



Guide to Posting Tenders & Alternative Procurements (ALTPs)

PUBLIC SECTOR ENTITIES (PSE)

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

Document Information

Revision History

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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App*), Tenders Opportunities Notification Service (*TONS*), and existing web pages, which means that your AGT Login is no longer valid.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*).

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Section 1: Tour of the NS Procurement Portal

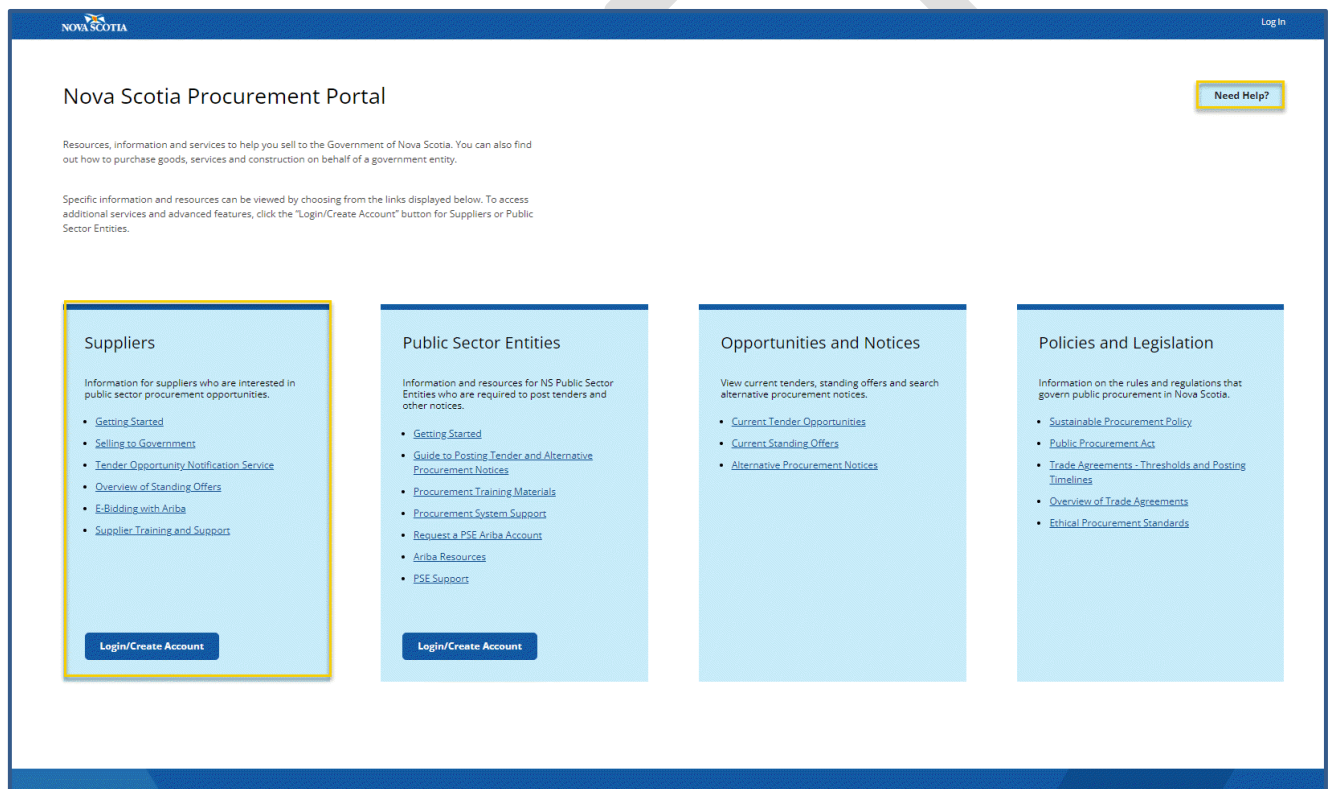
This section provides an overview of the following: Suppliers Portal, Public Sector Entity (PSE) Portal, Opportunities and Notices and Policies and Legislation.

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.



- **Getting Started:** Link to [Introduction to Procurement](#) 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 [Selling to Government](#) 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 [NSiD account](#), and Tender Notifications page, giving the opportunity to register for [tender opportunity notifications](#) (TONS), and information on how to select tender categories etc.
- **Standing Offers:** Link to the [Overview of Standing Offers](#) 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 [eBidding](#) page describing what eProcurement is, including eBidding and eBonding, and links to videos for suppliers working with Ariba.
- **Training and Support:** Link to the [Supplier Training and Support](#) 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.

