Questions and Answers
Standing Offers

QUESTIONS AND ANSWERS:

Q1   What is a Standing Offer?
A: Standing offers are created to facilitate the procurement of goods or services used on a recurring basis. A standing offer (SO) is not a contract. A standing offer is an offer from a potential supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions, when and if required. It is not a contract until the government issues a "call-up" against the standing offer. The government is under no actual obligation to purchase until that time.
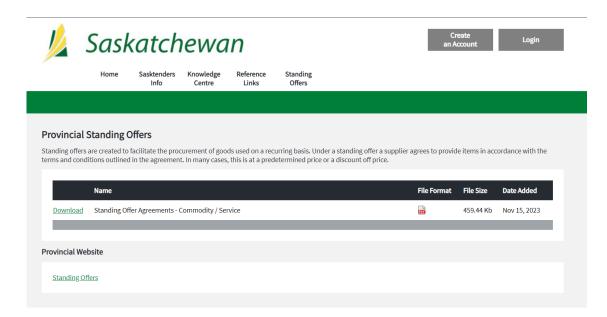
Q2   What types of agreements can I find on the SO website?
A: The SO website contains current SOs that have been completed for all Government of Saskatchewan (GOS) (which can be found under the Category of General) and SOs specific to a ministry use. You can also find Request for Supplier Qualifications (RFSQs) and service agreements that are in place for all GOS.

Q3   How do I access the site?
A: You can access the website directly at standingoffers.gov.sk.ca.

Another way to locate the SO website is via the SaskTenders.ca website. No login is required for the SaskTenders website. You should see a tab called Standing Offers, which will take you to the section titled Provincial Standing Offers, which provides information on current SOs and the link to www.standingoffers.gov.sk.ca.

Q4   Do I need to register as a user?

A: Yes, you need to complete the Buyer Registration form to access the SO website. If you have an existing account that you can't access, please contact us at 306-787-6871 for assistance to gain access to your account information.

Q5   How do I find SO numbers?

A: After logging into the SO website, you will find the Standing Offer Number reference on the sidebar menu (left side of the website); click on it to view the current SO list.

Q6   **How can I search the SO website to find an SO pertaining to something I need?**
A: You can search by a keyword, a SO number (outlined in the Standing Offer Numbers document), and the Category name (outlined in the Standing Offer Categories document).

Tips for searching:

When searching by a keyword, be sure to use only one word in your search, or the search may come back as invalid.

For the Category name search, it is suggested that you start with the # sign in front of the Category name, as this will then display all active SOs within that category.

Q7   **How do I get onboarded onto an existing SO?**
A: If you are interested in using an existing SO that your ministry/agency/organization doesn't have access to, please contact purchasing@gov.sk.ca for onboarding assistance.

Q8   **When can I not be onboarded to an existing SO?**
A: There are a few circumstances when a user would not be allowed to onboard onto an existing SO. For example, the SO is unique to a specific ministry need, design was required as part of the SO award, and the good or service being purchased is of a sensitive nature.

Q9   **What are the next steps if I can't find a SO that I require?**
A: If you can't find a current SO to meet your needs and are wondering what the next steps are, please reach out to purchasing@gov.sk.ca, and a member of the Procurement Management Division will contact you to discuss the next steps. You can also reference information at [Procurement of Goods, Services and Construction (saskatchewan.ca)](https://www.saskatchewan.ca) to better understand the procurement process.