

# Doing Business with the Ministry

## How to use the Publications Centre

Welcome to the Doing Business with the Ministry webpage located on Publications Saskatchewan. The direct URL to access the site is: [www.saskatchewan.ca/highways-business](http://www.saskatchewan.ca/highways-business).

Reach out to [mhiknowledgewarehouse@gov.sk.ca](mailto:mhiknowledgewarehouse@gov.sk.ca) with any questions or feedback.

There's are new features available on the Doing Business with the Ministry site. This document will go over them.

You will notice a new category structure. The new breakdown of the site is as follows:

I'm prepping for a contract... Now what?	I have a contract... Now what?	What standards do I have to meet?	How do I stay safe?
<b>Contract Preparation</b>	<b>Contract Management</b>	<b>Standards and Specifications</b>	<b>Safety</b>
<b>Professional Services</b> <ul style="list-style-type: none"><li>• RFQ/RFP Templates</li><li>• Schedules</li><li>• Prequalification</li></ul> <b>Construction &amp; Maintenance</b> <ul style="list-style-type: none"><li>• Special Provisions</li><li>• Tender and Cost Estimates<ul style="list-style-type: none"><li>○ Bid Form</li><li>○ Q&amp;C Sheet</li></ul></li><li>• Award and Execution<ul style="list-style-type: none"><li>○ Bonds</li><li>○ Insurance</li></ul></li></ul>	<b>Professional Services</b> <ul style="list-style-type: none"><li>• Manual</li><li>• PSA Extensions</li><li>• Performance Evaluations</li></ul> <b>Construction &amp; Maintenance</b> <ul style="list-style-type: none"><li>• Forms and Templates<ul style="list-style-type: none"><li>○ Pre, post, during</li></ul></li><li>• Performance Evaluation</li><li>• Mowing</li></ul> <b>Disputes and Claims</b> <ul style="list-style-type: none"><li>• GP1750</li></ul>	<b>Manuals</b> <ul style="list-style-type: none"><li>• Various manual types</li></ul> <b>Standard Practice Bulletins</b> <b>Standard Plans</b> <b>Reports &amp; Training</b> <b>Environment</b>	<b>Work Zones</b> <ul style="list-style-type: none"><li>• TA Forms</li><li>• 8400, 1450</li><li>• WTZA scores</li></ul> <b>OH&amp;S</b> <ul style="list-style-type: none"><li>• 1450</li></ul> <b>COVID-19</b>

## Finding documents

To find a document on the site, you can simply click through the various categories until you find the document you're looking for.

## Using the search function

You can also use the search function on the webpage if you're not sure which category the document you're looking for falls under. You can use the search bar on any page of Publications Saskatchewan. For example, if you were looking for a document specific to "Traffic Accommodation," you can search it. You'll get results that look like this:

The screenshot shows the 'Publications Centre Search' interface. At the top, there are navigation links: Home > Publications Centre > Publications Search. The search bar contains 'Traffic Accommodation' and a search icon. Below the search bar, it says 'Results 1-10 of 1,108' and 'Sort: RELEVANT RECENT'. A pagination bar shows page 1 selected. The left sidebar has three sections: 'Product Type' with options like Document (605), Legislation (488), Bylaw (8), Map (4), Form (2), and Order In Council (1); 'Product Subtype' with options like Document (605), The Saskatchewan Gazette (406), Regulations (20), Acts (Consolidated Statutes) (18), and First Reading Bills (15); and 'Topic' with options like Law and Justice (535), Transportation and Road Construction (228), Government (142), and Environmental Protection and (122). The main content area displays three search results, each with a document icon, title, description, and a '> Available for download' link. The results are: 1. 'TA Checklist (standard)' - 'This is an form template for a Traffic Accommodation Checklist. Last updated: 2020-12-18.' 2. 'Traffic Accommodation - 8400' - 'This document provides specification for traffic accommodation. Last updated: September 2020.' 3. 'Traffic Accommodation & Workzone Updates (April 2015)' - 'This document provides updates on Traffic Accommodation & Work Zone for 2015 construction start up. Latest updated: April 2015.'