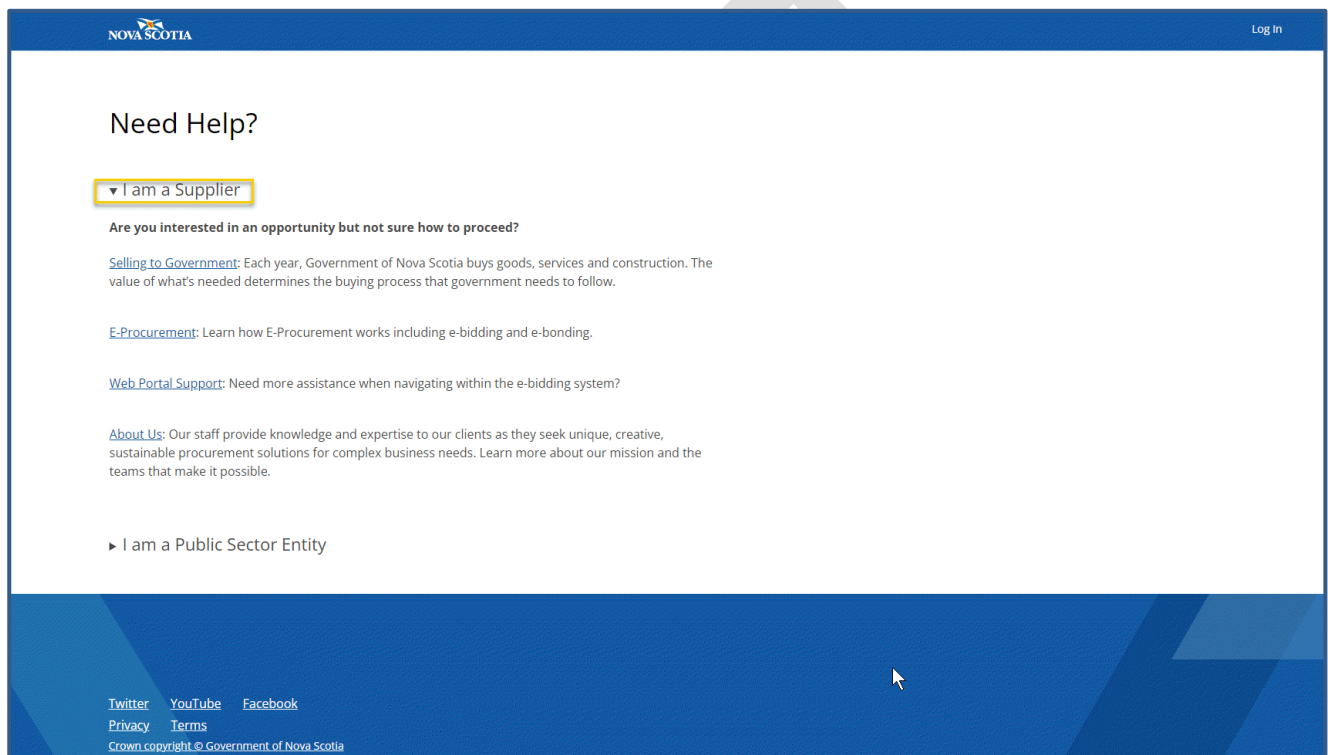
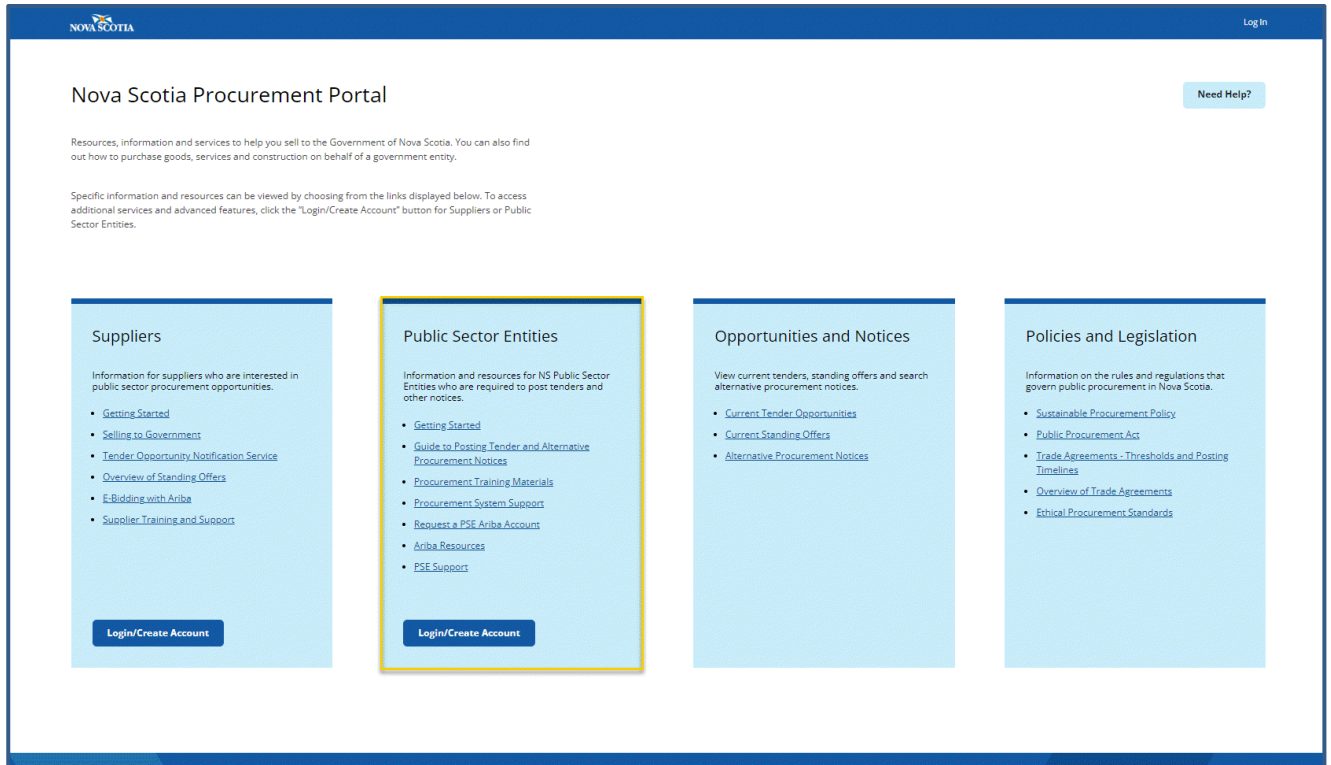


Figure # above shows the Supplier link expanded.

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.



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.

