



A GUIDE FOR INUIT WOMEN IN BUSINESS

# FINDING AND ASSESSING PROCUREMENT OPPORTUNITIES



## Topics Covered

- Researching Tender Opportunities
- Where to look for tender opportunities
- Procurement Portals
- Canada Buys
- Nunavut Tenders
- Merx
- Evaluating Contract Opportunities
- Key Words



## Common Terms

- **Tender:** a formal invitation to participate in the procurement process by submitting a bid. Similar to RFP or RFQ.
- **Request for proposal (RFP):** Used for complex requirements, containing both financial and technical criteria
- **Request for Quotations (RFQs):** requesting suppliers to provide quotes for specific goods or services. RFQs are often used for more straightforward purchases, such as office supplies or equipment.
- **Bid:** a proposal submitted by a supplier in response to a tender, RFP or other procurement opportunity



## Common Terms (continued)

- **Solicitation:** the process of requesting or seeking proposals, bids, or offers from suppliers or contractors to provide goods, services, or works for a project. Solicitation is part of the procurement process.
- **Contract:** a legally binding agreement between a buyer and a supplier that outlines the terms and conditions of the procurement transaction.
- **Supplier:** an individual or organization that provides goods, services, or works to a buyer.



## Common Terms (continued)

- **Statements of Work (SOWs):** a detailed description of the scope of work that the government requires the supplier to perform. The SOW outlines the specific tasks, objectives, deliverables, and timelines for the project.
- **Advance contract award notice:** Used to inform businesses about a sole source, non-competed contract
- **Purchase order:** a document used to authorize a procurement transaction and confirm the details of the purchase



## Common Terms (continued)

- **Payment terms:** the agreed-upon terms for payment between the buyer and supplier
- **Delivery date:** the agreed-upon date for delivery of goods or services
- **Quality assurance:** the process of ensuring that goods or services meet the specified quality standards
- **Compliance:** adherence to legal, regulatory, and ethical standards in the procurement process.



## Common Terms (continued)

- **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-qualified suppliers to provide goods and services when required, at prices that are not fixed.



# Researching Tender Opportunities

## What is a tender?

- An invitation for companies or individuals to submit proposals or bids to win a contract for a specific project or service.
- Tenders are part of the procurement process, which ultimately can result in a contract.

## What should you do?

- Search by keyword in procurement/tender portals.
- Look for a “Tenders” section on organizations’ websites that you are interested in working for.
- Discover opportunities through social media or your network.

***“When it comes to procurement itself... It’s a lot of hunting and searching for RFPs.” — Inuit Woman Business Owner***





# Where to look for tender opportunities

- 1. Government portals:** Check [Canada Buys](#) and GETS (Government Electronic Tendering Service). Here you can find opportunities for public contracts in Canada — this is a great resource for businesses looking to sell to government agencies. Tenders for all levels of government (federal, provincial, and municipal) can be found here.
- 2. Inuit Organizations:** You can check with Inuit representative organizations across Inuit Nunangat and southern Canada for contracting opportunities. A list of links is provided at the end of this training package.
- 3. Private sector portals:** There are many private sector portals that list procurement opportunities for businesses, such as [MERX](#). Websites like these often have a pay-wall for full features. Through MERX, you can search for contracts in your region of Inuit Nunangat.



### Where to look for procurement opportunities (continued)

- 4. Industry associations:** Industry associations and trade groups often have resources for members to find procurement opportunities within their specific industry.
- 5. Not-for-Profit organizations:** tenders for not-for-profits can be found on their own websites, on industry association sites, on private sector portals. You can call not-for-profits directly to inquire about opportunities or to offer your services.
- 6. Networking:** Building relationships with potential buyers and suppliers can be a valuable way to find procurement opportunities. Attending trade shows, joining industry associations, and participating in business forums are all ways to connect with potential partners and learn about upcoming tenders.



