CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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Appendix D - Non-Competitive Procurement Approval Form & Single/Sole Source Exception Codes

Identify non-competitive procurement type: ☐ Sole Sourcing ☐ Single Sourcing

Item being procured: ☐ Goods ☐ Non-consulting ☐ Consulting

Location: _____ Your Name: _____ Date: _____

Description of Goods and Services:

_____

_____

Specify the exception code *(see exception codes on back of form)*:

Justification for exception code (identified in Section 17.0): _____

_____

_____

Procurement Number / Requisition #: _____

Total Procurement Value: $_____ Contract Base Term & Extension: _____

Name of Recommended Supplier: _____

Has the Recommend Supplier previously received a non-competitive award? _____

Has the requesting Department previously asked for a non-competitive award? _____

Services: Is there a ceiling on the contract value? ☐ Yes ☐ No

APPROVAL SIGNATURES (**Required Signature)

****Department**

Name: Signature & Date: _____

**** Manager of Finance**

Name: Teri Adamthwaite Signature & Date: _____

****Superintendent of Business & Treasurer**

Name: Ashley Hutchinson Signature & Date _____

Single/Sole Sourcing – Exception Codes

Sole Source	**Single Source**
Where only one supplier is able to meet the requirements of a procurement, the Board may conduct non-competitive procurement in the circumstances listed below (also known as sole source situations) provided that they do not do so for the purposes of avoiding competition between suppliers or in order to discriminate against suppliers: a. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licences, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative; b. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists; c. For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly; d. For the purchase of goods on a commodity market; e. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor; f. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work; g. For a contract to be awarded to the winner of a design contest; h. For the procurement of a prototype of a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases; i. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases; j. For the procurement of original works of art; k. For the procurement of subscriptions to newspapers, magazines or other periodicals; and l. For the procurement of real property.	The Board may conduct non-competitive procurement in the circumstances listed below (also known as single source situations); provided that they do not do so for the purposes of avoiding competition between suppliers or in order to discriminate against suppliers. a. Where an unforeseeable situation of urgency exists and the goods or services cannot be obtained in time by means of open procurement procedures; Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation of urgency. b. Where goods or services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest; c. Where a contract is to be awarded under a cooperation agreement that is financed, in whole or in part, by an international cooperation organization, only to the extent that the agreement between the entity and the organization includes rules for awarding contracts that differ from the obligations set out in this Administrative Procedure; d. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations impose geographic limits on the available supply base, specifically in the case of sand, stone, gravel, asphalt, compound and pre-mixed concrete for use in the construction or repair of roads; e. Where compliance with the open tendering provisions set out in this Administrative Procedure would interfere with the entities' ability to maintain security or order or to protect human, animal or plant life or health; and f. In the absence of a receipt of any bids in response to a call for proposals or tenders made in accordance with this Administrative Procedure.