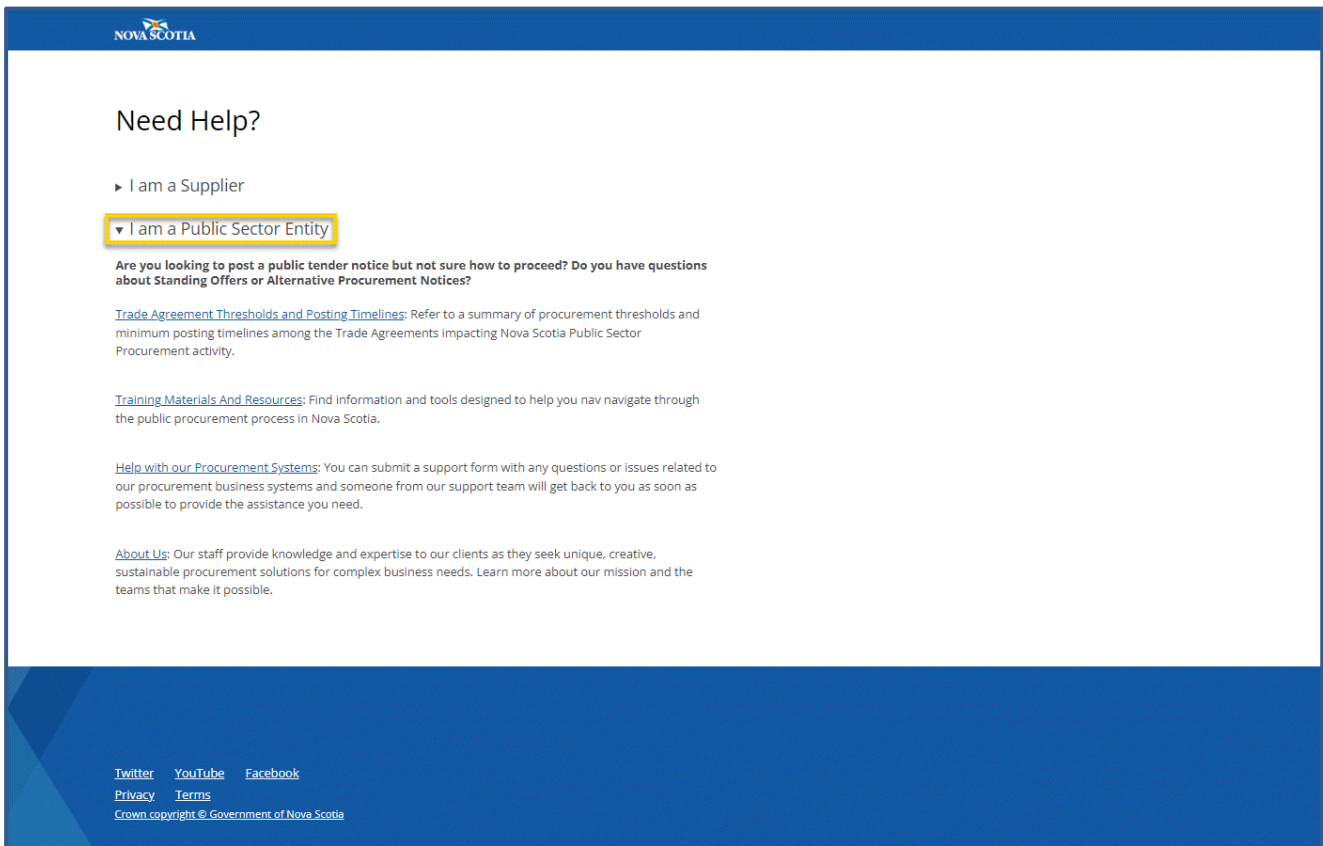
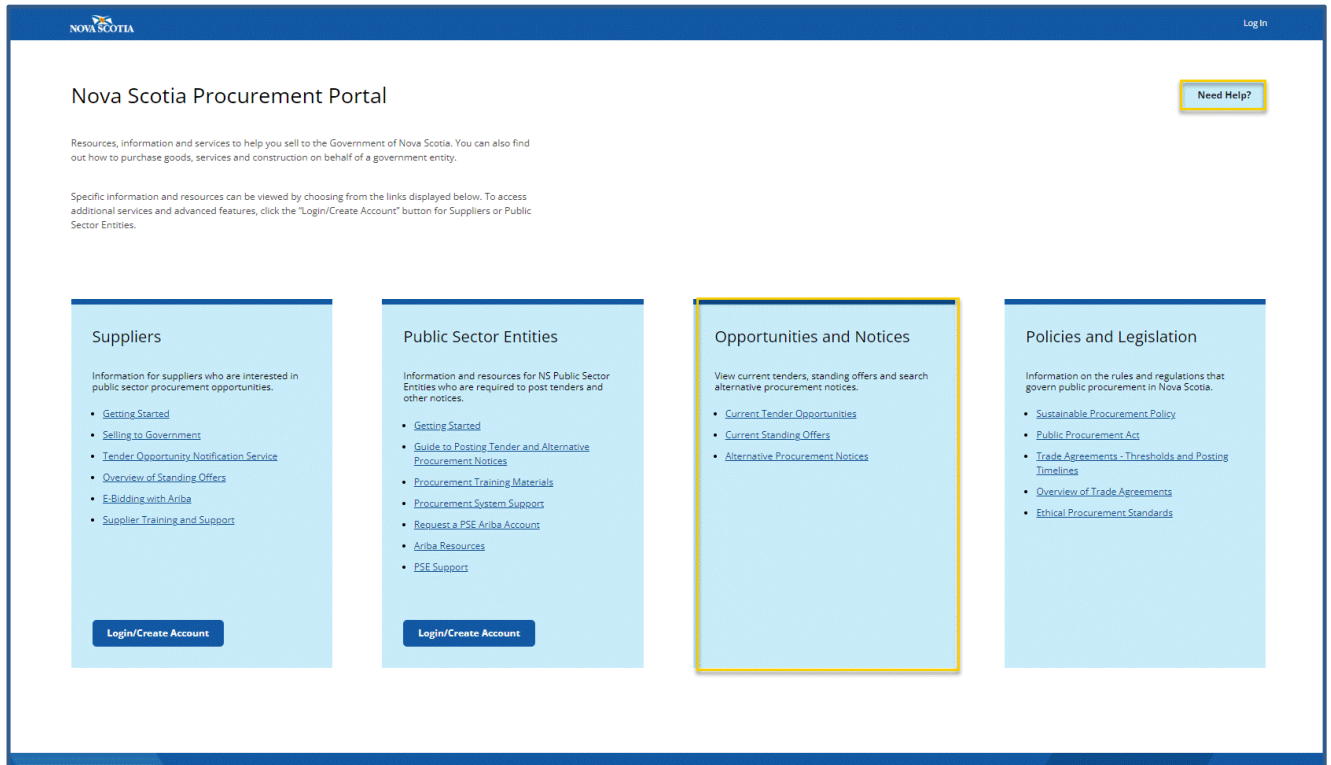


Figure # above shows the Public Sector Entity link expanded.

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**.



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.

The table below outlines each filter and its description.

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

Public Notices and Standing Offer Opportunities

Select one of the tabs below to view Public Tender Notices, Alternative Procurement Notices, or current Standing Offer Contracts with on-going onboarding of Suppliers. For access to additional features and functions, click "Log In" above.

Tenders 6 **Alternative Procurement 1514** Standing Offer Contracts 12

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.

