



---

Responsible Unit	Financial Services / Procurement Services
Last Reviewed/Updated	November 26, 2024
Title:	Alternative Procurement (ALTP) Procedure

---

To balance the need to be open and competitive with the demands of urgent, specialized, or exceptional circumstances, alternative procurement practices are used under specific justifications, as outlined below.

Alternative procurement practices must not be used to avoid competition between suppliers, or to discriminate against specific individual groups of suppliers.

The ALTP process threshold applies to the procurement of goods, services, and construction \$25,000 and above.

---

#### **Definitions:**

For the purposes of this guide, the following definitions are provided:

##### Alternative Procurement Practice (ALTP)

Specialized or exceptional practices that allow for deviation from the procurement processes that the value or nature of the goods, services or construction would normally require. This could include a non-competitive procurement in the place of a competitive process, and a limited competition in the place of an open competition.

##### Bid

A submission in response to a solicitation document.

##### Competitive Process

A process for soliciting competitive bids from suppliers and includes an open competition, an invitational competition, and a limited competition.

##### Invitational Competition

A competitive process in which an invitation to submit bids is issued to at least three suppliers.

##### Limited Competition

An alternate procurement practice that may be used where the circumstances permit the procurement of goods, services, or construction through an invitational competition when an open competition would otherwise be required.

---

## Authorization and Approval Process

- The Initiator shall complete an ALTP form. The form can be found on the Procurement Services website under *Procurement Policy, Procedures, and Forms*.
- If assistance is needed with filling in the form, the Initiator is encouraged to contact Procurement Services.
- The rationale permitting the Alternative Procurement Practice will be documented on the appropriate form and will provide substantiation for the actions taken.
- It is recommended that the Initiator save a copy of the unsigned form, in case the ALTP requires revision or correction.
- The Initiator will sign the acknowledgement, confirming that:
  - all of the information needed to support the request has been submitted;
  - the order has not been placed (this includes the signing of contracts);
  - there is no conflict of interest.
- The Initiator will secure the approval of the individual with budget signing authority at the approved spend threshold for the given business area. If assistance is needed to determine the correct signing authority, contact Procurement Services and provide them with the associated GL Account Number. See Section 6 in the Tips section below for an example.
- If a quote has already been received, submit both the signed ALTP and quote to [procurement@acadiu.ca](mailto:procurement@acadiu.ca).
- Incomplete or incorrectly filled in forms will be returned to the Initiator for completion.
- Once reviewed by Procurement Services, the approved ALTP form will be assigned a reference number (located on the top right-hand side of the form). Procurement Services will send a copy to the Initiator, copying the Executive Director, Financial Services, and Vice-President Finance and Administration. A copy will be kept on file in Procurement Services.
- The Initiator will submit a requisition in Colleague to initiate the purchase. Add the ALTP number to the “Comments” field of the requisition.
- The ALTP form is used for both Limited Competition and Non-Competitive Procurement.

## Non-Competitive Procurement

For a Non-Competitive Procurement, Procurement Services will review the quotation and/or contract with the Initiator **before** the agreement is finalized. A requisition shall be submitted in Colleague.

## Limited Competition

A Limited Competition involves inviting specific vendors to provide a quotation and/or proposal, instead



of an Open Competition. This may be used where the value of the procurement exceeds the Open Competition Thresholds. A Limited Competition should be used where the circumstances surrounding the procurement do not allow for an Open Competition in accordance with one or more of the ALTP justifications (see ALTP form), but the circumstances could allow for an Invitational Competition.

The use of a Limited Competition shall be reviewed with Procurement Services.

### **Unsolicited Proposals**

Any unsolicited proposals received should be forwarded to Procurement Services to assess the merit of the proposal, and only will be considered in the context of the ALTP Justifications (see ALTP form).

---

### **Tips for Filling in the ALTP Justification Form**

Incomplete or incorrectly filled in forms will be returned to the Initiator for completion. Contact Procurement Services if you need assistance when filling out the form.

#### Section 1. Requesting Department Details

- The Initiator completes the ALTP form.
- Enter the date and your name, title, and department.

#### Section 2. Purchase Details

- Enter the part number and a brief description of the goods, services, or construction required.
- Select the ALTP Circumstance from the list found at the end of this document. If unsure which one best applies, contact Procurement Services for assistance.
- Enter the type of Grant funding, if applicable (e.g., CFI, NSERC, etc.).
- Enter the recommended supplier.
- Enter the total estimated purchase value before tax. This includes the full amount and/or contract term with all possible extension options (not just the first year), warranties, maintenance, training and shipping costs, etc. The currency is also needed.

#### Section 3. Background

- Describe the goods, services or construction; what it is, how and where it is used, why it is needed, and how it fits with your departmental and/or research objectives.
- Attach relevant documentation, such as a quotation, unsigned agreements, etc.



#### Section 4. Justification

- In this section you describe in detail how and why the selected ALTP circumstance applies to your intended procurement.
- Provide clear and convincing rationale for the selection. Avoid generalities and unsupported conclusions. For example, an ALTP form mentioning a long-standing or close working relationship is not an acceptable justification, and it will be returned to the Initiator for correction.

#### Section 5. Demonstrated Value

- Describe the process used to obtain value for money and attach evidence of your efforts. This may include:
  - Market research, internet searches, negotiated discounts off list price, benchmarking from other organizations, professional advice, etc.
  - Also look beyond the upfront cost to the overall value, including quality, warranty, delivery time, sustainability, long term impacts, etc.

#### Section 6. Acknowledgement

- Once complete, seek authorization from the individual with budget signing authority for the given business area at the approved spend threshold. This is not necessarily the Budget Officer. If you are unsure who can approve the ALTP, please contact Procurement Services and provide the GL Account Number.

Please see the following scenario as an example:

The Initiator filling out an ALTP form is a Manager. They are also the Budget Officer of the GL Account to which the purchase will apply. The Manager has signing authority up to \$5,000 for the GL, while the total value of the ALTP is \$80,000.

The Manager has signed the Initiator signature field and then contacts Procurement Services to find out who would be the Authorized Representative to sign the ALTP. Procurement confirms that in this situation, the VP Finance and Administration will be required to sign the form.

- The form is to be electronically signed (not printed and scanned). Once both signatures have been obtained, email the form to [procurement@acadiu.ca](mailto:procurement@acadiu.ca).
- Procurement Services will review the request. An ALTP number will be assigned if the criteria have been met.
- A copy of the approved ALTP will be submitted to the Initiator for their records and to signal that they can proceed with the alternate procurement.
- The procurement process applies, and a requisition will need to be entered to initiate the purchase.
- The Initiator shall add the ALTP number to the “Comments” field of the requisition.

