



# Canadian Collaborative Procurement Initiative

How to Access Standing Offers and Supply Arrangements

March 2021

# Introduction

As a result of a recent mutual collaboration with the federal government, the Government of Nova Scotia has signed a national master user agreement on behalf of Nova Scotia public entities to enable provincial government departments and the MASH sector to leverage federal Standing Offers and Supply Arrangements (SOSA).

Nova Scotia will specifically be identified within the procurement tool when the Province is participating. Government entities may access these tools immediately once awarded, and the Municipal, Academic, Institutions, Schools and Hospitals Sector may access them once they have signed an access agreement with the Province and named in specific procurement instrument as an authorized user.

The following steps describes the process to access the various federal Standing Offer and Supply Arrangements for Government Departments and MASH Sector Entities.

# Government of Nova Scotia - Department Access

Departments interested is accessing the federal Standing Offers and Supply Arrangements are required to contact ISD Procurement to register interest in the procurement instrument prior to issuing a call-up.

Once authorized by ISD Procurement, departments will be required to issue a Purchase Order to complete the call-up. The Purchase Order must contain at a minimum, the following elements:

- the agreement number
- the acceptance of the terms and conditions of the agreement
- a description and a unit price for each line item on the call up
- the total value of the call up
- the delivery point
- the method of payment
- acknowledgement of the user's authority to enter into a contract

# Municipal, Academic, Institutions, Schools and Hospitals Sector (MASH) Access

MASH entities must sign a Memorandum of Understanding (MoU) confirming it will abide by the standard terms and conditions in the MoU and the relevant standing offer terms. The MoU can be found on the Government of Nova Scotia Procurement Website at the following link:

[MASH MOU Agreement Template](#)

Secure access to the federal contract site will be granted by the Federal Government. Once access is granted, the MASH entity can place orders against the federal contracts.

MASH entities will be responsible for providing usage data of the Federal Government Instruments to the Province upon request.

# Municipal, Academic, Institutions, Schools and Hospitals Sector (MASH) Access

The MASH entity will be responsible for entering into a contractual arrangement with the applicable vendor as per the terms of the standing offer and the MoU and issuing call-up's.

Entities may use one of the following options to issue a call-up with a supplier:

- The PSPC form (GC 942-3) - Call-up Against a Standing Offer
- Create your own call-up document

If interested in accessing federal contracts, MASH entities are to contact the please contact the Department of Service Nova Scotia - Internal Service – Procurement Canadian Collaborative Procurement Initiative (CCPI) contact with the executed MoU by [email](#).

# Standing Offers and Supply Arrangements Application (SOSA)

The SOSA App is a secure, web-based application where active procurement instruments (e.g., SO, SA) are published and can be viewed. The SOSA App is available on the Buyandsell.gc.ca website at the following address:

<https://buyandsell.gc.ca/applications/standing-offers-and-supply-arrangements-application-SOSA-App>

Government Department individuals, or MASH Entities that are authorized by the Province to access the Federal Government Procurement Instruments, may request access to the SOSA by submitting a request to the CCPI Lead with the following information:

- (1) Full name;
- (2) Title
- (3) Employer e-mail account;
- (4) Department / organization name ; and
- (5) Employer telephone number.

Once granted access to the SOSA App, the user will be able to view the full list of procurement instruments on which the province is listed as an Authorized User.

# Future Procurement Instruments

As part of the CCP initiative, a number commodities have been identified as part of a 3-Year Canadian Collaborative Procurement Plan and will be available in the coming months. Further information can be found on the Government of Nova Scotia Procurement Website.

<https://www.tpsgc-pwgsc.gc.ca/app-acq/app-collaborat-procur/plan-eng.html>

Should your entity have any interest in an upcoming procurement instrument please e-mail the CCPI Contact to discuss.

# CCPI Contact

If interested in accessing federal contracts or have any questions about the opportunities, please contact the Department of Service Nova Scotia - Internal Service – Procurement CCPI contact:

Genevieve Sharkey  
Director, Procurement Operations  
Goods, Services and Construction  
902-478-8547  
[genevieve.Sharkey@novascotia.ca](mailto:genevieve.Sharkey@novascotia.ca)



## Related Links

For more information about the program please the following sites:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/app-collaborat-procur/index-eng.html>

<https://buyandsell.gc.ca/applications/standing-offers-and-supply-arrangements-application-SOSA-App>

<https://buyandsell.gc.ca/procurement-data/standing-offers-and-supply-arrangements/about-sosa>