1514 Results

Sort: Award Date (DESC)

ALTP ID	Title	Organization	Circumstance	Category	Supplier	Award Date	Awarded Amount	Contact Information
CW1222-ABC-Altcp	ALTP - ABC Software Upgrade	Department of Health and Wellness	COMPATIBILITY	Services, Goods	ABC Company	28 Sep 2022	\$35,556.00 CAD	Jeanine Lagasse, Deputy Minister - jeanine.lagasse@novascotia.ca
TestingALTP123456789	TestingALTP123456789	Department of Intergovernmental Affairs	SOLE SOURCE	Construction, Goods, Services	Barrington	13 Sep 2022	\$120,000.00 CAD	Kellann Dean, Deputy Minister - Kellann.Dean@novascotia.ca
TestingALTP1234567890	TestingALTP1234567890	Department of Intergovernmental Affairs	SOLE SOURCE	Construction, Goods, Services	Barrington	13 Sep 2022	\$120,000.00 CAD	Kellann Dean, Deputy Minister - Kellann.Dean@novascotia.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
Test088	Test088	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

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.

Filter Label	Description
Organization	Choose department or agency from the dropdown list. For example, <i>Antigonish Regional Development Authority, Cape Breton Housing Authority, Province of Nova Scotia – Department of Public Works, Region of Queen’s Municipality, etc.</i>
Circumstance	Choose from the available circumstances. For example, <i>Compatibility, Emergency, Original Art, Sole Source, etc.</i>
Award Date Range	Choose from <i>Awarded Today, Awarded Last 7 Days, Awarded Last 30 Days, or Awarded Current Year.</i>
Category	Choose from <i>Goods, Services, or Construction</i> . You can choose 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.

Public Notices and Standing Offer Opportunities

Select one of the tabs below to view Public Tender Notices, Alternative Procurement Notices, or current Standing Offer Contracts with on-going onboarding of Suppliers. For access to additional features and functions, click "Log In" above.

Tenders 0 Alternative Procurement 1514 Standing Offer Contracts 12

The standing offer contracts displayed below offer on-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, Coaching, Collaboration, Change Management, Communication, Workplace Skills, Time Management, Project Management, Facilitation, Career Management, Diversity and Inclusion	01 Jul 2020	30 Jun 2024	Ongoing 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	2025-03-01 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	Ongoing Onboarding

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

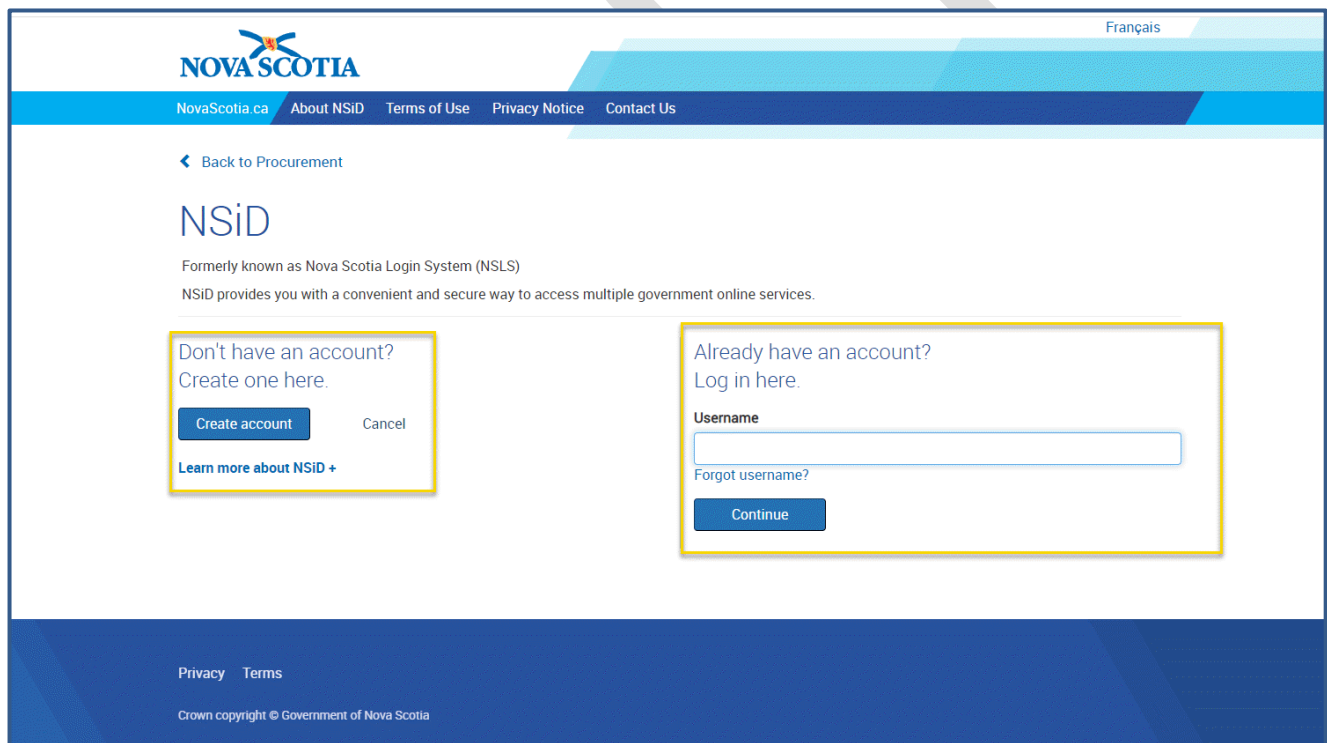
Existing PSE employees need to create an NSiD account, which is the digital identity platform used by the NS government, formerly known as Nova Scotia Login System (NSLS).



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.
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](#).



The screenshot shows the NSiD login page. At the top, there is a Nova Scotia logo and a language selector for 'Français'. Below the logo is a navigation bar with links for 'NovaScotia.ca', 'About NSiD', 'Terms of Use', 'Privacy Notice', and 'Contact Us'. The main content area features a 'Back to Procurement' link and the 'NSiD' logo. Below the logo, it states 'Formerly known as Nova Scotia Login System (NSLS)' and 'NSiD provides you with a convenient and secure way to access multiple government online services.' There are two main options: 'Don't have an account? Create one here.' with a 'Create account' button and a 'Cancel' link, and 'Already have an account? Log in here.' with a 'Username' input field, a 'Forgot username?' link, and a 'Continue' button. At the bottom, there are links for 'Privacy' and 'Terms', and a copyright notice: 'Crown copyright © Government 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.

