solicitations (e.g. RFPs)
- Public sector entities subject to the *Procurement Act* and regulations must provide a debrief upon request.
- This process is intended to provide constructive feedback **on your bid submission** in order to learn for possible future procurement submissions.
- Many find the debrief process helpful in preparing future bid submissions and often increase their score as a result.

*Can government give  
preferential treatment to NB  
companies?*

# Preferential treatment may be given to NB suppliers and contractors when...

- The estimated value of the purchase is below the lowest applicable trade agreement threshold value (or the purchase is not subject to trade agreements); **and**
- The solicitation documents indicate that a preference may be given (and how).
- E.g. NB First Procurement Policy:
  - May give up to 10% preference for NB suppliers and contractors
  - May give up to 5% preference for NB manufacturers over NB vendors
  - Preference is applied by awarding to NB

## Lowest Applicable Trade Agreement Threshold Values\*\*\*

Entity	Goods	Services	Construction
Departments Agencies School Districts	\$33,400  <i>(\$121,200 for school districts)</i>	\$133,800	\$133,800
Regional Health Authorities	\$133,800	\$133,800	\$133,800
Other public sector entities	\$133,800**	\$133,800**	\$133,800**

\*\*Thresholds may vary depending on the entity. Refer to the threshold table for public sector

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**Are there resources to help me?**



# Procurement resources

- **SNB Strategic Procurement Website:**
  - Information on the procurement process and how to access opportunities
  - Resources for Suppliers, Contractors and the Broader Public Sectors
    - Videos
    - Key links
  - Procurement Process FAQs
  - NB First Procurement Strategy
    - NB First Procurement Policy
    - Results
  - Green Procurement Policy



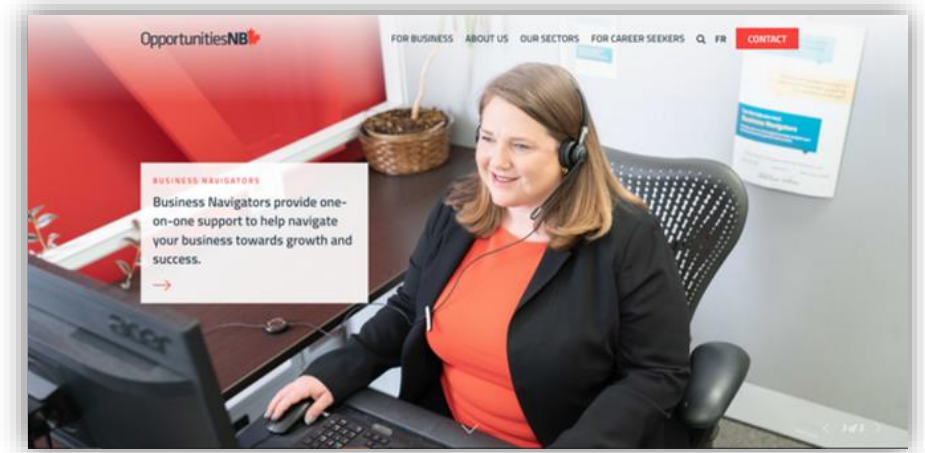
[www.gnb.ca/procurement](http://www.gnb.ca/procurement)

**Note: a copy of this presentation will be available on the Resources webpage.**

# Business resources

- **Opportunities NB**

- Offer concierge-style service, partnering you with a dedicated executive how can help you:
  - Grow an existing business with support, expertise and talent;
  - Export your products and services to new markets worldwide; and/or
  - Locate your business in New Brunswick.
- Suppliers can also communicate directly with ONB's Business Navigators:
  - Help you navigate the various regulatory challenges associated with starting, owning and operating a business
  - [nav@navnb.ca](mailto:nav@navnb.ca)
  - 1 (833) 799-7966



<https://onbcanada.ca>

# Bidding Tips



# Bidding Tips

How to increase your chances of success

- Must have an **“official bid document”**.
- **Read all** terms and conditions carefully.
- Any **questions or clarifications** should be directed to the contact identified on the solicitation document prior to closing.
  - Ask questions – don’t make assumptions
- Ensure that all **mandatory requirements** are met.
- **Follow the instructions**, including where and how to submit your bid.
- Ensure bid is **signed**.
- Get bid in **on time**. **Do not wait until the last minute**.
- **Review** final proposals for typos, spelling mistakes and any missing information.

# Bidding Tips *(continued)*

How to increase your chances of success

- Where possible, submit an **e-bid via NBON**. This process:
  - Ensures timely transmission (can't submit after solicitation has closed) and provides a receipt to confirm reception of bid
  - Includes an e-signature (so you don't forget to sign your bid)
  - Includes auto calculations, therefore reducing the possibility of math errors

## Example:

### Invitation to Tender

**Lease Cargo Van 8600 GVWR**

**Tender**

(Prod)

**Electronic Bids are Allowed**

This document is available in the following language



# Questions?



1-800-561-1422



[nbon@snb.ca](mailto:nbon@snb.ca)



[gnb.ca/nbon](http://gnb.ca/nbon)

[gnb.ca/procurement](http://gnb.ca/procurement)