If you want to refine your search to Ministry of Highways documents only, you can do so by scrolling toward the bottom of the page and checking "Highways," under the Ministry section, like this:

This screenshot shows the same search results as the previous image, but with the 'Audience' and 'Ministry' filters expanded. In the 'Audience' section, 'Business' (220), 'Residents' (3), and 'Government Stakeholders' (1) are listed. In the 'Ministry' section, 'Publications Saskatchewan' (+490), 'Highways' (222), 'Environment' (+129), 'Justice and Attorney General' (+57), and 'Finance' (+53) are listed. The 'Highways' option is checked, and a blue arrow points from a callout box to it. The 'Language' section shows 'English' (222). The search results on the right are: 1. '01 - Traffic Accommodation Update' - 'This document provides information on Traffic Control Device Manual for Work Zones during 2017 Owner's Engineer Meeting. Latest updated: April 2017.' 2. 'TB\_Traffic Accommodation for Seal Coat' - 'The purpose of this Technical Bulletin is to summarize the changes to 2017 Seal Coat Contracts which are intended to reduce disruption to motorists. Last updated: 11/24/2020.' 3. '08 - Traffic Accommodation Inspections' - 'This document provides updates on Traffic Accommodation Inspection, as below, during project construction for 2019 Spring Owner's Engineer Meeting. Latest updated: April 2019.'


Check "Highways" under the Ministry section.

## Names, descriptions and last updated dates:

There is new information available on documents that you can see prior to downloading them to make sure you've found the right document.

# 1 - Special Provisions

In this section you will find relevant special provisions information for contract preparation.

Couldn't find what you were looking for?  

## Documents

- 00 - Typical Special Provisions Templates Users Guide**  
This document is to be used as a guide for formatting the April 2020 Typical Special Provisions templates. Latest updated: 04/06/2020
- 01 - Asphalt Concrete**  
This document provides special provision updates for Asphalt Concrete. Latest updated: 2020/10/05
- 02 - Sub-base Base and Seal or AC**  
This document provides special provision updates for Sub-base Base and Seal or AC. Latest updated: 2020/10/05
- 03 - Grading**  
This document provides special provision updates for Grading. Latest updated: 2020/10/05

**Name of document** (click this link if you want to download the document)

**General description of document**

**Date the document was last updated**

## Downloading a document:

Once you find the document you're looking for, download it.

# 00 - Typical Special Provisions Templates Users Guide


☆ Add to Favourites

## Description

This document is to be used as a guide for formatting the April 2020 Typical Special Provisions templates. The intent of the document is to prevent formatting issues with adding new heading styles and bullets and to ensure consistent formatting throughout the document. Latest updated: 04/06/2020

For more information on preparing a contract, please visit <https://publications.saskatchewan.ca/#/categories/5199>

## Available Formats


 Microsoft Word - 15 kB

## Publication Information

Ministry/Agency	Highways
Categories	1 - Special Provisions

Search

Couldn't find what you were looking for?



**You can download the document by clicking on this link.**

**Clicking this link will take you to similar documents you may be interested in.**

## Saskatchewan Accounts:

The Publications Centre has an option to tag individual documents or categories for quick reference. You'll notice near the main document title on the page, that there is an "add to favourites" option.

The screenshot shows the Saskatchewan website header with the logo and a 'Sign In' button. Below the header is a navigation bar with four tabs: 'Residents and Visitors', 'Business and Industry', 'Government', and 'Services'. The breadcrumb trail reads: 'Home > Publications Centre > Highways > Table of Contents - Bridge Section'. On the right side, there are links for 'My Favourites', 'My Orders', and a shopping cart icon with '0 items'. The main heading is 'Table of Contents - Bridge Section'. Below it is a link '☆ Add to Favourites'. A blue callout box with the text 'Tagging documents – Add to Favourites' has a white arrow pointing to the 'Add to Favourites' link. Below the heading is a 'Description' section with the text: 'List of all the documents/plans within the bridge section and a brief description of each document/plan. Last updated - October 2018'. There is also a 'Search' button.

In order to use this feature, you need to either sign in to or register for a Saskatchewan Account. To do so, follow these steps:

This screenshot is similar to the previous one, showing the same page layout. A blue callout box with the text 'Click the sign in button' has a white arrow pointing to the 'Sign In' button in the top right corner of the website header.

You will then be redirected to a page that looks like this:

The screenshot shows the 'Saskatchewan Account Login' page. The header includes the Saskatchewan logo, a 'Sign In' button, and a search bar with the text 'What are you looking for?'. The navigation bar has four tabs: 'Residents and Visitors', 'Business and Industry', 'Government', and 'Services'. The breadcrumb trail reads: 'Home > Services > Saskatchewan Account'. The main heading is 'Saskatchewan Account Login'. On the left is a login form with two input fields: 'Email or Username' and 'Password'. Below the 'Password' field is a 'Show' button and a link 'Forgot Password?'. There is a yellow 'Sign In' button, followed by an 'Or' separator, and a 'Create Account' button. On the right is a video player titled 'About Saskatchewan Account' with a play button, 'Watch later', and 'Share' options. The video thumbnail shows a man and a woman with a dog. At the bottom of the video player, it says 'Watch on YouTube'.

