

Guide to Posting Tenders & Alternative Procurements (ALTPs)

PUBLIC SECTOR ENTITIES (PSE) MACFARLANE, SEONAID

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Reference Guide: Posting Tenders & Alternative Procurements (ALTPs) Public Sector Entities (PSE)



Document Information

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August 4, 2022	1.0	Seonaid MacFarlane	Training Dept.	Draft guide for updated website application.
October 3, 2022				Review
October 13, 2022				Review (Tenders, ALTPs)



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Introduction

The purpose of this guide is to assist in the use of the new and updated NS Procurement Portal. The objective of the portal is to provide a one-stop-shop for Procurement Operations, and Public Sector Entities to post notices of tenders and Alternative Procurements (ALTPs) and for Suppliers to learn more about the procurement process, create and manage accounts, and sign up for the Tender Opportunities Notification Service (*TONS*). These upgrades will ensure a sustainable service well into the future, which is vital to the success of public procurement in Nova Scotia.

The NS Procurement Portal replaces the NS Public Tenders Application (*PTO App*), Tenders Opportunities Notification Service (*TONS*), and existing web pages, which means that your AGT Login is no longer valid.



NOTE: This document will be subject to change as items and functionality are added and finalized. The latest version of this guide will be available through the NS Procurement Portal.

Section 1 provides a tour of the NS Procurement Web Portal; Section 2 walks you through creating and managing an account; and Section 3 shows the tender features and gives step-by-step instructions on how to create and manage tender and ALTP notices, tender amendments, and contract award information, and provides information on advance contract award notifications (*ACAN*).



Section 1: Tour of the NS Procurement Portal

This section provides an overview of the following: Suppliers Portal, Public Sector Entity (PSE) Portal, Opportunities and Notices and Policies and Legislation.

Suppliers Portal

Nova Scotia Procurement offers information and guidance to all government departments, boards, agencies and commissions, seeking unique, creative, sustainable procurement solutions for complex business needs. We maintain open and fair processes that maximize competition, while supporting our environment, economy, and society to obtain best value for the province.

Procurement's most prominent role is to facilitate the high value purchasing processes for our clients.

Suppliers will find everything they need to get started in the Suppliers section of the Nova Scotia Procurement Resources page, and this is where they will log in or create an account.

ources, information and services to help you sell to the how to purchase goods, services and construction on b tofic information and resources can be viewed by choos titional services and advanced features, click the "Login/ tor Entities.	Sovernment of Nova Scotia. You can also find shalf of a government entity. ng from the links displayed below. To access create Account' button for Suppliers or Public		
Suppliers Information for suppliers who are interested in public sector procurement opportunities. • Gutting Started • Scilling to Government • Under Opportunity Notification Service • Overview of Standing Offers • Editiding with Ariba • Supplier Training and Support	Public Sector Entities Information and resources for NS Public Sector other notices 0. Briting Samed 9. Organ Samed Nations 9. Organ S	Opportunities and Notices Vew current tenders, standing offers and search alernative procurement hotices. • <u>Current Tender Opportunites</u> • <u>Auternative Procurement Notices</u>	Policies and Legislation Information on the rules and regulations that govern public procurement in Nova Scota. • statistic Procurement Policy • Lublic Procurement AC • Lublic Procurement AC • Overview of Trade Agreements • Ethical Procurement Standards

- **Getting Started**: Link to <u>Introduction to Procurement</u> video, which explains the procurement process, policies, training and support, tender opportunities, Ariba, Tender Opportunities Notification Service (*TONS*), and Standing Offers.
- Selling to Government: Link to the <u>Selling to Government</u> page, which provides links to procurement
 policies and guidelines, information on what government buys, the bidding process, related legislation,
 how to get training and support, etc.



- Tender Opportunity Notification Service: Opens a page with links to create an <u>NSiD account</u>, and Tender Notifications page, giving the opportunity to register for <u>tender</u> <u>opportunity notifications</u> (TONS), and information on how to select tender categories etc.
- **Standing Offers**: Link to the <u>Overview of Standing Offers</u> page, which explains what a Standing Offer is, types of Standing Offers, how to become a Standing Offer supplier, and other useful links to related information, etc.
- **eBidding with Ariba**: Opens the <u>eBidding</u> page describing what eProcurement is, including eBidding and eBonding, and links to videos for suppliers working with Ariba.
- **Training and Support**: Link to the <u>Supplier Training and Support</u> page, which has other links to FAQs and eBidding, and the Procurement Support form.

The **Need Help?** button opens a page with links to help for Suppliers and Public Service Entities.

	Νονά δτοτια	Log In
	Need Help?	
	▼ I am a Supplier	
	Are you interested in an opportunity but not sure how to proceed?	
	Selling to Government: Each year, Government of Nova Scotia buys goods, services and construction. The value of what's needed determines the buying process that government needs to follow.	
	E-Procurement: Learn how E-Procurement works including e-bidding and e-bonding.	
	Web Portal Support: Need more assistance when navigating within the e-bidding system?	
	About Us: Our staff provide knowledge and expertise to our clients as they seek unique, creative, sustainable procurement solutions for complex business needs. Learn more about our mission and the teams that make it possible.	
	▶ I am a Public Sector Entity	
	Twitter YouTube Facebook Privacy Terms Crown.copyright.@.Government.of Nova Scotla	
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Figure # above shows the Supplier link expanded.

Public Sector Entity Portal

Public Sector Entities (PSE) can learn about the procurement process, view standing offers, create and manage tender notices and ALTP notices, and create an individual account. Information and resources links are available from the NS Procurement Portal main page under Public Sector Entities.

This is also where PSE users log in using their NSiD logins or create an account. NSiD account is a digital identity for access to multiple government services and is covered in Section 2: Creating an NSiD Account.