### Where to look for procurement opportunities (continued)

- 7. Social media:** Social media platforms like Twitter and LinkedIn can be a useful source of procurement opportunities. Many government agencies and private companies use social media to promote their tender opportunities, so following these accounts can provide a stream of potential contracts.
- 8. Direct contact:** Businesses can also reach out directly to potential buyers to express their interest in working together. This can involve sending a proposal or simply introducing the company and its capabilities.



## Procurement Portals

A simplified way to search for tender opportunities



# Canada Buys — Procurement Portal

## What is Canada Buys?

- The portal where you can find procurement opportunities with the federal government and other organizations such as provincial and municipal governments.
- The government of Canada is streamlining their procurement processes to be all digital and run through the Canada Buys website.
- The government of Canada also uses buyandsell.gc.ca and GETS (Government Electronic Tendering Service) but these are being phased out for Canada Buys.



## Canada Buys — Procurement Portal

### What should you do?

- Familiarize yourself with the Canada Buys website
- Search for tender opportunities for your area of business
- Sign up for email notifications



## Navigating the Canada Buys Website

### Example: results from the key word “translation”

We can see the tender titles, category (all “services” in this case), open and closing dates, and the organizations that the tenders are posted by.

Title	Category	Open/amendment date	Closing date	Organization
<a href="#">RFSA Translation Services - Translation Bureau</a>	Services	2023/04/18 Amended	2027/03/31	Public Works and Government Services...
<a href="#">Translation, copy editing and/or comparative editing services for the...</a>	Services	2023/04/26 Amended	2023/05/15	Canada School of Public Service
<a href="#">RFSA Translation Services of Sensitive Nature</a>	Services	2022/10/13 Amended	2027/06/21	Public Works and Government Services...



## When the tender noticed is opened, we can see more information such as

- a more detailed description
- contact information (including a contact we can call with questions)
- bidding details (including PDFs)
- Related notices

## Summary information tells us

- Notice type
- Language
- Region
- Procurement method (competitive)
- Selection criteria

# Navigating the Canada Buys Website

## RFSA Translation Services - Translation Bureau

Solicitation number: EN966-140305/L

<b>Publication date</b> 2022/02/01	<b>Closing date and time</b> 2027/03/31 14:00 EDT	<b>Last amendment date</b> 2023/04/18
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**Description** | Contact information | Bidding details | Related notices

Trade Agreement: Canadian Free Trade Agreement (CFTA)  
Tendering Procedures: All interested suppliers may submit a bid  
Competitive Procurement Strategy: Best Overall Proposal  
Comprehensive Land Claim Agreement: No  
Nature of Requirements:

Request for Supply Arrangement (RFSA): EN966-140305/L - Translation Bureau's Directory of Translation Services Suppliers

Status: Open

Time to closing

1434 days	22:49 hours
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[Follow this notice](#)

[Bookmark this notice](#)

**Summary information**

**Notice type**  
Request for Proposal

**Language(s)**  
English, French

**Region(s) of delivery**  
National Capital Region (NCR)

**Procurement method**





## Canada Buys: Search by GSN

- GSN: Goods and Services Number
- Go to **buyandsell.gc.ca** → goods and services header → browse GSIN codes
- Look for the title of your industry, click to open
- Click on the number for the sub-industry you would like to explore, becoming progressively more specific



## Canada Buys: Search by GSN

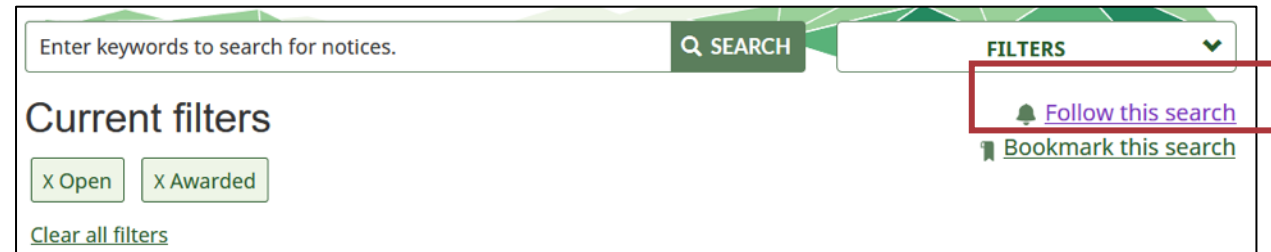
- Related tender notices are listed on the right
- In the example below, construction is 51, and we ended at 5111A for Construction Site Planning