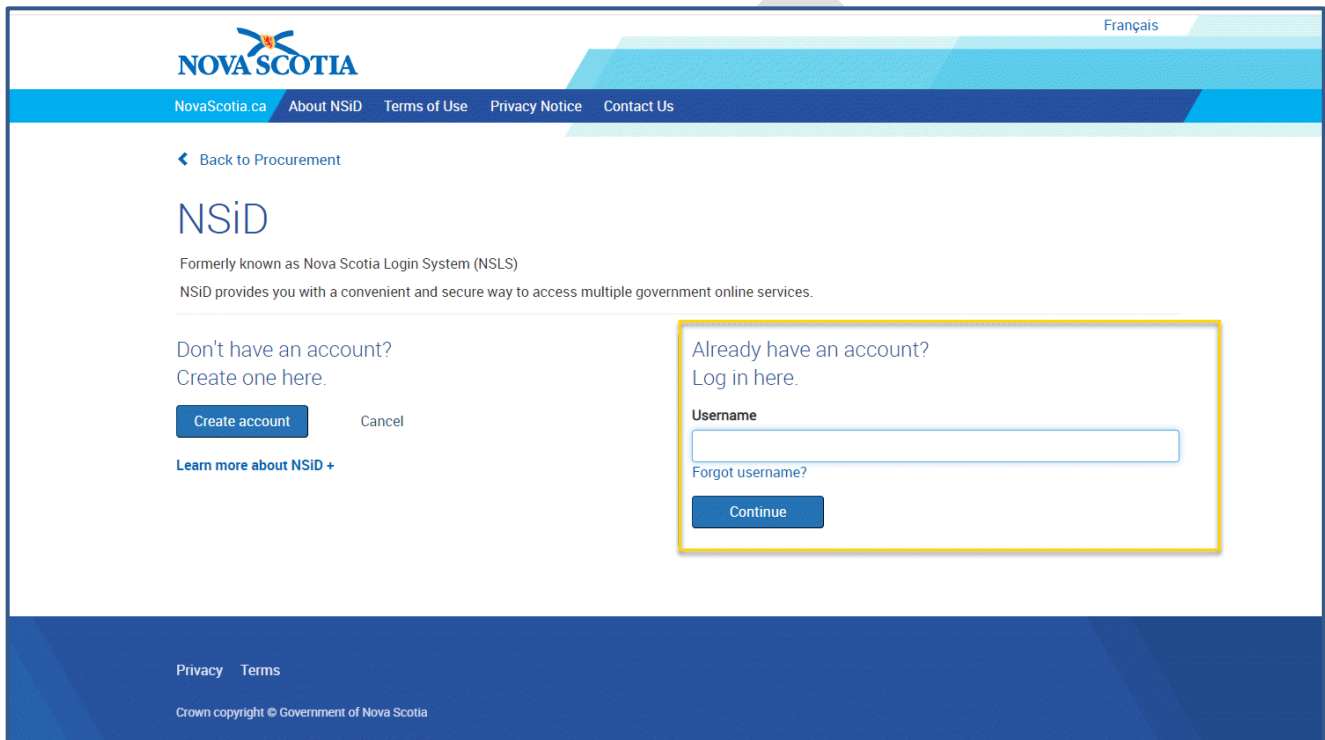
9. Read the *Privacy Notice* and *Terms of Use*, select your organization from the dropdown list, and check the box to accept Terms of Use.
10. Click **Submit** to request access.

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.



The screenshot shows the NSiD login page. At the top right, there is a language selector for "Français". The main header includes the Nova Scotia logo and navigation links: "NovaScotia.ca", "About NSiD", "Terms of Use", "Privacy Notice", and "Contact Us". Below the header, there is a "Back to Procurement" link. The main heading is "NSiD", with a sub-heading "Formerly known as Nova Scotia Login System (NSLS)" and a description: "NSiD provides you with a convenient and secure way to access multiple government online services." There are two main sections: "Don't have an account? Create one here." with a "Create account" button and a "Cancel" link, and "Already have an account? Log in here." which contains a "Username" input field, a "Forgot username?" link, and a "Continue" button. At the bottom, there are links for "Privacy" and "Terms", and a copyright notice: "Crown copyright © Government of Nova Scotia".

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.

NOVA SCOTIA Logged in as Seonaid MacFarlane Logout

Getting Started | Posting Tender and Alternative Procurement Notices | Ariba Resources | Training and Support | Policies and Legislation

Search Opportunities

Dashboard

Tenders **607**
Alternative Procurement **13**
Standing Offer Contracts **39**

607 Results Sort Date Created (DESC)

Tender ID	Solicitation Type	Title	Organization	End User Entity	Posted Date	Closing Date	Status	Watchlist
IB-02AUG2022	Request for Proposal (Construction)	Street Recapitalization - Anywhere Avenue, Halifax, NS	Province of Nova Scotia	-	-	03 Aug 2022	OPEN	<input type="checkbox"/> No <input type="checkbox"/> Yes
LUKE-AUG1-1	Request for Proposal (No Negotiation, Contract A)	Title of tender	Acadia University	-	-	01 Sep 2023	OPEN	<input type="checkbox"/> No <input type="checkbox"/> Yes
Acadia-123	Advance Contract Award Notice	Chairs	Acadia University	-	-	29 Jul 2022	EXPIRED	<input type="checkbox"/> No <input type="checkbox"/> Yes
BID-Tender	Advance Contract Award Notice	Bid-Title	Province of Nova Scotia	-	-	28 Jul 2022	EXPIRED	<input type="checkbox"/> No <input type="checkbox"/> Yes
Guy	Advance Contract Award Notice	Guy-title	Acadia University	-	-	28 Jul 2022	EXPIRED	<input type="checkbox"/> No <input type="checkbox"/> Yes

Post a Tender | Need Help?

Filters Reset

Watchlist All Watched

Issuer

UNSPSC

Status

Procurement Method

Solicitation Type

Search

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 [agreement thresholds](#) be posted on the Procurement Portal, in compliance with the [NS Sustainable Procurement Policy](#) and the [Public Procurement Act](#).

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.

