



ALTERNATIVE PROCUREMENT PROTOCOLS

Procurement

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Alternative Procurement Protocols

1.1 HIGH VALUE ALTERNATIVE PROCUREMENT (HVALTP)

The use of High Value Alternative Procurement (HVALTP) for non-competitive procurements is permitted when the value exceeds trade agreement thresholds. This process is governed by the [Public Procurement Policy](#) and applicable trade agreements. HVALTP is intended for exceptional circumstances where open competition is not feasible or practical; not to bypass competition or favour specific suppliers.

Procurement must review all HVALTP requests. Departments and NSH must demonstrate that the request meets one of the approved ALTP circumstances (e.g., emergency, absence of competition, compatibility, confidentiality). Refer to the [ALTP Circumstance Guide](#) for detailed criteria.

1.2 SUBMITTING A HVALTP FORM

To initiate a HVALTP, departments and NSH must submit an Ariba intake (sourcing request or contract request) and a completed HVALTP form. Procurement will review the submission before any engagement with a supplier begins. Emergency procurements are exempt from pre-submission.

Refer to the [SOP for GOV - High Value ALTPs](#) for information on how to submit this form and applicable policies. Refer to the [Ariba Sourcing & Contract Requests Guide](#) for information on how to submit a Sourcing Request or Contract Request.

1.3 AUTHORIZATION AND APPROVAL

The HVALTP process applies to entities that receive procurement services from Procurement (departments and NSH). Procurement does not manage HVALTPs for entities that operate under their own procurement authority, such as crown corporations, school boards, municipalities, universities and colleges. These entities are responsible for managing their own ALTP processes in accordance with their own internal policies and applicable legislation.

For departments and NSH supported by Procurement:

- The senior administrative officer (SAO) has final approval responsibility for all HVALTPs. The SAO may delegate signing authority to an acting SAO.
- Upon receiving the Ariba intake and completed HVALTP form, Procurement completes Section 2, signs it, and returns it to the department or NSH for finalization.
- If there is uncertainty about whether a request qualifies for an ALTP, the Chief Procurement Officer and the SAO will jointly review the case.

- The SAO is responsible for any decision to approve a procurement process that has not been reviewed by Procurement or determined to not be in accordance with procurement policies.

1.4 HIGH VALUE ALTERNATIVE PROCUREMENT AWARD NOTIFICATION

Once the agreement is finalized a contract workspace is created in Ariba to manage the documents and Procurement posts the following information on the Procurement Portal:

- supplier name
- award value
- ALTP circumstance, unless the ALTP circumstance directs otherwise.

1.5 LOW VALUE ALTERNATIVE PROCUREMENT (LVALTP)

LVALTP applies to procurements below the high-value CFTA thresholds where limited competition is not feasible. This process is not subject to Procurement review and is managed entirely by the department or NSH.

Key distinctions of LVALTPs:

- LVALTPs use a locally created and controlled form and do not require an Ariba sourcing request.
- The circumstances available for the LVALTP are the same as those available for HVALTPs.
- The purchaser and their signing authority must sign the form.
- Ministerial approval for departments is still required for purchases over \$10,000.
- All LVALTP documentation must be retained for audit purposes.

1.6 PERMANENT EXEMPTIONS

Permanent exemptions apply to specific goods or services that are not subject to public tender under trade agreements or the Public Procurement Policy. Procurement maintains the list of permanent exemptions. If a sourcing request qualifies, Procurement will notify the department and return the request.

For a list of existing permanent exemptions refer to the: [Procurement Exemption Guide](#).

1.7 ALTP JUSTIFICATIONS

Alternative Procurement Practices may be used in the following circumstances:

1. Emergency - If strictly necessary, an urgent, serious, unexpected, and often dangerous situation requiring immediate action.
2. Ability to Maintain Security / Life / Health - Compliance with the competitive process requirements would interfere with the Province's ability to maintain security or order or to protect human, animal, or plant life or health. Non-urgent emergency.
3. Absence of competition
 - a. Technical - Due to an absence of competition for technical reasons.
 - b. Monopoly - For the procurement of goods or services where the supply is controlled by a supplier that is a monopoly.
 - c. Prototype - For a prototype or first good or service that is developed in the course of, and for a particular contract for research, experiment, study or original development.
 - d. Advantageous Circumstances - Purchases made under exceptionally advantageous conditions that only arise in short term cases of unusual disposals.
 - e. Additional Deliveries – Additional Deliveries by the original supplier of goods or services that were not included in the initial procurement where a change of supplier for such additional goods or services cannot be made for economic or technical reasons.
4. Compatibility - To ensure compatibility with existing products, or to ensure the protection of patents, copyrights, warranties or other exclusive rights.
5. Confidentiality - Where goods or services regarding confidential matters are to be purchased and the disclosure through an open tendering process could be expected to compromise government confidentiality, cause economic disruption, or be contrary to public interest.
6. No Suppliers Satisfied the Conditions - No bids were submitted or no suppliers requested participation; no bids that conform to requirements of solicitation were submitted; no suppliers satisfied the conditions for participation.
7. Sustainability - To support businesses owned by members of underrepresented and underserved communities, including: Mi'kmaq and persons of Indigenous descent, African Nova Scotians and persons of African descent, persons of colour/racialized persons; newcomers (immigrants and refugees), 2SLGBTQIA+, persons with disabilities, minority faith-based groups and persons who are neurodivergent.
8. Health and Social Services - For vital public services that prioritize public health and welfare.
9. Procurement Financed By Donations - For the procurement of goods and services financed primarily from donations that are subject to conditions that are inconsistent with this Policy.