Resources, information and services to help you sell to the 0 out how to purchase goods, services and construction on be Specific information and resources can be viewed by choosi additional services and advanced features, click the "Login/O Sector Entities.	Sovernment of Nova Scotia. You can also find shalf of a government entity. ng from the links displayed below. To access reate Account" button for Suppliers or Public		
Suppliers Information for suppliers who are interested in public sector procurement opportunities. • Getting Started • Selling to Government • Tender: Opportunity Notification Service • Openriew of Standing Offers • E-Bidding with Ariba • Supplier Training and Support	Public Sector Entities Information and resources for NS Public Sector softer notices. • Gasting Stansal • Guide to Posting Ender and Alternative Procurement Notices • Procurement Training Materials • Procurement System Success • Brauesta PSE Arba Accounts • Maha Resources • DSE Support	Opportunities and Notices Wer current tenders, standing offers and search alternative procurement notices • Current Standard Offers • Alternative Procurement Notices	Policies and Legislation Information on the rules and regulations that government in Nova Scota. • Sustainable Procurement Policy • Public Procurement Act • Trade Agreements - Thresholds and Posting Limitines • Overview of Trade Agreements • Ethical Procurement Standards
Login/Create Account	Login/Create Account		

From here, PSE staff can access information and resources as follows.

- **Getting Started**: Link to the *Getting Started as a Public Sector Entity* page, which provides step-by-step instructions on how to get started.
- **Guide to Posting Tender and Alternative Procurement Notices**: Link to this guide and other useful short videos. You must be logged in to view this page.
- **Procurement Training Materials**: Link to other procurement training resources, such as Procurement Policy videos, SAP Ariba resources, and contact telephone and email address.
- Procurement System Support: Link to the system support page outlining what systems are supported and who can access support. Also includes a link to submit a ticket if you can't find what you are looking for.
- **Request a PSE Ariba Account**: Takes you to the *Ariba Account Request* page, providing step-by-step instructions on how to get an Ariba account, links to the login page for Province of NS employees and Public Sector Entities, and where to get help if required.
- **Ariba Resources**: Links to our *Ariba Resources* page, where you can find some webinars and quick reference guides to help you with Ariba.
- **PSE Support**: This link takes you to the Procurement Support page, where you can submit a ticket.

The **Need Help?** button opens a page with links to help for Suppliers and Public Service Entities.





Figure # above shows the Public Sector Entity link expanded.

Opportunities and Notices

To meet CETA (*Canada-European Trade Agreement*) obligations, government and broader public sector entities are legislated to post tenders above the CETA threshold to one Single Point of Access (SPA). That is, the Federal SPA. This enables national and international suppliers to see all the tenders in one place.

The Current Tender Opportunities, Current Standing Offers, and Alternative Procurement Notices links are available to the public. You will see these links under **Opportunities and Notices**.



Nova Scotia Procurement Po	ortal		Need He
Resources, information and services to help you sell to the Gove out how to purchase goods, services and construction on behall Specific information and resources can be viewed by choosing f additional services and advanced features, click the "Login/Crea Sector Entities.	erment of Nova Scota. You can also find f of a government entity. from the links displayed below. To access tee Account' button for Suppliers or Public		
Suppliers Information for suppliers who are interested in public sector procurement opportunities. • Getting Started • Selling to Government • Ender Opportunity Notification Service • Dereview of Standing offers • Endeling with Ariba • Supplier Training and Support	Public Sector Entities Information and resources for NS Public Sector Entities who are required to post tenders and contract to the sector of the sector s	Opportunities and Notices Were current tenders, standing offers and search alternative procurement notices. - Current Tender Opportunities - Current Standing Offers - Alternative Procurement Notices	Policies and Legislation Information on the rules and regulations that govern public procurement in Nova Scotia. • Sustainable Procurement Policy • Public Procurement Act • Trade Agreements - Thresholds and Posting Timelines • Overview of Trade Agreements • Ethical Procurement Standards
Login/Create Account	Login/Create Account		

Current Tender Opportunities

You will find the link to *Current Tender Opportunities* on the Nova Scotia Procurement Portal main page under the **Opportunities and Notices** section.

This opens the Tender Dashboard. You will see the Tenders button highlighted at the top with the number of tenders beside it. You can also access the *Alternative Procurement* and *Standing Offer Contracts* Dashboards from here by clicking the relevant button.

- You can search by entering a keyword in the search box.
- Or use the filters.
- You can sort the tender list by descending/ascending date, date created, modified, and award date.
- And click on the highlighted link (*Tender ID*) to view the tender detail. This displays information about the tender as well as a link to any documentation.



	Tenders 775	Alternative Procurement	Standing Offer Contracts	1			
Reset	775 Results			_		Sort Date Cre	ated (DESC)
~	Tender ID	Solicitation Type	Title	Organization	Posted Date	Closing Date	
	LUKE-SEP12-1	Notice of Proposed Procurement	Title of my tender	Province of Nova Scotia	12 Sep 2022	12 Oct 2022	
~	Tender-award	Advance Contract Award Notice	Title-award	Province of Nova Scotia	12 Sep 2022	12 Sep 2022	
	Test111	Request for Standing Offer	Test111	Province of Nova Scotia	12 Sep 2022	13 Sep 2022	
	Test333	Request for Quotation	Test333	Province of Nova Scotia	12 Sep 2022	13 Sep 2022	
~	Test777	Request for Information	Test777	Province of Nova Scotia	12 Sep 2022	12 Sep 2022	
~	Test999	Request for Supplier Qualification (Supplier Arrangement)	Test999	Province of Nova Scotia	12 Sep 2022	12 Sep 2022	
·•			« 1 2	3 4 5 130 »			
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	Reset V <td>Reset Reset Reset</td> <td>Reset Tenders 23 Alternative Procurement 4 Image: Section of the section of</td> <td>Reset 20 Alternative Procurement 10 Standing Offer Contracts Image: Section of the section</td> <td>Reset Reset Condensity <td>Reset Reset Comparization <</td><td>Rest Comparing a standard offer Contracts Comparing a standard offer Contract Comparing a standard offer Contract Comparing a standard offer Contract Comparing a standard offer Contract Award Notice Comparing a standard offer Comparing a standard off</td></td>	Reset	Reset Tenders 23 Alternative Procurement 4 Image: Section of the section of	Reset 20 Alternative Procurement 10 Standing Offer Contracts Image: Section of the section	Reset Reset Condensity Condensity <td>Reset Reset Comparization <</td> <td>Rest Comparing a standard offer Contracts Comparing a standard offer Contract Comparing a standard offer Contract Comparing a standard offer Contract Comparing a standard offer Contract Award Notice Comparing a standard offer Comparing a standard off</td>	Reset Reset Comparization <	Rest Comparing a standard offer Contracts Comparing a standard offer Contract Comparing a standard offer Contract Comparing a standard offer Contract Comparing a standard offer Contract Award Notice Comparing a standard offer Comparing a standard off

The table below outlines each filter and its description.

