# Public Services and Procurement Canada

# Questionnaire for Canadian Black-owned or -led Businesses

Public Services and Procurement Canada (PSPC) is carrying out initiatives to increase the participation of Black-owned or -led businesses in federal procurement. To ensure that initiatives reflect the realities and needs of Black businesses, Public Services and Procurement Canada is working closely with Black-led organizations and Black entrepreneurs from across Canada to learn about their experiences with federal procurement. Through this questionnaire, PSPC is seeking feedback directly from Black-owned or –led businesses regarding federal procurement.

## About the questionnaire

Are you a Canadian Black-owned or -led business? Please provide information about your business and your experience with federal procurement by answering the questions below.

The results of the questionnaire will help us develop ways to increase the participation of Black-owned or -led businesses in federal procurement opportunities. Public Services and Procurement Canada will share a summary report of the information gathered.

For more information about the questionnaire, please see the Frequently Asked Questions attached to the [Request for Information](https://buyandsell.gc.ca/procurement-data/tender-notice/PW-21-00961298) (RFI) on BuyAndSell.gc.ca.

If you need accommodation to access this questionnaire or if you have any additional questions about the questionnaire, please contact: [AP SocioEconomic Pilot](mailto:TPSGC.PAPiloteSocioEconomique-APSocioEconomicPilot.PWGSC@tpsgc-pwgsc.gc.ca).

Please submit your completed questionnaire by July 30, 2021 14:00 Eastern Daylight Time (EDT).

## Completing the questionnaire

Throughout the questionnaire, indicate your response choice by inserting an X to the right of your selection.

The terms “your business” and “the business” are used to represent incorporated or unincorporated businesses and sole proprietorships.

The questionnaire is voluntary and all responses will be kept anonymous and confidential. This is not a bid solicitation process and no contract will result from this questionnaire. Participation in this RFI is not a condition or prerequisite for participation in any potential subsequent solicitation. Please note that respondents will not be reimbursed for any cost incurred by participating in this RFI.

## Privacy notice

When you answer the questions in this survey, you agree to share information with Public Services and Procurement Canada.

* We will collect and use the information you provide to improve our services.
* You will have the opportunity to provide your contact information so that we can invite you to participate in future consultations on the participation of Black owned or -led businesses in federal procurement.
* If you completed the online version of this questionnaire, we will temporarily store your information with a non-government Canadian questionnaire service, Simple Survey.

[View full Privacy Notice](https://www.tpsgc-pwgsc.gc.ca/aiprp-atip/communiquer-contact-eng.html?wbdisable=true#a1)

Section A - Federal Procurement Experience

Question A1 Have you ever sold goods or services to the Government of Canada?

* Yes ([skip to question A3](#QuestionA3))
* No
* Do not know ([skip to question A3](#QuestionA3))

Question A2 If you have never sold goods or services to the federal government, please indicate the main reason. Select only one:

* Unaware of the potential for my business to sell to the government ([skip to question A5](#QuestionA5))
* I did not know how to find federal procurement opportunities ([skip to question A5](#QuestionA5))
* My business provides subcontracting services to other businesses that sell to the government
* I have bid on tender opportunities but was not awarded a contract
* The process to bid on a contract is too complicated
* The process to bid on a contract is too time consuming
* Not interested in selling to the federal government ([skip to question B1](#QuestionB1))
* Other, please indicate why:

Question A3 How did you become aware of federal government procurement opportunities? Select all that apply:

* Word of mouth
* Government Electronic Tendering Service (www.BuyAndSell.gc.ca) and its email notification service
* PSPC’s Office of Small and Medium Enterprises (OSME)
* Third party websites (e.g. private services such as OMX, MERX, Biddingo)
* Social Media
* Government buyers
* Prime contractors (businesses under contract to the government) that employ my business as a subcontractor
* Business networks, please specify:
* Industry associations, please specify:
* Newspapers
* Other, please specify:
* Not aware of federal government opportunities