**Already have an account? Just sign in.**

The screenshot shows the Saskatchewan Account Login page. At the top, there is a search bar and a 'Sign In' button. Below the navigation menu, the breadcrumb trail reads 'Home > Services > Saskatchewan Account'. The main heading is 'Saskatchewan Account Login'. The login form includes fields for 'Email or Username' and 'Password', a 'Forgot Password?' link, a yellow 'Sign In' button, an 'Or' separator, and a 'Create Account' button. A blue callout box with the text 'Enter your username and password. Click "Sign In."' has arrows pointing to the input fields and the 'Sign In' button. To the right, there is a video player titled 'About Saskatchewan Account' with a play button, 'Watch later', and 'Share' options. Below the video is a 'Watch on YouTube' button.

If you already have an account and you've just signed in, you can skip to page 8 of this How-to Guide.

**Need to create an account? Follow these steps:**

This screenshot is identical to the one above, showing the Saskatchewan Account Login page. A blue callout box with the text 'Click "Create Account."' has an arrow pointing to the 'Create Account' button at the bottom of the login form.

There are two types of Saskatchewan accounts you can sign up for. Choose whichever best suits your needs. For the most part, folks will fall under the “Individual Saskatchewan Account” category.

## Choose a type of Saskatchewan Account

There are two types of accounts.

Click “Create Individual Account”

### Individual Saskatchewan Account

Use an Individual Saskatchewan Account to access services in a personal capacity.  
Some government services may need you to verify your identity before you can use it.

Create Individual Account

### Organization Saskatchewan Account

Use an Organization Saskatchewan Account to access government services for your business or organization.

This account type is best for the following legal entities:

- Sole proprietorships, including individuals with a GST number
- Partnerships, including limited partnership (LP) and limited liability partnership (LLP)
- Corporations, including those that end in Ltd, Inc, Limited, Corporation, or Corp.
- Trusts, including Family Trusts, Pension Plans, RRSPs, RRIFs, Account Trusts, Employer Sponsored Plans
- Extra-Provincially Registered Companies
- Saskatchewan Municipalities

**Before you create an Organization Saskatchewan Account:**

- You must be an authorized representative of your organization
- You may need to verify your identity with a SGI-issued Driver’s Licence or non-driver photo ID
- You may need to provide documentation to prove your business or organization’s identity

The registration process is started online. Your organization type will determine how it’s completed – online, by mail, or with assistance from the Government of Saskatchewan.

Create Organization Account

Once clicked, fill out the information on the screen:

## Choose Account Details

Use a unique username and your email address to identify your Saskatchewan Account.

First Name

Middle Name

Last Name

Email Address

Username

Password

Password must be at least 8 characters long and may not contain your first name, last name, username or email address.

It must contain at least three of the following:

- Uppercase (A-Z)
- Lowercase (a-z)
- Numbers (0-9)
- Special characters (such as # \$ ! @ ^ & \* % etc)

Use whichever email makes the most sense to you. For example, Ministry of Highways employees will likely want to use their @gov.sk.ca email.

When finished, check the Terms of Use and reCAPTCHA. Finally, click continue.


**Saskatchewan Support Code**

Choose a 4 digit code. Saskatchewan support codes are a helpful way for customer service to locate and verify your account when you contact us.

**Terms of Use**

I hereby accept and acknowledge:

- I agree to the Saskatchewan [Terms of Use](#) and [Privacy Policy](#)
- I am providing my personal information to the Government of Saskatchewan's Ministry of Central Services ("Central Services") to create a Saskatchewan Account
- I consent to Central Services releasing this personal information to other Government of Saskatchewan entities/agencies if I request to use services offered by those entities/agencies.
- This consent remains valid unless I revoke it through written instruction to [onlineservices@gov.sk.ca](mailto:onlineservices@gov.sk.ca).
  - If I revoke my consent, I understand that I may not be able to access my Saskatchewan Account and the connected online services until I provide the required consent.
  - I authorize the Ministry of Central Services to notify other Government of Saskatchewan Ministries/Agencies of such revocation.
- It is my responsibility to keep my Saskatchewan Account up to date with my latest and most relevant profile information (e.g. name, address, phone number, email).
- If I am using a Saskatchewan Account assigned to me by an account administrator in the case of a business profile, different or additional terms may apply and the account administrator may access, modify or limit my ability to access that business profile.
- In connection with my use of the Saskatchewan Account, the Government of Saskatchewan may send me messages and other information from time to time. I may opt out of some of these communications.

I'm not a robot  [Privacy - Terms](#)

**Check the Terms of Use and reCAPTCHA**

**Click "continue" when finished**

Once you click continue, you will see a screen like this:

# Check Your Email


We've sent you an email to verify your Saskatchewan Account.