Filter label	Description
Organization	Choose department or agency from the dropdown list. For example, Art Gallery of Nova Scotia, Nova Scotia Education Common Services Bureau, Nova Scotia Lands, Town of Bridgewater, etc.
Category	Choose from Goods, Services, or Construction. You can choose more than one.
Commodity Level 1	Commodities are categorized using the United Nations Standard Products and Services Code (UNSPSC), which is an open, global, multi-sector standard for efficient, accurate classification of products and services. When you select from Level 1 (e.g., Education and Training Services), the next level becomes available.
Commodity Level 2	When a Level 1 commodity is selected, the next level in the hierarchy is available for drilling down further if required (e.g., Vocational training).
Status	Choose from Awarded, Cancelled, Draft, Expired, Open, or Scheduled.
Solicitation Type	Choose from the dropdown list. For example, <i>Request for Information, Request for Proposal, Request for Standing Offer, Request for Supplier Qualification,</i> etc. Again, you can choose more than one.
Closing Date	Click on the From and To date box and choose a date from the calendar.
Posted Date	Click on the From and To date box and choose a date from the calendar.
Award Date	Click on the From and To date box and choose a date from the calendar.

The **Need Help?** button opens a page with links to help for Suppliers and Public Service Entities.



Alternative Procurement (ALTP) Notices

As of November 2018, the Province of Nova Scotia, in accordance with the Canadian Free Trade Agreement (CFTA) has been posting Alternative Procurement Awards for ALTP Circumstances 1, 3 -16.

The <u>Alternative Procurement (ALTP) Notices page</u> has been added to the Nova Scotia Procurement Portal, and displays the award information for ALTPs for all public sector entities. Like the Tenders Notices page, the ALTP Notices page is accessible by the public.

OVASCOTIA									Log In
Search Q	Public Not Opportun	ices and St ities	anding Off	er					Need Help?
	Select one of the tabs Standing Offer Contra functions, click "Log In"	below to view Public Tend ts with on-going onboard above.	der Notices, Alternative ding of Suppliers. For ac	Procurement Notices cess to additional fea	s, or current atures and				
Filters	Tenders 💽 A	ternative Procurement	1514 Standing Offe	r Contracts 12					
Reset Organization - Select - Y	When urgent, specializ may be used to purcha Procurement award no	When urgent. specialized or exceptional circumstances are encountered, alternative procurement practices may be used to purchase goods, services or construction in alignment with provincial protocols. Alternative Procurement award notices are posted below.							
Circumstance Select · · · · · · · · · · · · · · · · · · ·	1514 Results								Sort Award Date (DESC) V
- Select - V	ALTP ID	Title	Organization	Circumstance	Category	Supplier	Award Date	Awarded Amount	Contact Information
- Select -	CW222-ABC-Altep	ALTP - ABC Software Upgrade	Department of Health and Wellness	COMPATIBILITY	Services, Goods	ABC Company	28 Sep 2022	\$35,556.00 CAD	Jeannine Lagassé, Deputy Minister - Jeannine.lagasse@novascotia.ca
Search	TestingALTP123456789	TestingALTP123456789	Department of Intergovernmental Affairs	SOLE SOURCE	Construction, Goods, Services	Barrington	13 Sep 2022	\$120,000.00 CAD	Kelliann Dean, Deputy Minister - Kelliann.Dean@novascotia.ca
	TestingALTP1234567890	TestingALTP1234567890	Department of Intergovernmental Affairs	SOLE SOURCE	Construction, Goods, Services	Barrington	13 Sep 2022	\$120,000.00 CAD	Kelliann Dean, Deputy Minister - Kelliann.Dean@novascotla.ca
	Testing999999	Testing999999	Department of Fisheries and Aquaculture	NO SUPPLIERS SATISFIED THE CONDITIONS	Construction, Goods, Services	Barrington	13 Sep 2022	\$120,000.00 CAD	Loretta Robichaud, Deputy Minister - Loretta Robichaud@novascotia.ca
	Test888	Test888	Department of Natural Resources and Renewables	SUBSCRIPTIONS TO PERIODICALS (ALL)	Construction, Goods, Services	test corp	10 Sep 2022	\$10,000.00 CAD	Karen Gatien, Deputy Minister - karen.gatien@novascotia.ca
	CW123456	New bridge walkway	Department of Public Works	EMERGENCY	Construction, Construction, Services	ABC Company	30 Aug 2022	\$4,506,321.00 CAD	Peter Hackett, Deputy Minister - peter.hackett@novascotia.ca
				« 1 2 3	4 5 253	* **			

The Alternative Procurement public list is accessible from the NS Procurement Portal main page under **Opportunities and Notices**.

You will see the number of ALTPs displayed at the top, and the filter box with the following options.

mple, Antigonish
y, Province of
Municipality, etc.
atibility,
ast 30 Days, or
e more than one.



• The **Reset** button clears the filter options.

The Need Help? button opens a page with links to help for Suppliers and Public Service Entities.

Standing Offer Contracts

A Standing Offer is a contractual arrangement between the province and a pre-approved supplier. The terms and conditions are set up in advance and vary depending on the type of goods or services to be provided.

Standing Offers are issued throughout the year and last for different periods of time. When a department is ready to make a purchase, the first option they must consider is mandatory Standing Offers.

Suppliers and PSEs have the ability to view and filter Standing Offers; Procurement Operations have the ability to log in and create and manage them manually.

The Standing Offers list is accessible from the NS Procurement Portal main page under *Opportunities and Notices*, as well as being available from the other Dashboards (*Tenders and ALTPs*) by clicking the button at the top.

As mentioned above, these lists are available to the public. If you are authorized to post tenders and ALTPs you need to log into or create your Section 2: Creating an NSiD Account.