Question A4 Are you aware of any of the following federal government services and resources to assist businesses with federal procurement? Select all that apply:

* Free seminars and workshops on how to do business with the government
* Online or in-person one-on-one assistance
* Trade fairs
* National Infoline (1-800-811-1148)
* BuyAndSell.gc.ca website
* Assistance available from the Office of Small and Medium Enterprises (OSME)
* Not aware of federal government services and resources

Question A5 Indicate your preferred means of receiving information about federal government procurement opportunities. Select all that apply:

* Automated email notifications
* Social media platforms (e.g. Facebook, Twitter, LinkedIn, etc.)
* Business networks
* Information posted on federal websites (e.g. BuyAndSell.gc.ca, CanadaBuys.canada.ca)
* Industry association communications (e.g. association alerts and/or newsletters)
* Learning events (e.g. seminars, workshops)
* None of the above
* Other, please specify:

## Section B – Tell us about your business

Question B1 Please select the option that describes your business structure:

* Sole proprietorship
* Partnership
* Corporation
* Other, please specify:

Question B2 How many workers does your business currently have? (Enter numbers)

* Employees who receive a T4:
* Contract workers (independent workers with control over their working hours):

Question B3 For how many years has your business been operating ? (Enter a number)

Question B4 Does your business provide goods, services or construction? Select all that apply:

* Goods (Please respond to Question B5)
* Services (Please respond to Question B6)
* Construction (Please respond to Question B7)

Question B5 Identify the types of goods most frequently sold by your business. Select all that apply:

* Aircraft Accessories and Components (e.g. propellers, landing gear, wheels, etc.)
* Ammunition 30mm to 75mm and Handling Equipment (e.g. anti-materiel or armor-piercing grade ammunition)
* Chemicals, Chemical Products and Gases (e.g. dyes, chemicals, pest control agents, etc.)
* Clothing, Accessories and Insignia (e.g. outerwear, hosiery, footwear, luggage, etc.)
* Electrical and Electronic Equipment Components (e.g. switches, antenna, wire, etc.)
* Firefighting Rescue and Safety Equipment (including hazardous material spill containment, recycling, etc.)
* Food and Beverages (including preparation and serving equipment, cutlery, appliances, etc.)
* Fuels, Lubricants, Oils and Waxes (including solid fuels, liquid propellants and oxidizers, etc.)
* Ground Effect Vehicles, Motor Vehicles, Trailers (e.g. passenger vehicles, motorcycles, combat vehicles, etc.)
* Hardware (Nuts, Bolts, Etc.) and Abrasives (e.g. abrasive materials, wool, metallic, steel, etc.)
* Instruments and Laboratory Equipment (including navigational instruments, drafting, surveying and mapping, etc.)
* IT Equipment, Software, Supplies and Support including CPUs, storage devices, systems, etc.)
* Medical Kits, Equipment, Drugs and Supplies (including medical, dental, veterinary, etc.)
* Office Furniture (including desks, chairs, cabinets, etc.)
* Ship and Marine Equipment (including rigging gear, buoys, fishing equipment, etc.)
* Ships, Small Craft, Pontoons & Floating Dock (including cargo and tankers, combat ships, floating drydocks, etc.)
* Telecommunications Equipment and Accessories (e.g. satellites, voice recognition software, internet radio, etc.)
* Training Aids and Devices (including armament, operation, communication training, etc.)
* Vehicular Components Miscellaneous (e.g. cab, body, frame structural, power transmission, weapons systems, etc.)
* Other, please specify:

Question B6 Please identify the types of services most frequently offered by your business. Select all that apply:

* Architect & Engineering Services
* Communications, Media, Conventions, Photography
* Consulting, Special Studies & Analysis
* Educational Services
* Food Catering Services
* Information Technology (IT) Services (including information processing and telecommunications)
* Lease and Rental of Equipment, Aircraft, and Vehicles
* Leasing of Buildings
* Maintenance, Repair, Modification, Rebuilding
* Professional, Administrative and Management Support
* Quality Control, Testing, Inspecting and Technical Services
* R & D Various
* Transportation, Cargo, Freight, Travel and Related
* Utilities such as Telephone, Cablevision, Heat
* Other, please specify:

Question B7 Please identify the types of construction services most frequently offered by your business. Select all that apply:

* Bridges, Elevated Highways, Tunnels, Subways and Railroads
* Construction of Commercial Buildings
* Construction of Other Buildings
* Construction Services, Not Elsewhere Specified
* Demolition Work
* Electrical Installations and Major Repairs
* Elevator Maintenance (buildings)
* Excavating and Earthmoving Work
* General Contractor Services, Not Elsewhere Specified
* General Marine Construction Work
* Heating, Ventilation and Air Conditioning Maintenance & Inspection Services
* Highways, Roads, Railways, Airfield Runways
* Interior Fit-Up/Renovations
* Other Installation Work
* Other Special Trade Construction Work
* Paving Contractor Services (except mud jacking)
* Roofing and Waterproofing
* Roofing, Siding and Sheet Metal Installation Services
* Sewers/Drainage
* Waterways, Harbours, Dams and Other Water Works
* Other, please specify:

Question B8 Is the head office of your business located in Canada?

* Yes, please provide the first three (3) characters of the postal code of the address:
* No, please identify the country in which your head office is located:

Question B9 Describe the ownership of your business. Indicate if at least 51% of the business is owned by person(s) who self-identify as a member of any of the following diverse groups. Select all that apply:

* Black persons
* Other visible minorities (The *Employment Equity Act* defines visible minorities as persons, other than Indigenous Peoples, “who are non-Caucasian in race or non-white in colour.” In addition to Black persons, visible minority groups include, but are not limited to persons who identify as South Asian, Chinese, Filipino, Latin American, Arab, Southeast Asian, West Asian, Korean, and Japanese.)
* Indigenous Peoples -First Nations
* Indigenous Peoples - Métis Peoples
* Indigenous Peoples - Inuit
* Women
* Person(s) with disabilities
* LGBTQ2+
* Veterans
* None of the above
* Prefer not to answer

Question B10 Describe the management of your business (e.g. individual(s) with long-term control and active in both strategic and day-to-day decision making). Indicate if at least 51% of the business is managed or controlled by person(s) who self-identify as a member of any of the following diverse groups. Select all that apply:

* Black persons
* Other visible minorities (The *Employment Equity Act* defines visible minorities as persons, other than Indigenous Peoples, “who are non-Caucasian in race or non-white in colour.” In addition to Black persons, visible minority groups include, but are not limited to persons who identify as South Asian, Chinese, Filipino, Latin American, Arab, Southeast Asian, West Asian, Korean, and Japanese.)
* Indigenous Peoples - First Nations
* Indigenous Peoples - Métis Peoples
* Indigenous Peoples - Inuit
* Women
* Person(s) with disabilities
* LGBTQ2+
* Veterans
* None of the above
* Prefer not to answer

Question B11 Is your business certified by third-party (e.g. industry association, certification body or other organization) as a business owned or led by an underrepresented group or individual (e.g., Black persons, Indigenous Peoples, other visible minorities, women, persons with disabilities, veterans, LGTQ2+, etc.)?

* Yes, please specify the name of the organization(s) that certified your business:
* No
* Prefer not to answer

Question B12 How likely is that you would complete a voluntary and confidential self-identification form as part of a bid submission to the Government of Canada? The self-identification form allows bidders to attest that their business is physically located in Canada and is at least 51% owned, operated or controlled by person(s) who self-identify as a member of an underrepresented group (i.e., Black persons, Indigenous Peoples, other visible minorities, women, persons with disabilities, LGBTQ2+, etc.)

