

## SINGLE SOURCE / SOLE SOURCE CERTIFICATION

It is a mandatory requirement of the Broader Public Sector (BPS) Procurement Directive and the University's Purchasing Policy that the University is to acquire goods or services through a competitive procurement process. However, it is recognized that in exceptional circumstances, only one supplier may be able or capable of providing the goods or services. In these circumstances this form, appropriately signed, must accompany the requisition and be forwarded to Purchasing Services prior to the commencement of procurement and receipt of goods or services.

**This form should be used for:**

1. Goods or non-consulting services valued at \$10,000 or more;
2. Consulting Services regardless of value.

|                                  |  |
|----------------------------------|--|
| Description of Goods or Services |  |
| Supplier Name                    |  |

**The following is a list of non-competitive procurement circumstances allowable under the BPS Procurement Directive. Please check all that apply:**

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|  | 1) To ensure compatibility with existing products, to recognize exclusive rights such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative  |
|  | 2) 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  |
|  | 3) The supply of goods or services is controlled by a supplier that is a statutory monopoly  |
|  | 4) For the purchase of goods on a commodity market   |
|  | 5) Work to be performed on or about a leased building or portions thereof that may be performed only by the lessor   |
|  | 6) 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  |
|  | 7) The contract is to be awarded to the winner of a design contest   |
|  | 8) Procurement of a prototype 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   |
|  | 9) The purchase of goods is under exceptionally advantageous circumstances such as bankruptcy or receivership but not routine purchase   |
|  | 10) The procurement of original works of art (including film, design, visual arts, theatre, music and dance)   |
|  | 11) Procurement of subscriptions to newspapers, magazines or other periodicals   |
|  | 12) The purchase of real property (land, buildings)  |
|  | 13) An unforeseeable situation of urgency exists and the goods or services cannot be obtained in time by means of open procurement procedures;<br>Note: Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation of urgency                                    |
|  | 14) Goods or services are of a confidential or privileged nature, its disclosure through a competitive procurement process compromise university's confidentiality, cause economic disruption or otherwise be contrary to the public interest  |
|  | 15) 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 university includes rules for awarding contracts that differ from the obligations set out in the Directive |
|  | 16) 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      |
|  | 17) Compliance with the open tendering provisions would interfere with the university's ability to maintain security or order or to protect human, animal or plant life or health  |
|  | 18) In the absence of a receipt of any bids in response to a call for proposals or tenders   |
|  | 19) Procurement of goods intended for resale to the public   |
|  | 20) Contracts with a public body or a non-profit organization  |
|  | 21) Procurement of goods and services on behalf of an entity that is out of scope of the Directive   |

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| 22) Procurement from philanthropic institutions, prison labor or persons with disabilities  |
| 23) Procurement of any goods the inter-provincial movement of which is restricted by laws not inconsistent with the trade agreements  |
| 24) Goods and services is financed primarily from donations that are subject to conditions inconsistent with the Directive  |
| 25) Goods and services are related to cultural or artistic fields and computer software for educational purposes  |
| 26) Services in Ontario may be provided only by the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries               |
| 27) Procurement of services of financial analysts or the management of investments by organizations who have such functions as a primary purpose  |
| 28) Procurement of financial services respecting the management of financial assets and liabilities (i.e., treasury operations), including ancillary advisory and information services, whether or not delivered by a financial institution |
| 29) Procurement of goods and services for use outside Canada as well as construction work done outside Canada   |
| 30) Health services and social services   |

Details: Please elaborate why only the supplier requested can satisfy the requirements and why alternatives are unacceptable. Attach additional supporting documents if necessary.

**Certification Approval**

By signing this form, I acknowledge that:

1. **I understand** the University requires competitive procurement for goods and non-consulting services valued at \$10,000 or more and for consulting services regardless of value.
2. **I agree** this procurement is to be conducted with the specified supplier without competitive process due to the reason identified above.
3. **I have provided** all available backup documentation in support of this decision.
4. **I abide** by the University's Conflict of Interest Policies as it relates to this procurement activity.

| Position   | Name (Print) | Date (M/D/Y) | Signature |
|--|--------------|--------------|-----------|
| Requestor  |              |              |           |
| Department Head  |              |              |           |
| Division Head/College Dean<br>(required for order value exceeding \$100,000) |              |              |           |
| Purchasing Acknowledgment  |              |              |           |
| Purchasing Approval<br>(Assistant Manager/Manager/Director/AVP)              |              |              |           |
| President or equivalent<br>(consulting services only)                        |              |              |           |

**Note: Non competitive procurement of consulting services exceeding \$1,000,000 will also require approval by the Board of Governors.**

For Purchasing Services use only

|                         |  |  |  |
|-------------------------|--|--|--|
| Requisition No.         |  | Purchase Order No.                           |  |
| Requisition Total Value |  | Single Source /Sole Source Certification No. |  |