



Chignecto Central

Regional Centre for Education

How to Sell us your Goods, Services.

Did you know that the Chignecto-Central Regional Centre for Education spends several million dollars on goods, services and construction each year? We repair roofs, maintain elevators, purchase technology products, vehicles, educational supplies, and many other items. Most of these goods and services we buy from Nova Scotia suppliers. You may want to do business with us. This booklet should explain the process.

Procurement

Chignecto-Central Regional Centre for Education issues a purchase order prior to goods, services and construction requirements being purchased. Suppliers must have a purchase order or purchasing card payment before proceeding.

Low value and high value purchases are usually handled by the purchasing department. To be considered for the many purchases made every day, please contact Chignecto-Central Regional Centre for Education.

The key to getting repeat business is to offer excellent value. Pricing should be competitive and your quality high.

For goods, services and construction less than \$2,500, users will issue a purchase order to a supplier that offers good value.

Tenders

Visit **Procurement Nova Scotia Tender Notices Web portal site** <https://procurement.novascotia.ca/ns-tenders.aspx>. - all current Public Tender opportunities are listed.

The first resource is the **Tenders** section. Tenders are listed that are currently posted by government departments, agencies, boards, commissions, and the MASH sector. MASH is short for municipalities, academic institutes, regional centres for education, and hospitals.

Interested suppliers can access the Internet at most provincial libraries, offices of Access Nova Scotia, Community Access Point (CAP) sites, and Canada/Nova Scotia Business Service Centres.

Tip: *New tenders are issued frequently. Bookmark Procurement Nova Scotia Tender Notices Web portal site <https://procurement.novascotia.ca/ns-tenders.aspx> for easy reference.*

Suppliers on a standing offer have gone through a public tender process. They have agreed to offer a particular good or service at a set price for the time period covered by the standing offer, often one year.

Tender documents come in a number of different formats, such as request for quotation, request for proposal, request for information, request for construction, and request for standing offer. Contact Purchasing for any assistance regarding this process.

Tender documents can range from one page to numerous pages. They describe the goods, services or construction to be purchased and the conditions needed to be an eligible bidder. Tender documents provide the due date and time, along with how and where to submit bid.

When completing a tender submission, please read the entire document from start to finish.

Tip: *Always pay close attention to the tender closing date, time, and location. Submissions must arrive on time, at the specified location, or they cannot be accepted.*

Tenders are available for a specific number of days, allowing time to be advertised and giving suppliers time to prepare bids. The timeframe often depends on the complexity of the tender.

Sometimes conditions change after a tender has been advertised. If this happens, an addendum is issued.

Tender responses (or bids) are opened at the location, date, and time shown in the tender documents. Within 24 hours we will post who has bid on the project, or goods on *Procurement Nova Scotia Tender Notices Web portal site* <https://procurement.novascotia.ca/ns-tenders.aspx>.

After the bids have been opened, staff review each submission to ensure it meets the criteria listed in the tender document. The lowest bid does not automatically mean the corresponding supplier will be awarded the tender. Rather, each bid is evaluated against all the criteria outlined in the tender documents, including cost. Supplier's names may be posted on the Nova Scotia website.

After an award has been made – which means a successful bid has been identified and a contract made with the bidding supplier – the award information is posted on the *Procurement Nova Scotia Tender Notices Web portal site* <https://procurement.novascotia.ca/ns-tenders.aspx>. More specific details about the awards may be available under the Freedom of Information and Protection of Privacy Act.

We have no list of “authorized suppliers.” Anyone can bid on any tender, as long as published requirements are met.

Sign up for the Tender Opportunities Notification Service (TONS).

This free service is offered by the Nova Scotia Business Registry. Notices are sent when new tenders become available.

How to find out what Chignecto-Central Regional Centre for Education buys?

That depends upon the cost of what is needed. The process followed by CCRCE depends upon the dollar value. There are two main categories – low value purchases and high value purchases.

Low Value Purchases

- Goods up to and including \$25,000, Services up to and including \$50,000, Facilities up to and including \$50,000 or Construction up to and including \$100,000

High Value Purchases

- Goods over \$25,000, Services over \$50,000, Facilities over \$50,000 or Construction services over \$100,000

For purchases, there are three choices:

- **Directly to a supplier with a standing offer.** Suppliers on a standing offer have gone through a public tender process. They have agreed to offer a particular good or service at a set price for the time period covered by the standing offer, often one year.
- **Get three or more quotes from known suppliers to get a competitive price.** Purchasing may approach a minimum of three suppliers that offer the goods, services or construction needed. For goods, a particular quality or standard may be asked for. For services, qualifications of the service provider may be requested.
- **Public Tender.** Low value purchases may go through a formal tendering process. All high value tenders to be publicly advertised. The tender process is open to all suppliers. You may also hear it called the bidding process. The process is designed to be fair. The rules are strictly adhered to.

Three ways to improve your chances of doing business with Chignecto Central Regional Centre for Education

1. **Ask for suggestions for next time.** If a supplier bids on a project but was not successful a debriefing could be requested by the bidder. This may help to better understand the tender process and how to prepare for future submissions.
2. **Attend the Nova Scotia Supplier Development Reverse Trade Shows.** These shows give suppliers an opportunity to visit display booths to learn more about CCRCE's need for products and services and how to participate in the process.
3. **Join the Tender Opportunities Notification Service (TONS) of the Nova Scotia Business Registry.** Provided at no charge by the Nova Scotia Business Registry, this service allows companies to receive an e-mail notification about any new tenders posted on the Province of Nova Scotia website that match pre-selected categories. Please subscribe to the Nova Scotia Business Registry to access this service. This service can be found at www.nsbr.ca or call (902) 424-5200 or toll-free 1-800-670-4357.

The CCRCE Procurement Policy is available at www.ccrce.ca. Go to Departments, Financial Services, Financial Services Policies & Procedures, it is Policy #FS-01. The objective of this policy statement is to establish and maintain a high level of confidence in the procurement process by ensuring that all public sector procurement is carried out in an open, fair, consistent, efficient, and competitive manner.

If you need more information or have questions about the purchasing process, please contact

Purchasing
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