**Click the link in the email and sign in to activate your Saskatchewan Account.**

If you don't see the email, check your junk or spam folders.

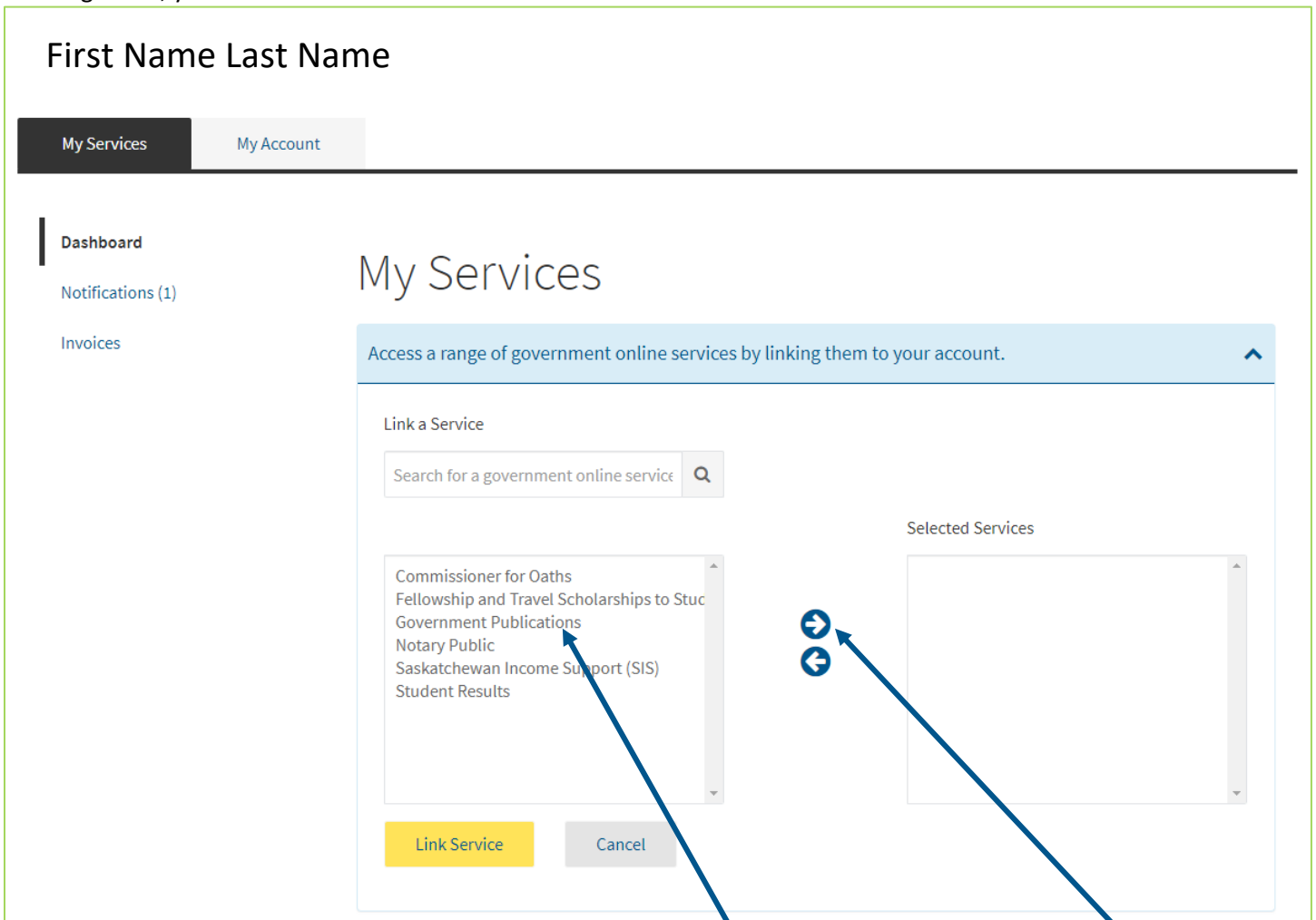
[Return to Saskatchewan Account login.](#)

Need help? [Find answers at Saskatchewan Account Help.](#)



Check your email and follow the steps in the email to activate your account. Once your account is activated, you can simply sign in.