Details	Related Tender Notice
<b>GSIN Code</b> <a href="#">5111A</a>	<a href="#">Design and Build: Replacement of Process Waste Water Piping at CFIA Ottawa Laboratory located at 3851 Fallowfield Road, Ottawa, Ontario, K1A 0Y9 (K0251)</a> <a href="#">Find more related Tender Notices</a>
<b>GSIN Description</b> Construction Site Planning	
<b>GSIN Category</b> <a href="#">Construction</a>	
<b>GSIN Group Description</b> <a href="#">Construction Services</a>	
<b>GSIN Class Description</b> <a href="#">Pre-erection Work at Construction Sites</a>	
<b>GSIN Code Status</b> Inactive	



## Canada Buys Email Notifications

- On Canada Buys, create a search using your preferred key words and/or filters
- On the right-hand side, click “follow this search”
- From the next page, select your notification preferences and sign up



Enter keywords to search for notices. **SEARCH** **FILTERS**

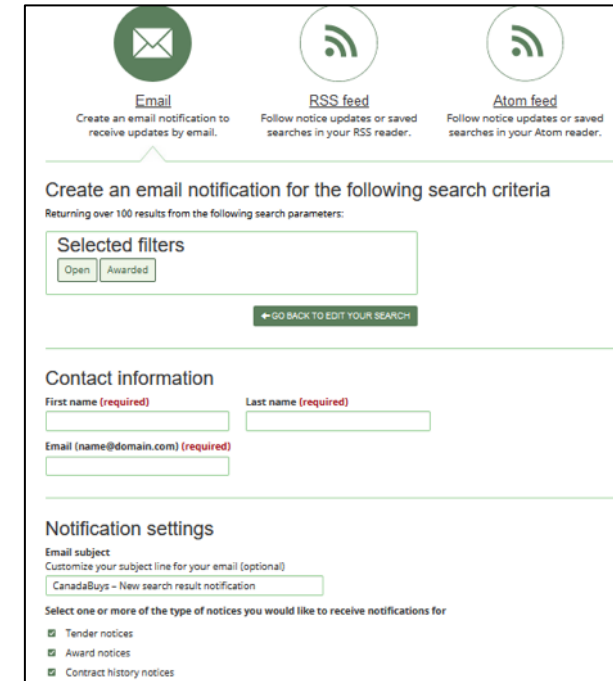
**Current filters**

X Open X Awarded

[Clear all filters](#)

[Follow this search](#)

[Bookmark this search](#)



**Email**  
Create an email notification to receive updates by email.

**RSS feed**  
Follow notice updates or saved searches in your RSS reader.

**Atom feed**  
Follow notice updates or saved searches in your Atom reader.

Create an email notification for the following search criteria

Returning over 100 results from the following search parameters:

**Selected filters**

Open Awarded

[← GO BACK TO EDIT YOUR SEARCH](#)

**Contact information**

First name (required) Last name (required)

Email (name@domain.com) (required)

**Notification settings**

Email subject  
Customize your subject line for your email (optional)

CanadaBuys - New search result notification

Select one or more of the type of notices you would like to receive notifications for

Tender notices

Award notices

Contract history notices



# Nunavut Tenders — Procurement Portal

## What is Nunavut Tenders?

- The portal where you can find tender opportunities specific to the Nunavut region
- The available opportunities are listed right on [the main page](#)
- Your business must be registered with the website to open RFTs/RFPs

## What should you do?

- Familiarize yourself with the Nunavut Tenders website
- Search for tender opportunities for your area of business in your browser using CTRL+F
- [Subscribe to Nunavut Tenders Listings](#)



## Navigating the Nunavut Tenders Website

Here we can see:

- Description
- Location
- Open and Closing dates
- Contact information
- Option to submit a bid

For more information, click on the reference # (you will need to register your business to do so)

[Subscribe to Nunavut Tenders Listings](#)

[Future & Upcoming Announcements](#)

To download document and addendums of a RFP/Tenders item, click the Ref # of that Item.