PSEs may choose to use provincial Standing Offer contracts; however, they are not obligated to do so.



NOVASCOTIA						Log In	
Search Q	Public Notio Opportunit	ces and Stanc ies			Need Help?		
	Select one of the tabs be Standing Offer Contracts functions, click "Log In" al	low to view Public Tender Noti with on-going onboarding of ! bove.					
	Tenders Alternative Procurement Usit Standing Offer Contracts 12						
	The standing offer contra	icts displayed below offer on-g	going onboarding opportunities for Suppliers.				
	12 Results						
	Contract Name	Commodity - UNSPSC	Keywords	Effective Date	Expiration Date	Next Tender Call	
	Temporary Services	Management and Business Professionals and Administrative Services	MSP, Flextrack, MBS, IT, Communications Services, Executive Search, Temporary Services	01 Dec 2019	30 Nov 2023	Ongoing Onboarding	
	Learning & Development Services	Education and Training Services	Learning Development, Training, LDSO, LDSA, Leadership Training, Management Training, Organizational Systems, Casching, Collaboration, Change Management, Communication, Workpluce Sills, Time Management, Project Management, Facilitation, Career Management, Diversity and Inclusion	01 Jul 2020	30 Jun 2024	<u>Ongoing</u> Onboarding	
	Executive Search	Management and Business Professionals and Administrative Services	MSP, Flextrack, MBS, IT, Communications Services, Executive Search, Temporary Services	01 Dec 2019	30 Nov 2023	Ongoing Onboarding	
	First Aid, CPR and/or Mental Health First Aid Training Services	Safety training services	Occupational Health, Safety, OHS, Training, First Aid, Mental Health First Aid	01 Aug 2020	31 Jul 2025	2025-02-01 12:00:00	
	Managed Service Provider (MSP) for Contingent Labour	Management and Business Professionals and Administrative Services	MSP, Flextrack, MBS, IT, Communications Services, Executive Search, Temporary Services	01 Dec 2019	30 Nov 2023	Ongoing Onboarding	
	Information Technology (IT) Contingent Labour	Management and Business Professionals and Administrative Services	MSP, Flextrack, MBS, IT, Communications Services, Executive Search, Temporary Services	01 Dec 2019	30 Nov 2023	<u>Ongoing</u> <u>Onboarding</u>	
			« 1 2 »				

Like the tenders and ALTPs, you will see the number of Standing Offer Contracts on the button, and a Search bar to enter a keyword to search for Standing Offers.

• The **Ongoing Onboarding** link takes you to that tender.

The Need Help? button opens a page with links to help for Suppliers and Public Service Entities.



Section 2: Creating an NSiD Account

Existing PSE employees need to create an NSiD account, which is the digital identity platform used by the NS government, formerly known as Nova Scotia Login System (NSLS).

NOTE: **NSiD account replaces your AGT login**. If you are authorized to post tenders and ALTPS, then you will need to create an NSiD account.

For new staff, once you are familiar with the policies and legislation, and have read through the *Getting Started* page you can go ahead and create your NSiD account.

- 1. Click Login/Create Account in the PSE box on the NS Procurement Portal main page.
- 2. Choose English or French to continue.

NOTE

- 3. Here you will find information on creating an **NSiD** account, which is a digital identity for access to multiple government services. Click the link to learn more about NSiD.
- 4. Click Create Account. If you already have an account, go to Logging into Your Account.

		Français
NOVA SCOTI	IA 🖉	
NovaScotia.ca About N	ISiD Terms of Use Privacy Notice	Contact Us
Back to Procurement	t	
NSiD		
Formerly known as Nova NSiD provides you with a	Scotia Login System (NSLS) convenient and secure way to access m	nultiple government online services.
Don't have an acc Create one here.	count?	Already have an account? Log in here.
Create account	Cancel	Username
		Forgot username? Continue
Privacy Terms		
Crown copyright © Governmen	nt of Nova Scotia	

- 5. Click **Continue** and read the Privacy Notice.
- 6. Click **Continue** again and fill in the form.
- 7. You will be prompted to enter the code from your email. Enter the confirmation code and click **Confirm**.

The confirmation screen appears with a link to Procurement.

8. Click Continue to Procurement.

If you are authorized to post tender notices on behalf of your organization, you will need to request access to do so.



- 9. Read the *Privacy Notice* and *Terms of Use*, select your organization from the dropdown list, and check the box to accept Terms of Use.
- 10. Click **Submit** to request access.

You will receive an email letting you know that your request to the NS Procurement Portal has been granted.

Logging into Your Account

Once you have created your NSiD account, you can go ahead and log in.

- 1. Click Login/Create Account in the PSE box on the NS Procurement Resources page.
- 2. Choose English or French to continue.
- 3. Log in with your username and password you created when setting up the account.

×	Français
NOVA SCOTIA	
NovaScotia.ca About NSiD Terms of Use Privacy Notice Contac	t Us
Back to Procurement	
NSID	
Formerly known as Nova Scotia Login System (NSLS) NSiD provides you with a convenient and secure way to access multiple go	overnment online services.
Don't have an account? Create one here.	Already have an account? Log in here.
Create account Cancel	Username
Learn more about NSiD +	Forgot username?
	Continue
Privacy Terms	
Crown copyright © Government of Nova Scotla	

The Dashboard appears, where you can search for, sort and filter tenders, and post a tender. You can also access the ALTP dashboard by clicking on the button at the top, where you can search for, sort, filter, and create an ALTP notice, and you can access the Standing Offer Contracts list here too.

You will see your name at the top right of the screen showing as logged in, with the Logout option.