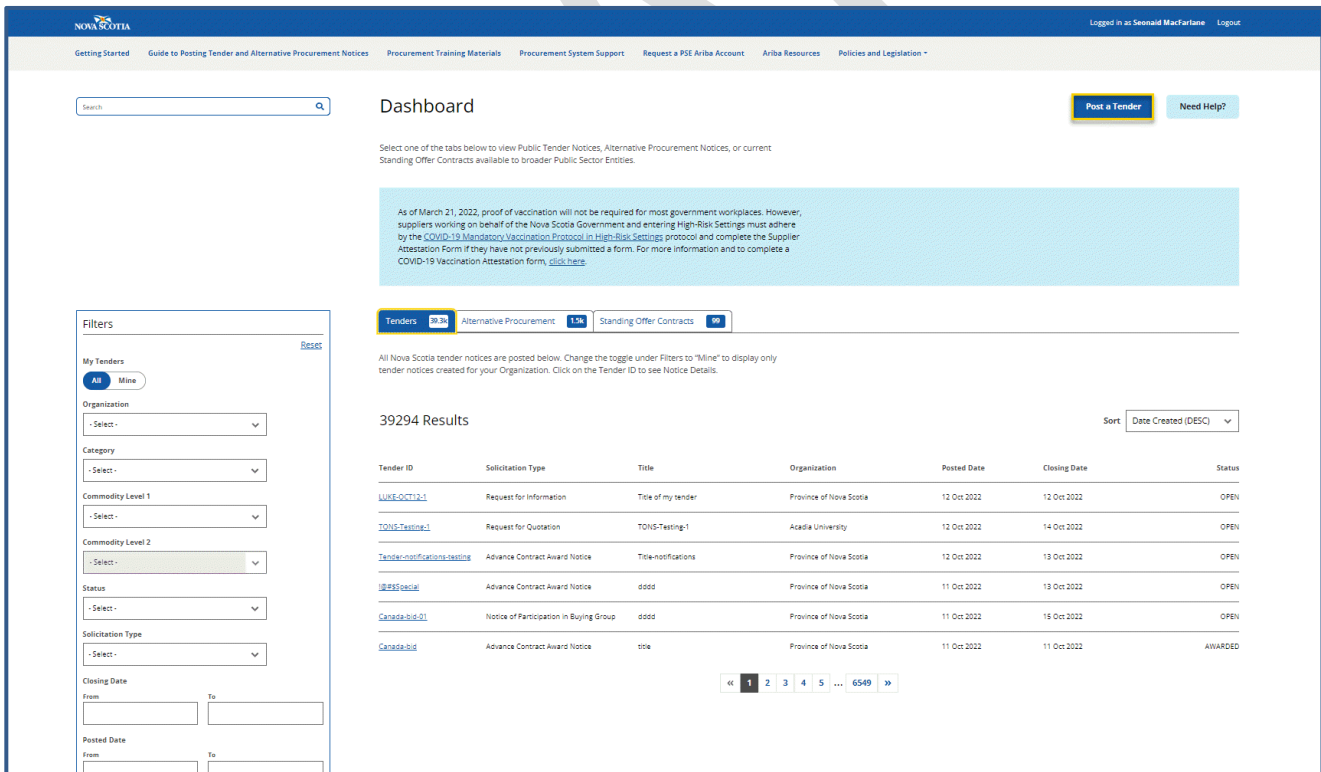
They will continue to use existing procurement practices and processes for the acquisition of low value goods, services, and construction, and modify procurement practices and processes to comply with the obligations of domestic and international trade agreements.

All ALTPs valued over [CFTA thresholds](#) 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.



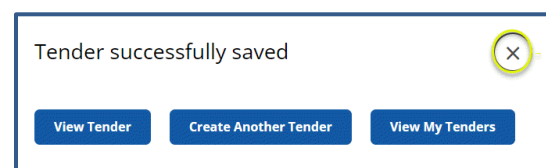
The screenshot shows the Nova Scotia Procurement Portal Tenders Dashboard. At the top right, there is a 'Post a Tender' button. Below the navigation tabs, there is a search bar and a 'Dashboard' heading. A large blue banner contains a notice about COVID-19 vaccination requirements. Below the banner, there are tabs for 'Tenders' (39/39), 'Alternative Procurement' (1/56), and 'Standing Offer Contracts' (99). A table displays 39294 results with columns for Tender ID, Solicitation Type, Title, Organization, Posted Date, Closing Date, and Status. The table shows several rows of tender notices, including 'Request for Information', 'Request for Quotation', and 'Advance Contract Award Notice'.

2. Complete the form.

Field label	Description
<i>Tender ID</i>	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.
<i>Procurement Method</i>	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.
<i>Solicitation Type</i>	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.
<i>Title</i>	Mandatory field. This should accurately reflect the procurement being tendered, prefixed by the appropriate Rfx acronym. For example, <i>RSO – Office Supplies</i> , <i>RFQ – New Warehouse Refit</i> , <i>RFC – New Waterford Hub</i> , <i>RFP – Water Treatment Program</i> , <i>RFSQ – Medical Death Investigators Onboard</i> , etc.
<i>Description</i>	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, <i>“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.”</i>
<i>Trade Agreement</i>	Mandatory field, checkboxes. Select all applicable trade agreements. For more information about each, visit the Trade Agreements page on our website.
<i>Commodities</i>	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.
<i>Estimated Duration of Contract (months)</i>	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.
<i>Tender Documents</i>	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>).
<i>Closing Date</i>	Mandatory field, date. Choose from the calendar.
<i>Closing Time</i>	Mandatory field, time. Populates automatically with 2:00pm ADT.

<i>Closing Location</i>	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.
<i>Public Opening Date</i>	Optional field. If your organization does public openings, enter the date here, and complete the applicable fields below. Otherwise, leave as is.
<i>Public Opening Time</i>	Optional field. If your organization does public openings, enter the time here. NOTE: All times are shown in Atlantic Daylight Time (ADT).
<i>Public Opening Location</i>	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.
<i>Submission Language</i>	Mandatory field, default English; the other choice is French.
<i>Pick up Fee</i>	If applicable, enter pick up fee for accessing tender documents here. Otherwise, leave as is.
<i>Terms of Payment</i>	If applicable, enter the terms of payment for accessing tender documents here. Otherwise, leave as is.
<i>Memorandum</i>	Use this to detail specific notes about the procurement. For example, site visits, additional instructions, etc.
<i>Were sustainable procurement criteria used for this purchase?</i>	Mandatory field. Choose Yes or No . Yes – Choose the <i>Primary source of sustainable procurement criteria used</i> from the dropdown menu. No – Choose the <i>Primary reason for not using sustainable procurement criteria</i> from the dropdown menu.
<i>Procurement Entity Address Fields</i>	Defaults to your department/organization. Leave as is.
<i>Contact Name</i>	Mandatory field. Enter the main contact for the procurement here, such as the Subject Matter Expert.
<i>Contact Method</i>	Choose from Email or Phone Number (or both) by unchecking/ checking the box beside each.
<i>Procurement Entity Contact Email</i>	Mandatory field if Email box checked. Enter main contact email address here.
<i>Procurement Entity Contact Phone</i>	Mandatory field if Phone Number box checked. Enter main contact phone number here.
<i>Contact Info</i>	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.
<i>Tender Post Date</i>	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.