The following is a list of RFTs/RFPs that are currently open

Ref#	Description	FOB Point Or Location	Issued Date	Contact Person	Phone Number and/or Email	Closing Date And Time	Electronic Bid Submission
<a href="#">MC223517</a>	As & When Snow Removal	Coral Harbour, NU	2023-05-09	Don Galloway	867-975-6846 <a href="mailto:dgalloway@gov.nu.ca">dgalloway@gov.nu.ca</a>	2023-06-09 14:00 ET	<input type="button" value="Submit"/>
<a href="#">258063</a>	Maintenance Supplies, Kugluktuk	Becancour, QC	2023-05-09	Matthew Amarualik	867-975-5363 <a href="mailto:mamarualik@gov.nu.ca">mamarualik@gov.nu.ca</a>	2023-05-25 14:00 ET	<input type="button" value="Submit"/>
<a href="#">RFT-550000437</a>	2023-2024 M&I 6524-310-001 Material Supply	Chesterfield Inlet, NU	2023-05-09	Kristy King	867-857-3162 <a href="mailto:kking@gov.nu.ca">kking@gov.nu.ca</a>	2023-05-25 15:00 ET	<input type="button" value="Submit"/>
<a href="#">RFT-550000426</a>	2023-2024 M&I 6524-315-001 Material Supply	Coral Harbour, NU	2023-05-09	Kristy King	867-857-3162 <a href="mailto:kking@gov.nu.ca">kking@gov.nu.ca</a>	2023-05-25 15:00 ET	<input type="button" value="Submit"/>
<a href="#">RFT-550000428</a>	2023-2024 M&I 6524-315-003 Material Supply	Coral Harbour, NU	2023-05-09	Kristy King	867-857-3162 <a href="mailto:kking@gov.nu.ca">kking@gov.nu.ca</a>	2023-05-25 15:00 ET	<input type="button" value="Submit"/>



## Other Provincial and Territorial Sites

Other Provinces and Territories have their own procurement websites and portals, too. You may also find the same tender opportunities through Canada Buys or MERX

- [Contract Event Opportunities website of the Government of the Northwest Territories](#)
- [SEAO \(Quebec\)](#)
- [Newfoundland & Labrador's Public Procurement Agency.](#)



# MERX — Procurement Portal

## What is MERX?

- [MERX](#) is a procurement portal that provides access to opportunities within:
  - Provincial and municipal governments
  - The MASH sector (Municipalities, Academic institutions, School boards, and Hospitals)
  - The private sector
  - U.S. federal, state and local opportunities
  - Private construction service (houses, hotels, shopping malls, etc.)



## MERX — Procurement Portal

### What should you do?

- Familiarize yourself with the MERX website
- Search for tender opportunities by keyword
- You must create a free account to view opportunities and there are fees for accessing additional services.





## Navigating the MERX Website

- Headings: Canadian Tenders, US Tenders, Private Construction
- Search by Key Word
- Filter by Category (industry), Location, Published date, Status (open, closed, etc.)