NOVASCOTIA								Logged in as Seor	aid MacFarlane Logout
Getting Started Posting Tender and Alternative	Procurement Notices	Ariba Resources	Training and Support	Policies and Leg	islation -				
Search Opportunities	Dashl	board						Post a Tender	Need Help?
Filters	Tenders	607 Alternative	Procurement 15	Standing Offer Co	ontracts 39				
Reset Watchlist	607 Res	sults						Sort Date	e Created (DESC) 🛛 🗸
Issuer - Select - V	Tender ID	Solicitation Type	Title	Organization	End User Entity	Posted Date	Closing Date	Status	Watchlist
UNSPSC - Select - V	<u>IR-</u> 02AUG2022	Request for Proposal (Construction)	Street Recapitalization - Anywhere Avenue, Halifax, NS	Province of Nova Scotia	-	-	03 Aug 2022	OPEN	No Yes
Status - Select - V	LUKE-AUG1-1	Request for Proposal (No Negotiation, Contract A)	Title of tender	Acadia University	-	-	01 Sep 2023	OPEN	No Yes
Procurement Method - Select -	Acadia-123	Advance Contract Award Notice	Chairs	Acadia University	-	-	29 Jul 2022	EXPIRED	No Yes
-Select - V	BID- Tender	Advance Contract Award Notice	Bid-Title	Province of Nova Scotia	_	-	28 Jul 2022	EXPIRED	No Yes
Jedi Ch	Guy.	Advance Contract Award Notice	GUy-title	Acadia University	_	-	28 Jul 2022	EXPIRED	No Yes

If you (or organization/dept?) have not posted any tenders at this point, the tenders count will be at zero.



Section 3: Tenders & ALTPs

It is the responsibility of all PSEs to ensure that all notices of solicitations over trade <u>agreement thresholds</u> be posted on the Procurement Portal, in compliance with the <u>NS Sustainable Procurement Policy</u> and the <u>Public</u> <u>Procurement Act</u>.

PSEs shall maintain audit files for all procurement transactions and maintain internal records for each procurement, providing a brief description of the procurement and the bids received, name and address of the firm awarded the contract, value, date, and rational for the award decision made.

They will continue to use existing procurement practices and processes for the acquisition of low value goods, services, and construction, and modify procurement practices and processes to comply with the obligations of domestic and international trade agreements.

All ALTPs valued over <u>CFTA thresholds</u> must be posted on the NS Procurement Portal within 72 days after the contract has been awarded.

Posting a Tender

Log in to NSiD. This brings you to the Tenders Dashboard.

1. Click the **Post a Tender** button.

NOVASCOTIA					Logged in as Se	onaid MacFarlane Logout
etting Started Guide to Posting Tender and Alternative Procurement N	iotices Procurement Training Materials Procurement System	Support Request a PSE Ariba Account	Ariba Resources Policies and Legisla	ion -		
Search Q	Dashboard				Post a Tender	Need Help?
	Select one of the tabs below to view Public Tender Notic Standing Offer Contracts available to broader Public Sec	es, Alternative Procurement Notices, or o tor Entities.	current			
	As of March 21 2022, proof of veconstion will not supplers working on behalf of the Nova Social Gou by the <u>COVID-19 Manastory Vaccination Protocol</u> Assession Form If they have not previously submit COVID-19 Vaccination Attessation form, <u>crick new</u>	e required for most government workpl ernment and entering High-Risk Settings High-Risk Settings protocol and complet ted a form. For more information and to	aces. However, imust adhere te the Supplier complete a			
Filters	Tenders 39.3k Alternative Procurement 1.5k	Standing Offer Contracts				
Ress My Tenders All Mine	All Nova Scotia tender notices are posted below. Change tender notices created for your Organization. Click on th	the toggle under Filters to "Mine" to disp e Tender ID to see Notice Details.	olay only			
BESS Wy Tenders Wy Tenders Organization - Sete: v	All Nova Scotia tender notices are posted below. Change tender notices created for your Organization. Click on th 39294 Results	the toggle under Filters to "Mine" to disp e Tender ID to see Notice Details.	olay only		Sort	te Created (DESC) 🗸 🗸
Bases My Tenders My Tenders Organization - Solet: v Cetepory - Solet: v	All Nova Social sender notices are posted below. Change tender notices created for your Organization. Click on th 39294 Results Tender ID Selicitation Type	the toggie under Filters to "Mine" to disp e Tender ID to see Notice Details. Title	Organization	Posted Date	Sort D	te Created (DESC) 🗸
My Tenders Desc Main Organization Stats: v Cetagry - Stat: v	All Nova Scotta tender notices are posted below. Change tender notices created for your Organization. Click on th 39294 Results Tender ID Selfcitation Type	the taggle under Filters to "Mine" to disp e Tender ID to see Notice Details. Title	Organization Province of Nova Scrole	Posted Date	Sort Dz Closing Date	te Created (DESC) V
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2. Complete the form.



Field label	Description
Tender ID	Mandatory field, alphanumeric. This number is unique and should follow your organization's format, usually an acronym followed by a combination of year/month and unique number. For example, <i>HRM-22-001</i> , <i>FM2022-04</i> , <i>CBRM_P05-2022</i> . Avoid using numbers only which may conflict with other entities.
Procurement Method	Mandatory field, dropdown. <i>Competitive – Open Bidding</i> is the default, but you can select Advance Contract Award Notice (ACAN) from the dropdown list, if required. See Advance Contract Award Notice (ACAN) for more information.
Solicitation Type	Mandatory field, dropdown. If <i>Competitive – Open Bidding</i> is the Procurement Method selected above, then choose from the following: <i>RFI</i> , <i>RFP</i> , <i>RFQ</i> , <i>RSO</i> , etc.
Title	Mandatory field. This should accurately reflect the procurement being tendered, prefixed by the appropriate Rfx acronym. For example, RSO – Office Supplies, RFQ – New Warehouse Refit, RFC – New Waterford Hub, RFP – Water Treatment Program, RFSQ – Medical Death Investigators Onboard, etc.
Description	Mandatory field. Provide more comprehensive detail of the procurement here. The information in this field provides suppliers with a more detailed explanation of the Goods, Services, or Construction required. For example, "The County of Lunenburg is requesting proposals from experienced proponents for a water treatment program, which will serve as a framework for future development of active water treatment plants. The program will include sustainability and environmental management."
Trade Agreement	Mandatory field, checkboxes. Select all applicable trade agreements. For more information about each, visit the <u>Trade Agreements</u> page on our website.
Commodities	Here you can search by keyword by typing it in the field, or manually select by drilling down through the category levels. When you choose Manual Select Commodity Level 1 must be selected first to enable lower levels to be selected. Both Level 1 and 2 are mandatory. Click Add Another and repeat until all commodities are added. It is extremely important to select the correct commodity levels 1 and 2. See Selecting Commodities below for more guidance on this.
Estimated Duration of Contract (months)	Mandatory field, numeric. Enter the estimated number of months for the contract. If less than one month enter 1; if not applicable, for example <i>Request for Information</i> , or if contract duration has to be specified in submissions, enter 0.
Tender Documents	Upload the tender document (<i>Choose File</i>) and/or enter your organization's URL where the tender documentation can be accessed. Add Another in the same way (<i>if applicable</i>).
Closing Date	Mandatory field, date. Choose from the calendar.
Closing Time	Mandatory field, time. Populates automatically with 2:00pm ADT.