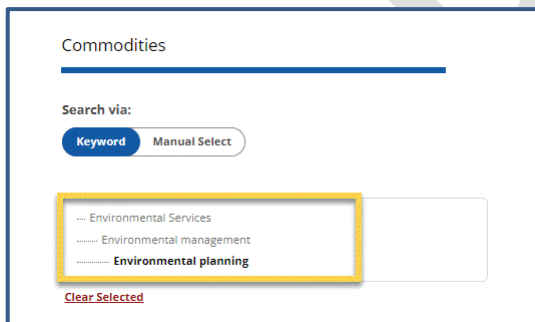


REMEMBER to select all commodity categories that apply to your tender to maximize the number of potential vendors notified!

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.



Commodities

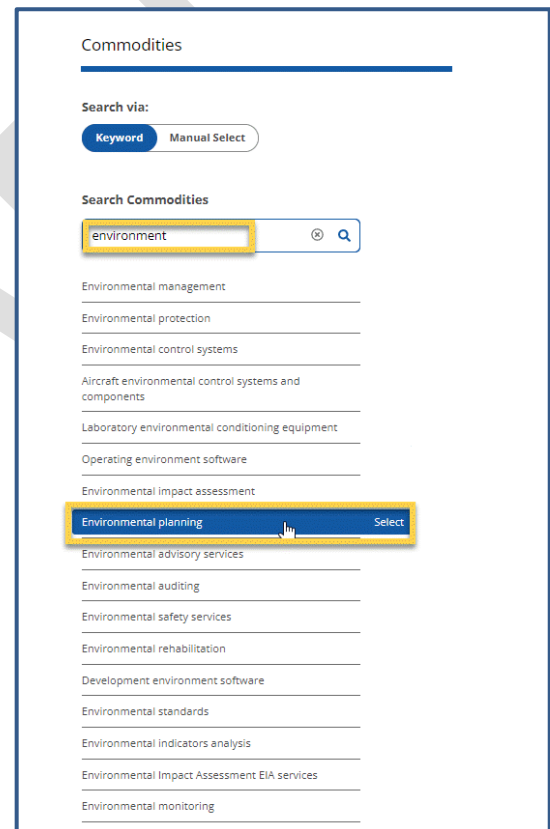
Search via:

Search Commodities

environment

- Environmental Services
- Environmental management
- Environmental planning**

[Clear Selected](#)



Commodities

Search via:

Search Commodities

environment

- 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**
- 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

- 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*).

Searching Using Manual Select

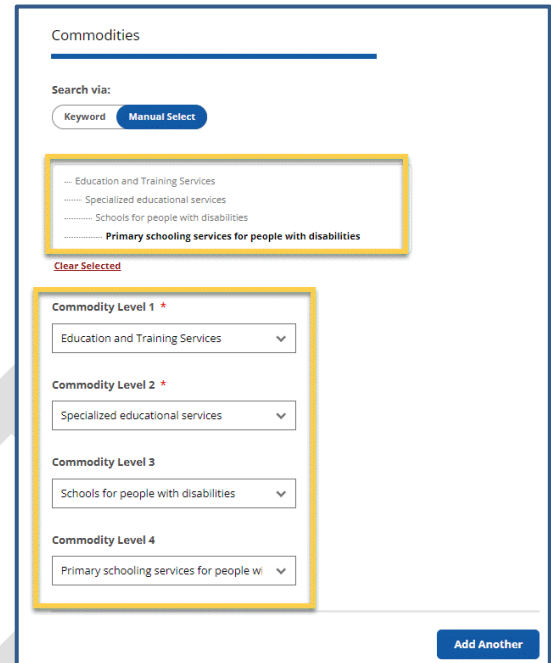
If you want to drill down to level 4, you can use **Manual Select**. When you select from the Commodity Level 1 dropdown, Level 2 becomes available, then Level 3, and finally Level 4 (*commodity*).

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

Posting an ALTP Notice

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

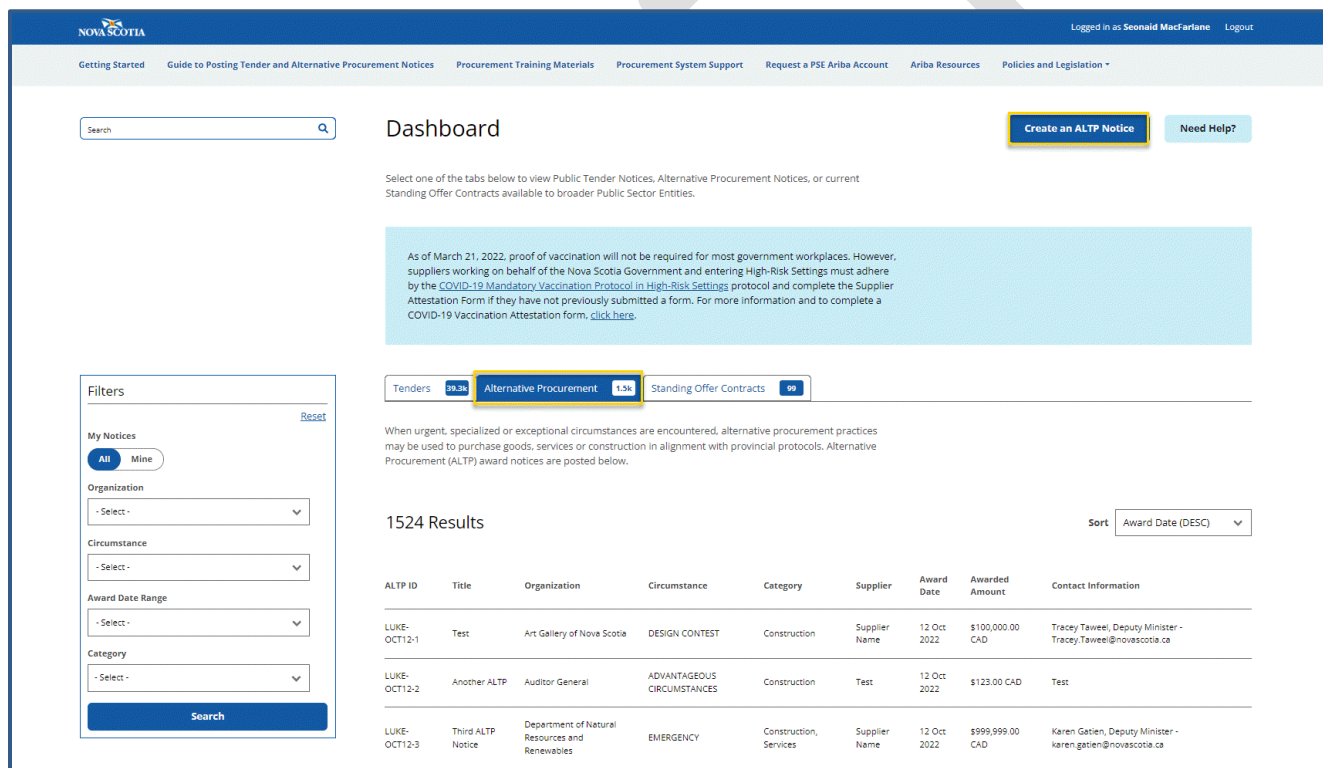
As mentioned above, the Province of Nova Scotia, in accordance with the Canadian Free Trade Agreement (CFTA) has been posting Alternative Procurement Awards for ALTP Circumstances 1, 3 -16 since November 2018.