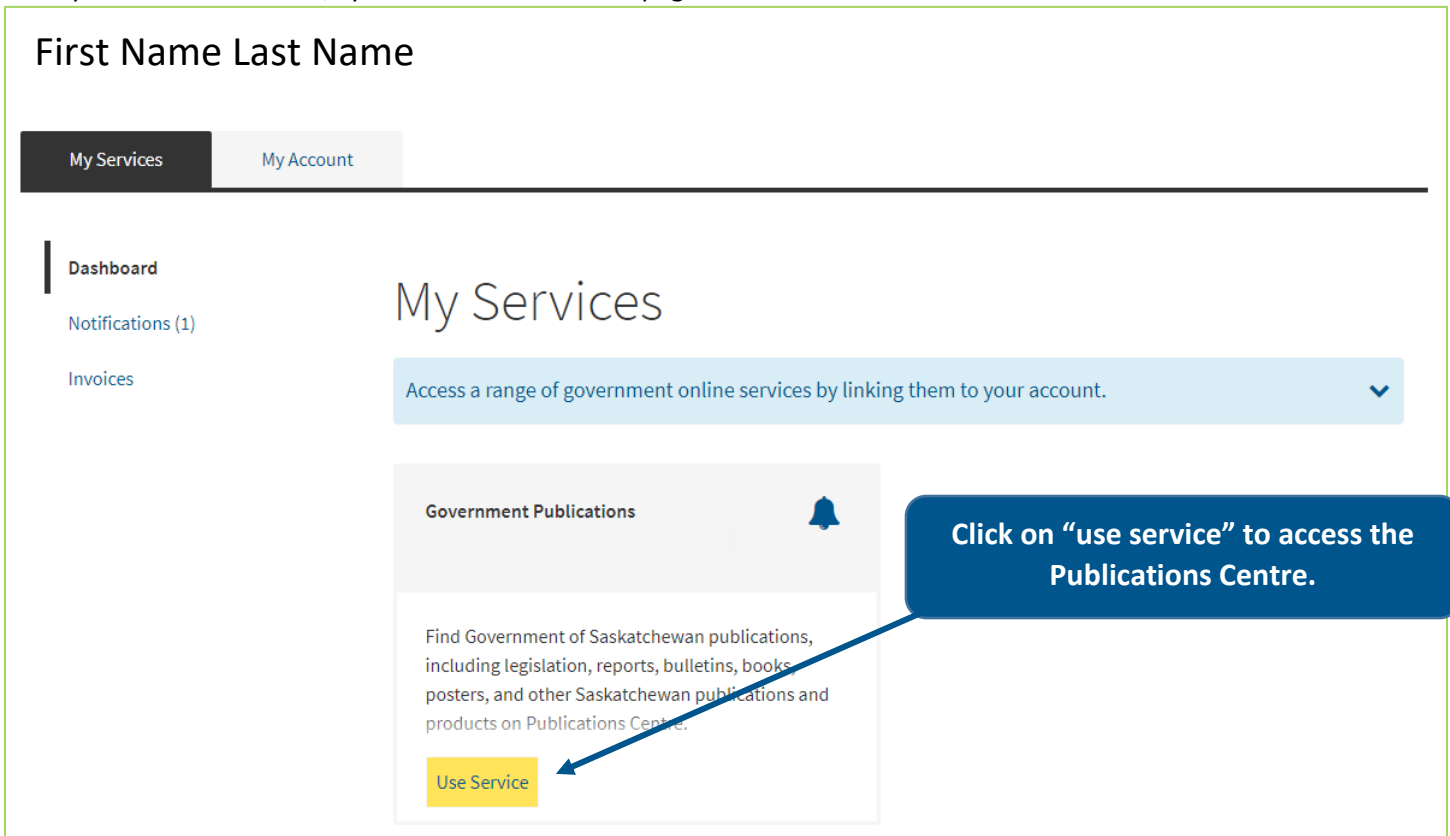
Once signed in, you'll see a screen like this:



You can link the "Government Publications" service to your account.