Closing Location	Mandatory field. This field may be populated automatically from your entity's profile, but you can change if applicable. Enter the full physical address or the URL where the tender has to be submitted.
Public Opening Date	Optional field. If your organization does public openings, enter the date
	here, and complete the applicable fields below. Otherwise, leave as is.
Public Opening Time	Optional field. If your organization does public openings, enter the time here. NOTE : All times are shown in Atlantic Daylight Time (ADT).
Public Opening Location	Optional field. If your organization does public openings, enter the location here. This value may be defaulted from your entity's profile; however, it can be amended.
Submission Language	Mandatory field, default English; the other choice is French.
Pick up Fee	If applicable, enter pick up fee for accessing tender documents here. Otherwise, leave as is.
Terms of Payment	If applicable, enter the terms of payment for accessing tender documents here. Otherwise, leave as is.
Memorandum	Use this to detail specific notes about the procurement. For example, site visits, additional instructions, etc.
Were sustainable	Mandatory field. Choose Yes or No .
procurement criteria	Yes – Choose the Primary source of sustainable procurement criteria used
used for this purchase?	from the dropdown menu.
-	No – Choose the Primary reason for not using sustainable procurement
	criteria from the dropdown menu.
Procurement Entity	Defaults to your department/organization. Leave as is.
Address Fields	Automatically populated from your entity's profile.
Contact Name	Mandatory field. Enter the main contact for the procurement here, such as the Subject Matter Expert.
Contact Method	Choose from Email or Phone Number (or both) by unchecking/ checking the box beside each.
Procurement Entity	Mandatory field if Email box checked. Enter main contact email address
Contact Email	here.
Procurement Entity Contact Phone	Mandatory field if Phone Number box checked. Enter main contact phone number here.
Contact Info	Enter specific contact information, for example, best contact method (<i>email or phone, leave message etc.</i>) and who to contact for further details/queries about the tender.
Tender Post Date	Enter the publish date for the tender. Unless a future date is specified, the tender will be published immediately.

- 3. While completing the form, you can **Save Tender as Draft** at any time, or when you have completed it, and want to work on it later.
- 4. You can choose **Publish Notice** to publish immediately, unless you have chosen a future date it will then show as *Scheduled*.
- 5. You now have the option to
 - View Tender, Create Another Tender, View My Tenders, or
 - You can close the dialogue box which takes you to the tender Dashboard.





When your tender is in *Draft, Scheduled*, or *Published* status, you can edit it. See the next section Editing a Tender.

Selecting Commodities

Procurement is now using UNSPSC (*United Nations Standard Products & Services Code*) codes to identify goods and services for procurement activities. This is an international classification system for commodities, which helps optimize visibility of spend analysis, cost-effective procurement, and electronic business capabilities. The system is broken down hierarchically into 4 levels: Segment, Family, Class, and Commodity.

You will not see the unique codes that identify each, but they are grouped accordingly, commodity level 1 being the Segment, and level 2 the Family. Let's have a look at what this means to us.



REMEMBER to select all commodity categories that apply to your tender to maximize the number of potential vendors notified!

Searching By Keyword

As mentioned in the table above, the first two levels are mandatory when posting a tender. So, for example, when you enter a keyword, it opens the segment and displays the levels within (*family*, *class*, *and commodity*).

- As shown in Figure *# environment* has been entered in the search field (Commodity level 1).
- This opens the Family menu that is, everything under Environment.
- Here Environmental planning is selected.
- When it has been added, you will see the structure.

Search via:		
Keyword Manual Select		
Environmental Services		
	ent	
Environmental managem	Set 16	

- You can see that by choosing *Environmental planning*, that there are three levels:
 - Environment(al) Services (*Segment*), Environmental management (*Family*), and Environmental planning (*Class*).
 - There will be additional entries at level 4 (Commodity).

Commodities
commodities
Search via:
Keyword Manual Select
Search Commodities
environment 🛞 Q
Environmental management
Environmental protection
Environmental control systems
Aircraft environmental control systems and components
Laboratory environmental conditioning equipment
Operating environment software
Environmental impact assessment
Environmental planning Select
Environmental advisory services
Environmental auditing
Environmental safety services
Environmental rehabilitation
Development environment software
Environmental standards
Environmental indicators analysis
Environmental Impact Assessment EIA services
Environmental monitoring



Searching Using Manual Select

If you want to drill down to level 4, you can use **Manual Select**. When you select from the Commodity Level 1 dropdown, Level 2 becomes available, then Level 3, and finally Level 4 (*commodity*).

In the example shown here, the selection is:

- Commodity Level 1: Education and Training Services (Segment).
- Commodity Level 2: Specialized educational services (*Family*).
- Commodity Level 3: Schools for people with disabilities (Class).
- Commodity Level 4: Primary schooling services for people with disabilities (*Commodity*).

Use the **Reset** button to clear the selection and add another, or the **Remove** button to remove commodity altogether.

• Click **Add Another** to add other commodities in the same way, either by Keyword or Manual Select.

See the Data Standard on Classification of Procurement Items for more information on UNSPSC.

Editing a Tender

As mentioned above, you can edit a tender that is in *Draft, Scheduled*, or *Published* status.

- 1. Click the highlighted link beside the tender you wish to edit.
- 2. Click Edit My Tender at the top right.
- 3. Make any changes and choose **Publish Notice** at the bottom to save updates.

Amending a Tender

An addendum can be issued at any point while the tender is still open and must be noted on the website posting.