The screenshot displays the MERX website interface. At the top, the 'merx' logo is followed by 'powered by mdf commerce'. Navigation tabs include 'Canadian Tenders', 'U.S. Tenders', and 'Private Construction', which are highlighted with a red box. Other tabs include 'Offering', 'Pricing', 'Buyers', and 'FR'. There are 'Login' and 'Sign Up' buttons. Below the navigation is a 'Home / Search' breadcrumb. The main heading is 'Open Solicitations'. A search bar with a magnifying glass icon is highlighted with a red box, containing the placeholder text 'Solicitation title, keywords, or location'. To the right of the search bar are filters for 'Category', 'Location', 'Published', and 'Status', each with a dropdown arrow. Below the search bar, a dark blue bar shows '3,710 results' and an 'Order By' dropdown set to 'Relevancy'. The first search result is for 'RSO-Supply and Deliver Fire Fighting Equipment to the Government of Yukon', with a Canadian flag icon, 'Government of Yukon', and 'Yukon, CAN'. It also shows 'Published 2023/04/27' and 'Closing 2023/05/17'.



## Evaluating Contract Opportunities

How to know if an opportunity is a good fit for your business.



## Review the Documents

Carefully review the tender, request for proposal (RFP), request for quotation (RFQ), or other procurement documents to understand the:	Example: A Construction Project Opportunity
<p><b>Scope of the opportunity:</b> the range and extent of the goods, services, or works being solicited by the buyer.</p>	<p>The design and construction of a building, including site preparation, building materials, equipment, and labour.</p>
<p><b>Qualifications:</b> the skills, experience, certifications, or other criteria a supplier must meet.</p>	<ul style="list-style-type: none"> <li>• A valid construction license or certification</li> <li>• A proven track record of success completing similar construction projects</li> <li>• A minimum level of insurance coverage</li> <li>• A demonstrated ability to manage a project of similar size and complexity</li> <li>• Specific certifications or training required to meet the project requirements</li> </ul>



## Review the Documents (continued)

Carefully review the tender, request for proposal (RFP), request for quotation (RFQ), or other procurement documents to understand the:	Example: A Construction Project Opportunity
<b>Evaluation criteria:</b> the standards or benchmarks a buyer uses to assess and compare proposals or bids.	<ul style="list-style-type: none"><li>• Technical capability</li><li>• Experience, Past performance</li><li>• Price</li><li>• Schedule and delivery</li><li>• Compliance</li></ul>



# Assess Your Business's Capabilities

Evaluate your company's capabilities to determine if you have the capacity to meet the requirements outlined in the contracting opportunity, including:

- Staff resources
- Technical expertise
- Financial resources
- Equipment and Facilities

Assessing your business's capabilities is an important step toward unlocking new growth opportunities. It's a chance to evaluate where your business stands, identify areas for improvement, and strategically plan for future success.

Even if you don't currently have all the necessary abilities to win a particular tender, this assessment process can help you develop a roadmap to get there and set your business up for long-term growth and success.



## Identify Potential Risks

Identify potential risks associated with the contract opportunity, such as:

- **Project timelines:** unforeseen delays, resource constraints, dependencies (one task can't begin until another is completed), and mismanagement
- **Potential conflicts of interest:** lost opportunities due to disqualification, legal actions or fines, damage to reputation
- **Legal and regulatory requirements:** non-compliance (legal action, fines, penalties), time consuming to deal with, complex, and regulations may frequently change



## Determine the Cost

Estimate the cost of delivering the products or services required by the contracting opportunity, including:	Example: A seamstress making seal skin mittens
Labour	3 hours to make the mittens x \$25/hr. = \$75
Materials	Seal skin: \$50 Thread/Other: \$5 Total = \$55
Overhead/Other	Rent, utilities, equipment, and other expenses. Monthly overhead costs: \$500 Divided by 20 pairs of mittens per month $\$500/20 = \$25.$



## Determine the Cost

<b>Estimate the cost of delivering the products or services required by the contracting opportunity, including:</b>	<b>Example: A seamstress making seal skin mittens</b>
Total Cost	Labour (\$75) + Materials (\$55) + Overhead (\$25) = \$155
Markup	<b>Total cost: \$155</b> <b>Markup (30%): \$46.50</b> <b>Selling price: \$201.50</b>





# Evaluate the Competition

Assess the competition to determine if there are other companies with similar capabilities and resources that may be competing for the same opportunity.