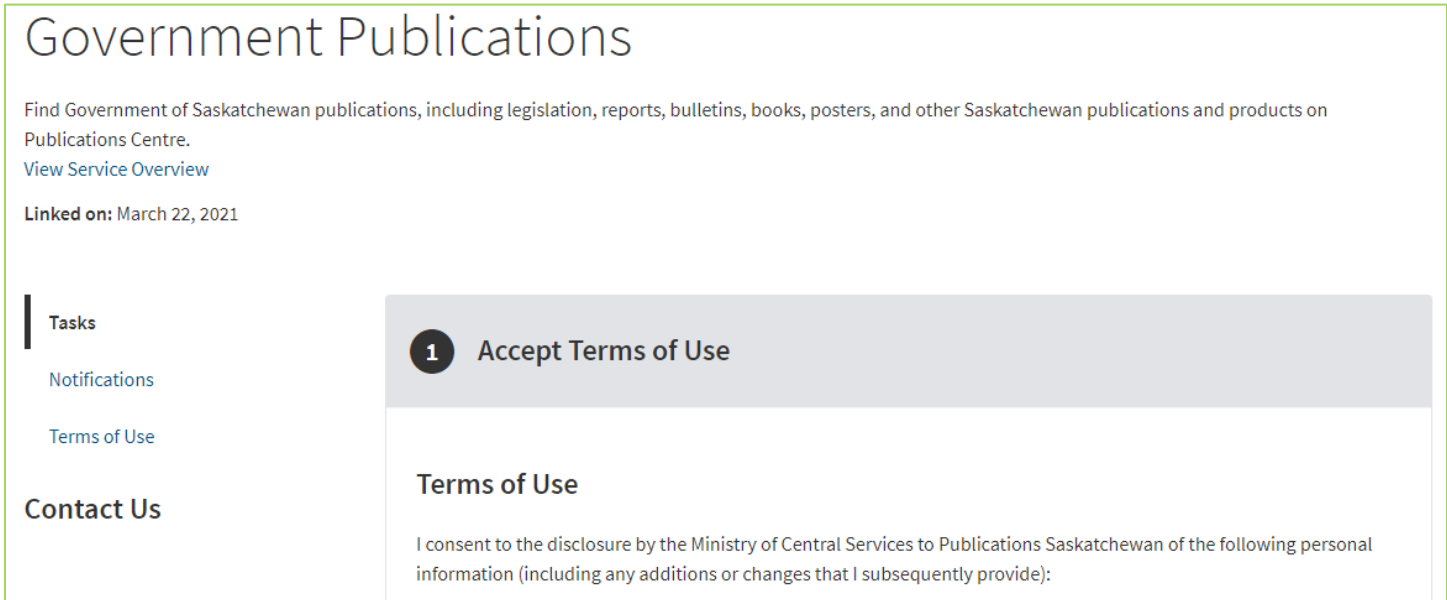
**Click "Government Publications" and then the right arrow.  
Following that, click the yellow "Link Service."**

Once you click "link service," you'll be redirected to a page like this:



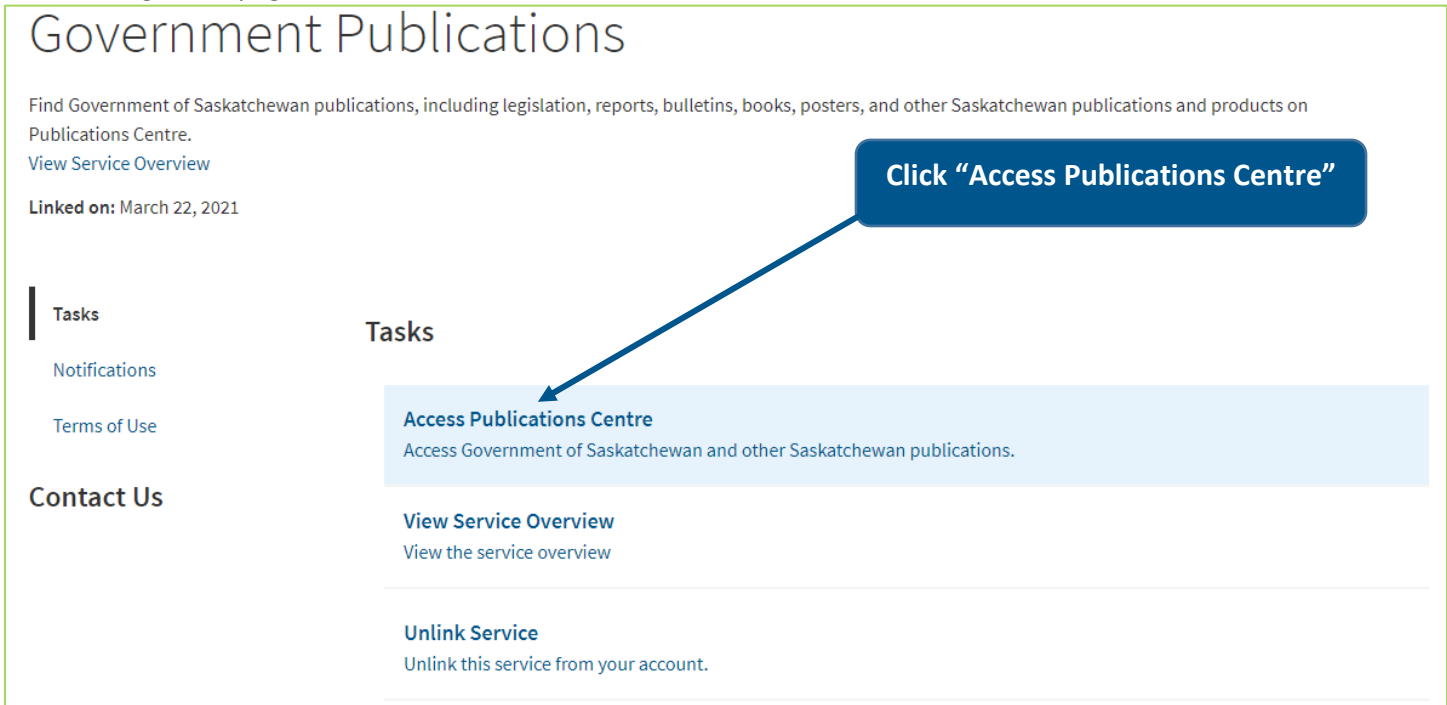
**Click on "use service" to access the Publications Centre.**