- 1. Log into NSiD and locate the tender you wish to amend.
- 2. Open it and choose Edit My Tender.
- 3. Scroll down to Addendum Documents/Notes.
- 4. Enter the addendum notes in the box (e.g., Addendum # has been issued. See attached document; Addendum # has been issued, date has been extended by 2 weeks and now closes Dec 5, 2022 at 2:00 pm).
- 5. Choose file (*if applicable*).
- 6. Change the date and any other information (*if applicable*).
- 7. Scroll down to the bottom and Publish Notice.

Award

• CHECK SOURCING PROJECT GUIDE Step by step instructions posting an award to a notice

Keyword Manual Selec				
	t			
			_	
	nvices			
······ Specialized educational	services			
Schools for people wit	th disabilities			
Primary schooling	services for people with a	disabilities		
Commodity Level 1 *				
Commodity Level 1 *				
Education and Training Se	rvices 🗸			
Commodity Level 2 *				
Specialized educational se	ervices 🗸			
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Specialized educational se Commodity Level 3 Schools for people with di	sabilities V			
Specialized educational se commodity Level 3 Schools for people with di commodity Level 4	sabilities V			



Posting an ALTP Notice

To balance the need to be open and competitive with the demands of urgent, specialized, or exceptional circumstances, <u>Alternative Procurement (ALTP) Practices</u> have been created. ALTPs are **never** to be used to avoid competition or discriminate against specific suppliers.

As mentioned above, the Province of Nova Scotia, in accordance with the Canadian Free Trade Agreement (CFTA) has been posting Alternative Procurement Awards for ALTP Circumstances 1, 3 -16 since November 2018.

This means that all high value ALTPs above threshold must be posted on the NS Procurement Portal.

Creating an ALTP Notice

Once you have logged in using your NSiD credentials, you can go ahead and create an ALTP notice.

- 1. Click the Alternative Procurement button on the Dashboard.
- 2. Choose Create an ALTP Notice.

NOVASCOTIA								Logged in as Seonaid MacF	arlane Logout
Getting Started Guide to Posting Tender and Alternative Procur	rement Notices Procur	ement Training Materials Pro	curement System Support	Request a PSE Ari	iba Account	Ariba Resourc	es Policies	and Legislation -	
Search Q	Dashboar Select one of the tabs Standing Offer Contra	d below to view Public Tender No cts available to broader Public S	tices, Alternative Procure lector Entities.	ment Notices, or cur	rrent		Cre	eate an ALTP Notice	Need Help?
	As of March 21, 2 suppliers workin by the <u>COVID-19</u> Attestation Form COVID-19 Vaccin	022, proof of vaccination will no g on behalf of the Nova Scotta G Mandatory Vaccination Protoco Mandatory Vaccination Proviously subr titon Attestation form, <u>click here</u>	It be required for most go overnment and entering i <u>Lin High-Risk Settings</u> pro nitted a form. For more in 2.	wernment workplac High-Risk Settings m tocol and complete i Iformation and to co	es. However, iust adhere the Supplier omplete a				
Filters Reset My Notices	Tenders 39.31 When urgent, speciali may be used to purch Procurement (ALTP) a	Alternative Procurement 1.5% ted or exceptional circumstance ase goods, services or construct ward notices are posted below.	Standing Offer Contr s are encountered, altern ion in alignment with pro	acts 99 ative procurement p vincial protocols. Alt	practices ernative				
- Select - V	1524 Results							Sort Award Date (DESC) 🗸
-Select - V	ALTP ID Title	Organization	Circumstance	Category	Supplier	Award J Date J	Awarded Amount	Contact Information	
- Select - 🗸 🗸	LUKE- OCT12-1 Test	Art Gallery of Nova Scotia	DESIGN CONTEST	Construction	Supplier Name	12 Oct 2022	\$100,000.00 CAD	Tracey Taweel, Deputy Minister - Tracey.Taweel@novascotia.ca	
Category - Select -	LUKE- Another OCT12-2	ALTP Auditor General	ADVANTAGEOUS CIRCUMSTANCES	Construction	Test	12 Oct 2022	\$123.00 CAD	Test	
Search	LUKE- Third AL OCT12-3 Notice	TP Department of Natural Resources and Renewables	EMERGENCY	Construction, Services	Supplier Name	12 Oct 2022	5999,999.00 CAD	Karen Gatien, Deputy Minister - karen.gatien@novascotia.ca	

3. Complete the form. Note that all fields are mandatory.

Filter label	Description
ALTP ID	Mandatory field. This is a unique field. Choose a numbering/ naming system
	that works for your organization/ department. It is recommended to use a
	system similar to Tender IDs. For example, HRM-2022-ALTP01.
Title	Enter a concise description of the untendered product or service. For example,
	ALTP – Implementation of new regulatory requirements for aquaculture licensing
	and farm management.



×

Filter label	Description
Category	Mandatory field, checkboxes. Choose from Goods, Services, and/or
	Construction. You can choose more than one.
Procurement Entity	Mandatory field, dropdown. This will default to your department/ organization.
Contact Information	Mandatory field. Include the contact information (e.g., name, title, email,
	telephone) for the person responsible for enquiries around the ALTP purchase.
Award Date	Mandatory field, date. Choose the date that the purchase order, outline
	agreement, and/or contract was executed.
Awarded Amount	Mandatory field. Enter the original awarded amount.
Currency	Mandatory field, currency. Defaults to CAD. Other choices are Euro, Pound
	Sterling, US Dollar.
Supplier	Mandatory field. Enter the name of the supplier who was awarded the contract.
	Ensure consistent spelling.
Circumstance	Mandatory field, dropdown. Choose the circumstance from the list.

- 4. Click Submit.
- 5. Close the dialog box.

Successfully created a new alternative procurement notice.

You will see the ALTP notices. Notice that only the ones you created have the 'Edit' pencil beside it. This because you can only edit the ones that you created.