* Very likely ([Please skip to Question B14a](#QuestionB14a))
* Somewhat likely ([Please skip to Question B14a](#QuestionB14a))
* Somewhat unlikely
* Very unlikely
* Do not know ([Please skip to Question B14a](#QuestionB14a))
* Prefer not to answer ([Please skip to Question B14a](#QuestionB14a))

Question B13 Please indicate the reason(s) why you would be unlikely to agree to complete a voluntary self-identification form as part of a bid submission to the Government of Canada? Select all that apply:

* Privacy concerns
* Data security concerns
* Unsure how the information will be used
* Not interested in describing the ownership as part of a bid submission
* Other reason, please specify:

Question B14 a) Thinking of your business operations prior to the onset of COVID-19, to what extent would you consider reliable internet access a challenge to your business?

* Not at all
* To a small extent
* To a moderate extent
* To a great extent
* Do not know
* Not applicable

Question B14 b) Thinking of your business operations prior to the onset of COVID-19, to what extent would you consider financing a challenge to your business?

* Not at all
* To a small extent
* To a moderate extent
* To a great extent
* Do not know
* Not applicable

Question B14 c) Thinking of your business operations prior to the onset of COVID-19, to what extent would you consider lack of networking opportunities that will benefit the business a challenge to your business?

* Not at all
* To a small extent
* To a moderate extent
* To a great extent
* Do not know
* Not applicable

Question B14 d) Thinking of your business operations prior to the onset of COVID-19, to what extent would you consider finding staff to meet business requirements a challenge to your business?

* Not at all
* To a small extent
* To a moderate extent
* To a great extent
* Do not know
* Not applicable

Question B14 e) Thinking of your business operations prior to the onset of COVID-19, to what extent would you consider the capacity to prepare bids a challenge to your business? Select one of the following options:

* Not at all
* To a small extent
* To a moderate extent
* To a great extent
* Do not know
* Not applicable

Question B15 What are the top three challenges for your business related to federal procurement? Please describe:

1.

2.

3.

* No challenges
* Not applicable

Question B16 a) In 2019 what was the average sales revenue for your business in business to business sales (B2B). Select one of the following options:

* Less than $40,000
* $40,000 to $100,000
* Greater than $100,000
* Do not know
* No applicable
* Prefer not to answer

Question B16 b) In 2019 what was the average sales revenue for your business in business to customer sales (B2C). Select one of the following options:

* Less than $40,000
* $40,000 to $100,000
* Greater than $100,000
* Do not know
* No applicable
* Prefer not to answer

## Section C- COVID-19 and your business

Question C1 Various federal programs focusing on funding or credit were made available to support businesses during COVID-19 (e.g. Canada Emergency Wage Subsidy, Canada Emergency Business Account, etc.). Did your business apply for any federal support (funding or credit) due to COVID-19?

* Yes
* No
* Do not know

Question C2 Briefly describe how your business has been affected by COVID-19: (A maximum of 2,000 characters is permitted, including spaces)

## Section D-Conclusion

Question D1 If you wish to add comments about this questionnaire or how the federal government might increase procurement opportunities for Canadian Black-owned or –led businesses, please enter them here: (A maximum of 2,000 characters is permitted, including spaces)

Thank you for participating and sharing your experience.

Please send your completed questionnaire by email to: [AP SocioEconomic Pilot](mailto:TPSGC.PAPiloteSocioEconomique-APSocioEconomicPilot.PWGSC@tpsgc-pwgsc.gc.ca).

If you wish to hear back from us and continue to be involved in Canada’s efforts to increase the diversity of bidders on federal government contracts, please provide us your name and contact information by email to [AP SocioEconomic Pilot](mailto:TPSGC.PAPiloteSocioEconomique-APSocioEconomicPilot.PWGSC@tpsgc-pwgsc.gc.ca) (do not disclose sensitive personal information, such as your Social Insurance Number, about yourself or other individuals).  
  
If you need help understanding the federal procurement process or registering as a supplier, contact the [Office of Small and Medium Enterprises](https://buyandsell.gc.ca/support-smaller-businesses) or call InfoLine at 1-800-811-1148. We have a network of offices across Canada.