Once you click “use service” follow the prompts through the Tasks, Notifications and Terms of Use. It will look like this:



Once you’ve gone through the above prompts, you can access the Publications Centre and start tagging document and categories.

You should get to a page that looks like this:



Once you click “Access Publications Centre,” you will remain signed in and be able to go to [www.saskatchewan.ca/highways-business](http://www.saskatchewan.ca/highways-business) and start tagging documents and categories.

### Tagging documents and categories:

Once you are at [www.saskatchewan.ca/highways-business](http://www.saskatchewan.ca/highways-business) and signed into your Saskatchewan Account, you can tag documents and categories for quick access.

### Adding a category to your favourites:

Simply find the category that you want to favourite and star it.

The screenshot shows the Saskatchewan website's navigation menu with 'Government' selected. The breadcrumb trail is 'Home > Publications Centre > Highways'. The page title is 'Construction Manual Volume 1'. Below the title is a search bar with the placeholder text 'Couldn't find what you were looking for?' and a search button. A list of categories is shown below, including '0000-General Information', '0100-Contract Administration', '0200-Surveys', '0300-Construction Details', '0400-Grading', and 'Manual for Download'. A blue callout box with a white border points to the star icon next to 'Add to Favourites' with the text: 'Favourite the entire category by clicking here. Remove it any time, by clicking the star again.'

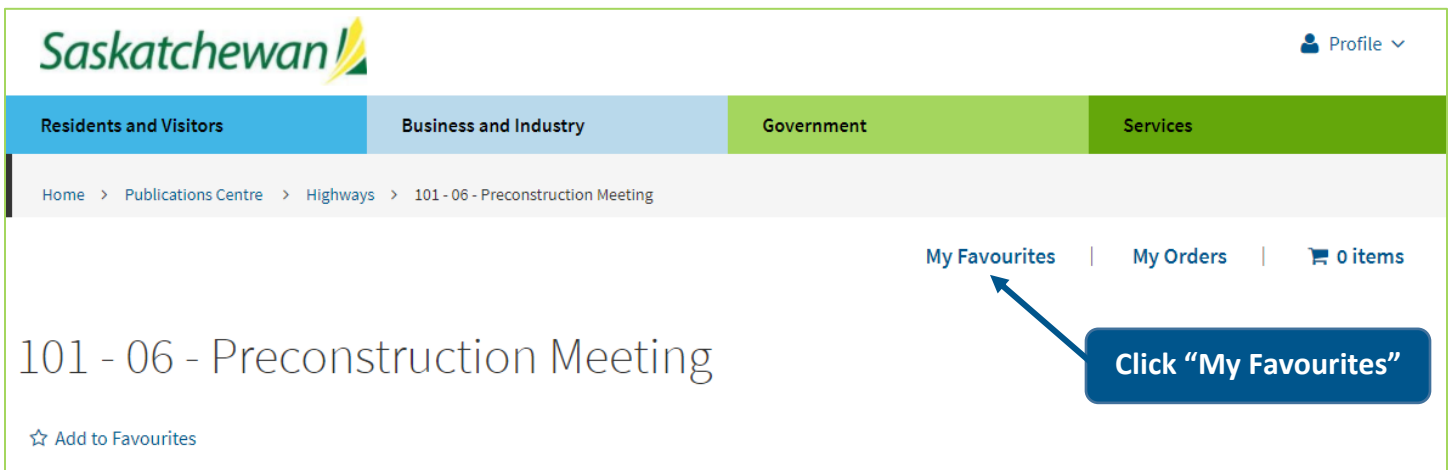
### Adding a specific document to your favourites:

Simply find the document that you want to favourite and star it.