- Understand the marketplace
- Gain insights into the strengths and weaknesses of other suppliers
- Understand pricing and quality expectations in the market
- Identify market gaps that your business could potentially fill

***Without competitors there would be no need for strategy.***

—Kenichi Ohmae



# Consider Partnering or Subcontracting

- Determine if partnering or subcontracting with other companies or individuals may be necessary to fulfill the requirements of the contracting opportunity.
- Subcontracting is when a supplier (the prime contractor) hires another company or individual (the subcontractor) to perform a portion of the work required for a particular contract or project.



# Consider Partnering or Subcontracting

### EXAMPLE:

A company that wins a government contract to provide IT services for a large government agency may not have all the expertise or resources in-house to fulfill the contract requirements. To address this, they can subcontract some of the work to another company specializing in database management. The prime contractor and subcontractor will negotiate a subcontract agreement outlining the scope of work, deliverables, timelines, and payment terms. The prime contractor will remain responsible for delivering the project to the government agency but they will rely on the subcontractor to provide a specific portion of the work.



## Joint Ventures

- A joint venture is a business arrangement where two or more companies or entities come together to form a new team to pursue a specific project or business opportunity. The companies involved in the joint venture will pool their resources, expertise, and capital to achieve a common goal.
- In a joint venture, the companies involved typically share the profits and losses of the venture according to their percentage of ownership. The new entity created by the joint venture can be structured in different ways, such as a separate company, a partnership, or a limited liability company.



## Joint Ventures

- Joint ventures are often formed for large and complex projects that require significant financial resources, specialized knowledge, or technology.

**The greatest resource of a joint venture is neither the capital nor the technology involved, but the people who carry it out.**



## Make a Bid/No-Bid Decision

Based on the information gathered by the prior steps, decide whether to pursue the contracting opportunity

### TO BID:

start preparing your bid proposal, including developing a bid strategy, identifying your key strengths, and addressing any weaknesses or risks associated with your bid

OR

### NOT TO BID:

communicate your decision to the client and use the opportunity to learn from the experience and refine your bidding strategy for future opportunities

That is the question...



## Where Can I Get Help?

Pauktuutit has many resources available on our website:

- [Inuit Women in Business Network](#)
- [Business Resources](#)



## Where Can I Get Help?

Region	Organization	Website
Inuvialuit	Inuvialuit Regional Corporation	<a href="https://www.irc.inuvialuit.com/">https://www.irc.inuvialuit.com/</a>
Nunavut	Nunavut Tunngavik Incorporated	<a href="https://www.tunngavik.com/tenders/">https://www.tunngavik.com/tenders/</a>
	Kitikmeot Inuit Association	<a href="https://www.kitia.ca/">https://www.kitia.ca/</a>
	Kivalliq Inuit Association	<a href="https://www.kivalliqinuit.ca/careers-opportunities-2/">https://www.kivalliqinuit.ca/careers-opportunities-2/</a>
	Qikiqtani Inuit Association	<a href="https://www.qia.ca/jobs-procurement/#procurement">https://www.qia.ca/jobs-procurement/#procurement</a>
Nunavik	Kativik Regional Government	<a href="https://www.krg.ca/en-CA/">https://www.krg.ca/en-CA/</a>





## Where Can I Get Help?

Region	Organization	Website
Nunatsiavut	Nunatsiavut Government	<a href="https://nunatsiavut.com/category/requests-for-proposals/">https://nunatsiavut.com/category/requests-for-proposals/</a>
Southern Canada	Inuit Tapiriit Kanatami	<a href="https://www.itk.ca/opportunities/">https://www.itk.ca/opportunities/</a>
	Pauktuutit Inuit Women of Canada	<a href="https://pauktuutit.ca/tag/request-for-proposal/">https://pauktuutit.ca/tag/request-for-proposal/</a>
	Tungasuvvingat Inuit	<a href="https://tiontario.ca/news">https://tiontario.ca/news</a>
	Manitoba Inuit Association	<a href="https://www.manitobainuit.ca/">https://www.manitobainuit.ca/</a>