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**.



The screenshot shows the Nova Scotia Procurement Portal dashboard. The user is logged in as Seonaid MacFarlane. The dashboard has a search bar and a 'Create an ALTP Notice' button highlighted with a yellow box. Below the search bar, there are tabs for 'Tenders' (99,36), 'Alternative Procurement' (1,54), and 'Standing Offer Contracts' (99). The 'Alternative Procurement' tab is selected and highlighted. A message box provides information about COVID-19 vaccination requirements. Below the message, there are filters for 'My Notices' (All, Mine), 'Organization', 'Circumstance', 'Award Date Range', and 'Category'. The main content area shows '1524 Results' and a table of ALTP notices.

ALTP ID	Title	Organization	Circumstance	Category	Supplier	Award Date	Awarded Amount	Contact Information
LUKE-OCT12-1	Test	Art Gallery of Nova Scotia	DESIGN CONTEST	Construction	Supplier Name	12 Oct 2022	\$100,000.00 CAD	Tracey Taweei, Deputy Minister - Tracey.Taweei@novascotia.ca
LUKE-OCT12-2	Another ALTP	Auditor General	ADVANTAGEOUS CIRCUMSTANCES	Construction	Test	12 Oct 2022	\$123.00 CAD	Test
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

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 <i>Goods, Services, and/or Construction</i> . 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., <i>name, title, email, telephone</i>) 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 <i>Euro, Pound Sterling, US Dollar</i> .
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.

- Click **Submit**.
- Close the dialog box.

Successfully created a new alternative procurement notice.
X

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.

The screenshot shows the Nova Scotia Procurement System Dashboard. On the left, there are filters for My Notices (All, Mine), Organization, Circumstance, Award Date Range, and Category. The main content area shows a 'Dashboard' with a search bar and buttons for 'Create an ALTP Notice' and 'Need Help?'. Below this, there is a notification about COVID-19 vaccination requirements. The dashboard also displays tabs for Tenders (99.3k), Alternative Procurement (1.5k), and Standing Offer Contracts (99). A message states: '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 (ALTP) award notices are posted below.' The results section shows 1526 Results, sorted by Award Date (DESC). A table of results is shown below:

ALTP ID	Title	Organization	Circumstance	Category	Supplier	Award Date	Awarded Amount	Contact Information
MODL-ALTP444	ALTP - New Roof	Municipality of the District of Lunenburg	WARRANTY	Construction	ABC Company	03 Oct 2022	\$30,567.00 CAD	Me
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
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 Gatten, Deputy Minister - karen.gatten@novascotia.ca

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

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

The screenshot shows the 'Dashboard' page of the Nova Scotia Procurement System. On the left, there is a 'Filters' sidebar with a 'My Notices' section where 'Mine' is selected. Below this are dropdown menus for Organization, Circumstance, Award Date Range, and Category. A 'Search' button is at the bottom of the filters. The main content area shows a 'Dashboard' header with a search bar and buttons for 'Create an ALTP Notice' and 'Need Help?'. Below the header, there are tabs for 'Tenders' (99/36), 'Alternative Procurement' (3), and 'Standing Offer Contracts' (99). A message box provides information about COVID-19 vaccination requirements. Below the message, there is a section for '5 Results' with a 'See All Results' link. A table lists the results with columns for ALTP ID, Title, Organization, Circumstance, Category, Supplier, Award Date, Awarded Amount, and Contact Information. The table contains five rows of data, each with an edit icon (pencil) in the Contact Information column.

ALTP ID	Title	Organization	Circumstance	Category	Supplier	Award Date	Awarded Amount	Contact Information
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
MODL-ALTP444	ALTP - New Roof	Municipality of the District of Lunenburg	WARRANTY	Construction	ABC Company	03 Oct 2022	\$30,567.00 CAD	Me
ALTP-MODL-2022-053	ALTP - ABC Software Upgrade	Municipality of the District of Lunenburg	COMPATIBILITY	Goods, Services	ABC Company	28 Sep 2022	\$92,750.00 CAD	Manager, 902 333 3333, email manager@novascotia.ca
ALTP-2022-023	ALTP - Tree Removal	Municipality of the District of Lunenburg	EMERGENCY	Construction, Services, Goods	ABC Company	26 Sep 2022	\$20,870.00 CAD	Joe Public, Chief Engineer, Tel 902 222 2222, Email joe.public@modi.org
ALTP-MODL-2022-032	ALTP - Tree Removal	Municipality of the District of Lunenburg	EMERGENCY	Construction, Services	ABC Company	26 Sep 2022	\$56,780.00 CAD	Joe Public, Chief Engineer, Tel 902-111-1111, Email joe.public@novascotia.ca

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*.

The screenshot shows the 'Post a Tender' form. It has a 'Summary Information' section with the following fields:

- Tender ID ***: MODL-2022-123
- Procurement Method ***: Advance Contract Award Notice
- Solicitation Type ***: Advance Contract Award Notice
- Title ***: 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 [Procurement Support](#).

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