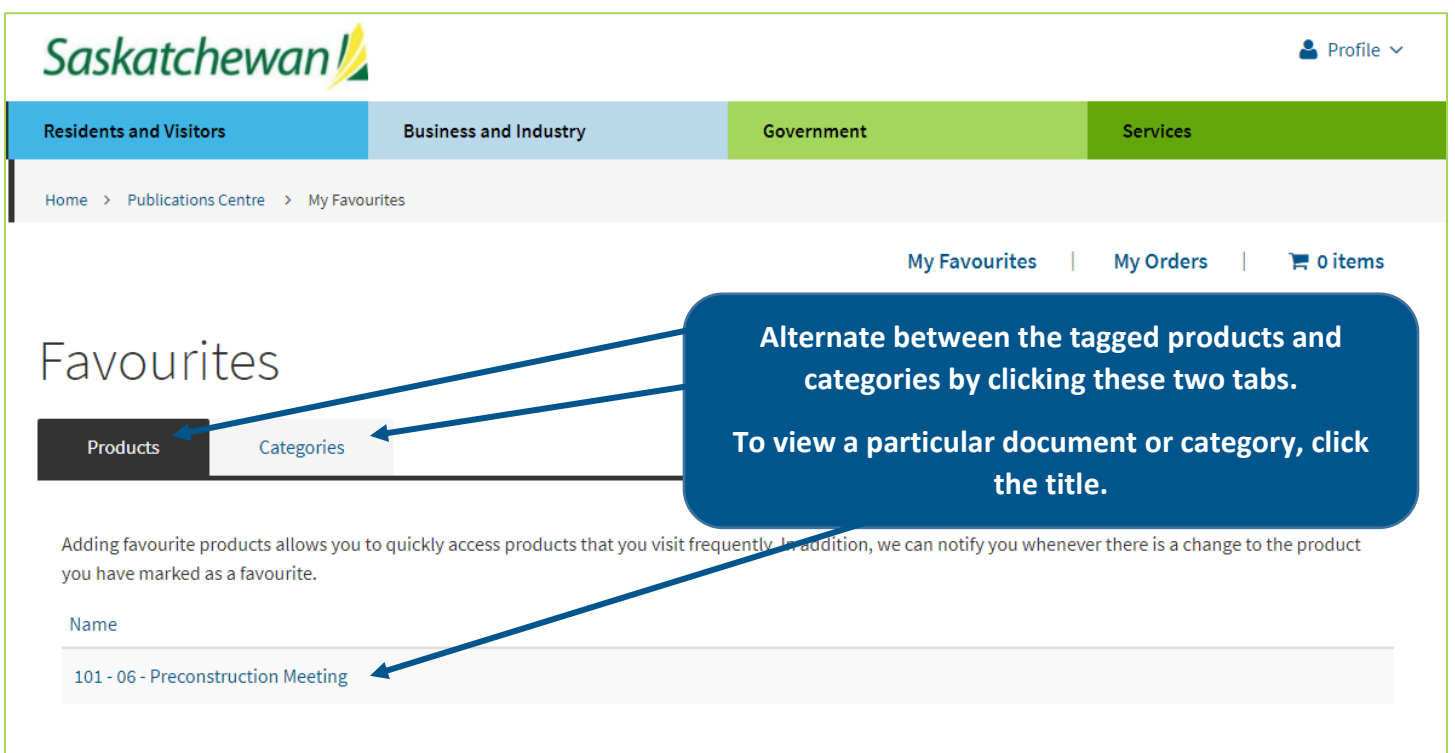
The screenshot shows the Saskatchewan website's navigation menu with 'Government' selected. The breadcrumb trail is 'Home > Publications Centre > Highways > 101 - 06 - Preconstruction Meeting'. The page title is '101 - 06 - Preconstruction Meeting'. Below the title is a search bar with the placeholder text 'Couldn't find what you were looking for?'. A blue callout box with a white border points to the star icon next to 'Add to Favourites' with the text: 'Favourite the document by clicking here. Remove it any time, by clicking the star again.' Below the title is a 'Description' section with the text: 'This document outlines the purpose of and procedures for a pre-construction meeting between the Contractor and the Department. Last updated: February 1997'. Below the description is an 'Available Formats' section with a PDF icon and the text 'PDF - 60.1 kB'. On the right side of the page is a 'Search' section with the same placeholder text and search button as seen in the previous screenshot.

## Viewing your favourites:

You can view your tagged categories and documents at any time by clicking the “My Favourites” tab while signed into your Saskatchewan account.



Once you click “My Favourites,” you’ll see a page that looks like this:



As you continue to use this site, please reach out with any questions or feedback you have for the Ministry of Highways. You can send an email to [mhiknowledgeworkhouse@gov.sk.ca](mailto:mhiknowledgeworkhouse@gov.sk.ca).