NOVASCOTIA									Logged in as Seonaid MacFarlane Logout
Getting Started Guide to Posting Tender and Alternative Procure	ement Notices	Procurement Training Mater	ials Procurement Sy	stem Support Re	quest a PSE Ariba Ac	count Ar	iba Resource	s Policies	and Legislation -
(Search Q)	Dashb Select one of t Standing Offe	oard he tabs below to view Public r Contracts available to broa	: Tender Notices, Alterr der Public Sector Entiti	ative Procurement i es.	Notices, or current			Cr	eate an ALTP Notice Need Help?
	As of Mai suppliers by the <u>CC</u> Attestatic COVID-15	rch 21, 2022, proof of vaccin; working on behalf of the Nc <u>VID-19 Mandatory Vaccinati</u> on Form if they have not prev Vaccination Attestation forr	ation will not be require wa Scotla Government ion Protocol in High-Ris viously submitted a for m, <u>click here</u> .	ed for most governn and entering High-R <u>k Settings</u> protocol a n. For more informa	nent workplaces. H4 lisk Settings must a and complete the Si ation and to comple	owever, dhere upplier ete a			
Filters Reset My Notices	Tenders When urgent, may be used t Procurement of	Alternative Procuren specialized or exceptional ci o purchase goods, services o (ALTP) award notices are pos	nent 1.5k Standin rcumstances are encou or construction in aligni sted below.	ng Offer Contracts ntered, alternative (nent with provincial	99 procurement practi protocols. Alternat	ces ive			
Grganization	1526 Re	sults							Sort Award Date (DESC) V
- Select -	ALTP ID	Title	Organization	Circumstance	Category	Supplier	Award Date	Awarded Amount	Contact Information
Awara usee Kange	MODL- ALTP444	ALTP - New Roof	Municipality of the District of Lunenburg	WARRANTY	Construction	ABC Company	03 Oct 2022	\$30,567.00 CAD	Me
- Select -	MODL-2022- ALTP78	ALTP - Implementation of new regulatory requirements for licensing	Municipality of the District of Lunenburg	COMPATIBILITY	Services, Goods	ABC Company	06 Oct 2022	\$45,078.00 CAD	Joe Bloggs, Chief Engineer, Tel 902 222 2222, Email Joe bloggs@abc.com
Search	LUKE-OCT12-3	Third ALTP Notice	Department of Natural Resources and Renewables	EMERGENCY	Construction, Services	Supplier Name	12 Oct 2022	\$999,999.00 CAD	Karen Gatien, Deputy Minister - karen gatien@novascotia.ca

- 6. Click the Edit symbol beside the ALTP notice you want to edit.
- 7. Make any changes and click **Submit** again.



You can also choose **Mine** in the filter box to show only your ALTP notices.

										Logged in as Seonaid Ma	lacFarlane
Getting Started Guide to Postin	ng Tender and Alternative Proc	urement Notices Pro	curement Training Materials Pro	curement System Support	Request a PSE	Ariba Account A	riba Resources	Policies	and Legislation	1-	
Search	م	Dashb Select one of t Standing Offer	Oard he tabs below to view Public Tende ^c Contracts available to broader Pub	r Notices, Alternative Pro Jic Sector Entities.	curement Notices	, or current				Create an ALTP Notice	Need Hel
		As of Mar suppliers by the <u>CC</u> Attestatic COVID-19	ch 21, 2022, proof of vaccination w working on behalf of the Nova Sco <u>VID-19 Mandatory Vaccination Pro</u> in Form if they have not previously Vaccination Attestation form, <u>click</u>	ill not be required for mo tis Government and ente tocol in High-Risk Setting submitted a form. For m <u>here</u> .	ist government wo ring High-Risk Set § protocol and cor ore information ar	orkplaces. However, tings must adhere nplete the Supplier nd to complete a					
Filters	Reset	Tenders	Alternative Procurement	5 Standing Offer 0	Contracts 99]					
My Notices		When urgent, may be used t	specialized or exceptional circumst o purchase goods, services or cons	ances are encountered, a	Iternative procure	ement practices					
Organization		Procurement (ALTP) award notices are posted be	truction in alignment with low.	n provincial protoc	ols. Alternative					
Organization - Select -	~	Procurement (5 Results	ALTP) award notices are posted be	ruction in alignment with	n provincial protoc	ols. Alternative				Sort Award Dat	te (DESC)
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Organization - Select - Circumstance - Select - Award Date Range - Select - Category - Select - Category - Select -	· · · · · · · · · · · · · · · · · · ·	Procurement (5 Result: ALTP ID MODL- ALTP78 MODL- ALTP44	ALTP) award notices are posted bel 5 See All Results Title ALTP - Implementation of new regulatory requirements for licensing ALTP - New Roof	Organization Municipality of the District of Lunetburg Municipality of the District of Lunetburg	Circumstance COMPATIBILITY WARRANTY	Category Services, Goods Construction	Supplier ABC Company ABC Company	Award Date 06 Oct 2022 03 Oct 2022	Awarded Amount \$45,078.00 CAD \$30,567.00 CAD	Sert Award Dat Contact Information Joe Brogg, Chief Engineer, Tel 90 Email Joe Diogge@acc.com Me	te (DESC)
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You will notice that only the notices that you created have the Edit symbol beside them.

Advance Contract Award Notifications (ACAN)

An Advance Contract Award Notice is used when an entity is considering a direct award (*e.g., sole source*) but want to ensure there aren't any other players in the market. For example, in healthcare, specialists may believe

that ABC Company is the only manufacturer of a product (*let's say platelet testing*). Before the specialist completes an ALTP for sole source (*because they believe only ABC Company does this*), they would post an ACAN. That way, if there were any new players in the market, they could come forward, and then the specialist would know that it is not a sole source, and they should go to tender. Likewise, if they don't hear from anyone, they would be confident that ABC Company is the only manufacturer and a sole source ALTP could be justified.

Posting an ACAN is posting a tender, except that under **Procurement Method** and **Solicitation Type**, you would choose *Advance Contract Award Notice*.

Post a Tender	
Summary Information	
Tender ID *	0
MODL-2022-123	
Procurement Method *	0
Advance Contract Award Notice	~
Solicitation Type *	0
Advance Contract Award Notice	~
Title *	0
ACAN - Platelet Testing	



Additional Help/Support

For more help and support posting a tender or ALTP notice to the provincial portal, submit a ticket to <u>Procurement Support</u>.