

# How to Sell Goods and Services to the Annapolis Valley Regional Centre for Education

Did you know that the Annapolis Valley Regional Centre for Education (AVRCE) spends several million dollars on goods and services each year? We have 43 Schools, several maintenance facilities and offices. The AVRCE stretches from Mount Uniacke, Hants County to Bear River, Annapolis County, covering an area of 10,000 square km and is approximately 200 km in length. We purchase things like educational supplies, technology products, vehicles, and many other items. We repair roofs, maintain elevators, build and maintain schools and offices. We buy most of these goods and services from Nova Scotia businesses.

If you own or operate a business, you may want to do business with us. This booklet will help you find out how.

**Procurement  
Division**



**Annapolis Valley**  
Regional Centre for Education

**How do I find out what AVRCE needs to buy?**

That depends upon the cost of what is needed. AVRCE has two main categories: Operational Procurement and High Value Purchases.

**Operational Procurement**

Goods	< \$20,000
Services	< \$30,000
Construction	< \$50,000

Operational purchases are usually handled by the Procurement Division and/or user departments. To be considered for the many operational purchases that are made every day, you can make your business known to the people who make these buying decisions. For operational purchases, the Procurement Division and/or user departments may:

**Go directly to a business that has a standing offer.** Businesses on a standing offer have gone through a public tender process. They have agreed to offer particular goods and services at a set price for the time period covered by the standing offer.

**Get three or more quotes from known suppliers to get a competitive price.** Three businesses are approached who offer the goods or services required. They are asked for a price, a timeline and anything else 'best value' that may be important to meeting the need. For goods, they might be asked for a particular quality or standard. For services, they might be asked the qualifications of the service provider.

The key to getting an opportunity to bid on these types of purchases and contracts is to make your business known to AVRCE. We need to know what you have to offer before we can approach you for a quote. The key to getting repeat business is to offer best value. **Best value is interpreted as, but not limited to, price, availability, quality, practicality, delivery time, after sale service, and warranty.**

**Go directly to a supplier that they know will offer best value.** In some cases, the user departments can go directly to a supplier that they know will offer best value.

**High Value Purchases**

Goods	> \$20,000
Services	> \$30,000
Construction	> \$50,000

High value purchases typically go through a formal tendering process which must be publicly advertised. The tender process is open to all businesses. This process is designed to be fair. The rules are strictly adhered to.

Each tender is available for a specific number of days, allowing time for it to be advertised and giving potential bidders time to prepare their bids. The timeframe often depends on the complexity of the tender.



The objective of The Annapolis Valley Regional Centre for Education 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.

### **How can I find out when new tenders are issued?**

Visit our Tenders Page at [www.avrce.ca](http://www.avrce.ca), tender opportunities are listed and some may be downloaded. The site also contains valuable information about the tendering process, the procurement policy and how to contact the Procurement Division.

Also visit [www.gov.ns.ca/tenders](http://www.gov.ns.ca/tenders) where you'll find a list of tenders and resources from The Nova Scotia Government and other MASH (municipalities, academic institutes, school boards & hospitals) sector agencies.

If you are not connected to the internet, you can contact the Procurement Division directly to find out about tender opportunities.

### **When I see an AVRCE tender that I am interested in, how do I respond?**

Tender documents come in a number of different formats, such as Request for Quotation, Request for Proposal, Tender, and Invitation to Quote to form a Standing Offer.

Regardless of what format the opportunity is presented in they will all describe the goods or services to be purchased and the conditions you need to meet to be an eligible bidder. They will also articulate, the closing date and time, how, where and who to submit your bid, and any public opening information.

When completing a tender submission, be sure to read the document thoroughly from start to finish. Pay close attention to any terms and conditions listed as part of the document. Direct any questions related to the Tender Documents to the Procurement Division before the closing date and time in the manner prescribed in the documents.

Sometimes conditions change after a tender has been advertised. If this happens, we issue an addendum. Addendums are also posted on our website. If the changes are considerable, the bid closing date may be extended to give bidders time to complete the bids.

### **Late Bids will not be accepted!**

Ensure that your bid arrives at the right place at right time. Bids must be received on or before the closing date and time as indicated in the Tender Documents. Bids delayed for any reason (weather, courier, traffic, etc.) will not be considered!

## How are tenders awarded?

Bid submissions are reviewed by staff to ensure they meet the criteria listed in the tender document. The lowest bid will not necessarily be awarded the contract. Rather, each bid is evaluated against all the criteria outlined in the tender documents to determine the successful bid.

After an award has been made – which means a successful bid has been identified and a contract made with the bidding company – the award information is posted on [www.avrce.ca](http://www.avrce.ca) and [www.gov.ns.ca/tenders](http://www.gov.ns.ca/tenders) websites.

## What are Trade Agreements?

Nova Scotia has two main trade agreements—The Atlantic Procurement Agreement and the Agreement on Internal Trade. These agreements ensure certain rules and principles are followed whenever a request for goods, services or construction are put to tender.

## How do I get on your vendor list?

We have no list of ‘authorized vendors’. You can bid on any tender, as long as you meet the published requirements.

## What are Standing Offers?

Standing offers are public tenders that are used to create a list of vendors with pre-established prices to provide a variety of goods and services.

### How do I get on a standing offer list?

By being the successful bidder of a Tender that indicated it forms the basis of a Standing Offer Agreement.

If you are placed on a standing offer list, it means you have offered to provide your product or service to AVRCE at an agreed upon price for a specific period of time and in accordance with any other terms as detailed in the original tender document.

Procurement Division staff look forward to meeting you, and will be happy to answer any questions you may have concerning how to do business with us.

If you submitted a bid but were unsuccessful, ask us how you could have made a stronger bid. We call this a debriefing. We can help you better understand the tendering process and how to prepare for future submissions.

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

### Procurement Division

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**Disclaimer:** This booklet summarizes the steps involved with procurement in the AVRCE and although it describes some of the processes involved, it is not all inclusive.

Vendors should also recognize that this publication is a reference document, and is not intended to be a replacement for the AVRCE Procurement Policy and Procedures. It is for guideline purposes only.

In the event of any conflict between this brochure and the Procurement Policy, the Policy shall prevail.