**UNIVERSITY OF GUELPH**

**NON-COMPETITIVE PROCUREMENT JUSTIFICATION**

This form is required for the non-competitive procurement of:

* goods or non-consulting services of CAD$10,000 or more; or
* consulting services regardless of value.

Requester shall complete this form with appropriate approval and forward to Purchasing Services prior to the commencement of receiving goods or services.

**A: Details of the Purchase**

Product and Services Being Procured:

Recommended Supplier:

Is this purchase funded by a research grant? [ ] Yes, funding agency: [ ] No

The timeline of the purchase is (select one and fill in the dates):

[ ]  One time, need to be completed by

[ ]  Recurring/ongoing, anticipated to last from: to:

Total Estimated Procurement Value in CAD:

Does the purchase contain a provision of supplier billing by time (hourly rate)? [ ] Yes [ ] No

Does the purchase contain a provision of supplier expense reimbursement? [ ] Yes [ ] No

Is the Supplier also the Manufacturer? [ ] Yes [ ] No [ ] N/A

Does the Manufacturer sell through Distributors? [ ] Yes [ ] No [ ] N/A

Is there more than one Distributor? [ ] Yes [ ] No [ ] N/A

Is this purchase a renewal of an expiring contract? [ ] Yes [ ] No

Is this purchase a scope expansion of an existing contract? [ ] Yes [ ] No

If the answer to any of the above 2 questions is yes:

Is the existing contract openly tendered? [ ] Yes [ ] No

The PO for the existing contract is #

For one time purchase, will the purchase likely be repeated in the future? [ ] Yes [ ] No [ ] N/A

For recurring/ongoing contract, will it likely be renewed once this one expires? [ ] Yes [ ] No [ ] N/A

Is this purchase part of larger project being implemented in several phases? [ ] Yes [ ] No [ ] N/A

Will the scope of the project possibly be expanded mid-way or in the future? [ ] Yes [ ] No [ ] N/A

If the answer to any of the above 4 questions is yes:

Are you open to making these future purchases with a different supplier? [ ] Yes [ ] No

**B: Non-Competitive Justification**

1. From the [Non-Competitive Procurement Provisions](https://www.uoguelph.ca/finance/non-competitive-procurement-provisions), provision #\_\_\_\_ applies to this purchase.
2. Please copy the description of the applicable provision below.

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1. What is the product or service being procured? How does it fit with your organizational objectives?

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1. How do you calculate the estimated total procurement value?

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1. Why is the recommended supplier the only supplier that can satisfy your requirements? Is there any alternative supplier in this situation? If yes, why is the alternative supplier unacceptable?

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1. What are the risks and implications if you are required to go through a competitive process in this situation?

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1. What due diligence have you done to justify this non-competitive procurement?

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**C: By signing this form, I confirm that, as the requester of this purchase,** (please check all)

[ ]  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;

[ ]  I have done my due diligence in respect to this procurement and am recommending this purchase be made without required competitive process for the reason(s) identified herein;

[ ]  I have provided all available backup documentation in support of this recommendation to the best of my knowledge; and

[ ]  I have abided by the University’s Conflict of Interest Policies as it relates to this procurement.

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| Department: |  |
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| Requester Signature | Name (print) | Date |

**D: Department Approval**

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| Department Head Signature | Name (print) | Date |

For purchases of $100,000 or over:

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| Director/Dean Signature | Name (print) | Date |