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## **QUOTATION AND TENDER REQUIREMENTS - FD-VIII-6**

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### **POLICY**

All procurement with a value greater than \$2,000 but less than \$5,000 requires two written quotes.

All procurement with a value greater than \$5,000 but less than \$10,000 requires three written quotes.

All procurement with a value greater than \$10,000 but less than 100,000 will require formal invitation or open competitive quotations.

All procurement with a value greater than \$100,000 will require an open competitive tender process. Any exemptions must be in accordance with the applicable trade agreements.

All single sourcing of goods or services may be approved by the Executive Director upon completion and submission by the requester of the Non-Competitive Procurement Approval form.

### **PURPOSE**

To ensure the best quality and price will be received for equipment, supplies and/or services.

To adhere to the Broader Public Sector Procurement Directives.

### **PROCEDURE**

1. A Request for Quotation/Tender Form (FD090) is to be completed by the initiating department and forwarded to the Finance Department for assistance as required. The initiating department can obtain quotations for goods or services greater than \$2000 and less than \$100,000, if desired.
2. All procurement with a value of \$100,000 or more will follow the Open Competitive Process identified in Appendix B.
3. Under no circumstances will the overall value of the procurement be reduced (i.e. dividing a single procurement into multiple procurements) in order to circumvent the Open Competitive Process.

4. All single sourcing of goods or services may be approved by the Executive Director upon completion and submission by the requester of the Non-Competitive Procurement Approval Form.
5. Quotations/Tenders will be required as follows:
  - a. < \$2,000 None required
  - b. > \$2,000 < \$5,000 Two (2) Written Quotes
  - c. > \$5,000 < \$10,000 Three (3) Written Quotes
  - d. >\$10,000 < \$100,000 Formal Invitational or Open Competitive Process
  - e. >\$100,000 Open Competitive Tender Process
6. All quotations/tenders for equipment must include proof of regulatory compliance and industry standard safety practices at the design stage, during construction and/or at the installation phase.
7. Where results of an informal supplier or product research are insufficient to identify an appropriate supplier a Request for Expression of Interest in letter format may be used if warranted, taking into consideration the time and effort required to conduct them.
8. A response to the RFEI must not be used to pre-qualify a potential supplier and must not influence the chances of the participating suppliers from becoming the successful proponent in any subsequent opportunity
9. A Request for Supplier Qualification (RFSQ) enables the agency to gather information about supplier capabilities and qualifications in order to pre-qualify suppliers for an immediate product or service need or to identify qualified candidates in advance of expected future competitions.
10. Terms and conditions of the RFSQ document must contain language that disclaims any obligation of the Organization to call on any supplier to provide goods or services as a result of pre-qualification.
11. Upon receipt of quotations/tenders, a purchase request will be completed based on quality, price, delivery and service and forwarded to the appropriate approval authority.
12. Refer to Policy FD-VIII-1 for purchase completion.

**RECOMMENDED BY:** Director, Finance and Administration

**APPENDICES: 3**

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

**ORIGINAL POLICY DATE:** June 1994

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**



QUOTATION / TENDER REQUEST

DATE: _____		LOCATION: _____	
DESCRIPTION OF GOODS OR SERVICES REQUIRED			
DATE GOODS/SERVICES REQUIRED BY:		_____	
SUGGESTED SUPPLIERS:			
_____		_____	
VENDOR		CONTACT INFORMATION	
_____		_____	
VENDOR		CONTACT INFORMATION	
_____		_____	
VENDOR		CONTACT INFORMATION	
ESTIMATED VALUE OF GOODS/SERVICES:		_____	
REQUESTED BY:		_____	
APPROVED BY:		_____	
SUPPLIER AWARDED ORDER:		_____	
COMMENTS:			
_____			
_____			
DIRECTOR FINANCE AND ADMINISTRATION _____		DATE _____	

## OPEN COMPETITIVE PROCUREMENT PROCESS

Calls for open competitive procurements must be made through an electronic tendering system that is readily accessible by all Canadian suppliers.

### ***Timelines for Posting Competitive Procurements***

The agency must provide suppliers a minimum response time of 15 calendar days for procurement of goods and services valued at \$100,000 or more.

The agency must consider providing suppliers a minimum response time of 30 calendar days for procurements of high complexity, risk, and/or dollar value.

### ***Bid Receipt***

Bid submission date and closing time must be clearly stated in competitive procurement documents. The agency must set the closing date of a competitive procurement process on a normal working day (Monday to Friday, excluding provincial and national holidays).

Submissions that are delivered after the closing time must be returned unopened.

### ***Evaluation Criteria***

Evaluation criteria must be developed and reviewed by the appropriate Director and approved by the Executive Director prior to commencement of the competitive procurement process.

Competitive procurement documents must clearly outline mandatory, rated, and other criteria that will be used to evaluate submissions, including weight of each criterion.

Mandatory criteria (e.g., technical standards) should be kept to a minimum to ensure that no bid is unnecessarily disqualified.

Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria.

The evaluation criteria are to be altered only by means of addendum to the competitive procurement documents.

The agency may request suppliers to provide alternative strategies or solutions as a part of their submission. The agency must establish criteria to evaluate alternative strategies or solutions prior to commencement of the competitive procurement process. Alternative strategies or solutions must not be considered unless they are explicitly requested in the competitive procurement documents.

### ***Evaluation Process Disclosure***

Competitive procurement documents must fully disclose the evaluation methodology and process to be used in assessing submissions, including the method of resolving tie score.

Competitive procurement documents must state that submissions that do not meet the mandatory criteria will be disqualified.

### ***Evaluation Team***

Competitive procurement processes require an evaluation team responsible for reviewing and rating the compliant bids.

Evaluation team members must be made aware of the restrictions related to utilization and distribution of confidential and commercially sensitive information collected through the competitive procurement process and refrain from engaging in activities that may create or appear to create a conflict of interest.

Evaluation team members must sign a conflict-of-interest declaration and non-disclosure of confidential information agreement.

### ***Evaluation Matrix***

Each evaluation team member must complete an evaluation matrix, rating each of the submissions. Records of evaluation scores must be retained for audit purposes.

Evaluators must ensure that everything they say or write about submissions is fair, factual, and fully defensible.

### ***Winning Bid***

The submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement document must be declared the winning bid.

### ***Non-Discrimination***

The agency must not discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

### ***Executing the Contract***

The agreement between the agency and the successful supplier must be formally defined in a signed written contract before the provision of supplying goods or services commences.

Where an immediate need exists for goods or services, and the agency and the supplier are unable to finalize the contract as described above, an interim purchase order may be used. The justification of such decision must be documented and approved by the appropriate authority.

### ***Establishing the Contract***

The contract must be finalized using the form of agreement that was released with the procurement documents.

In circumstances where an alternative procurement strategy has been used (i.e., a form of agreement was not released with the procurement document), the agreement between the agency and the successful supplier must be defined formally in a signed written contract before the provision of supplying goods or services commences.

### ***Termination Clauses***

All contracts must include appropriate cancellation or termination clauses. The agency should seek legal advice on the development of such clauses.

When conducting complex procurements, the agency should consider, as appropriate, the use of contract clauses that permit cancellation or termination at critical project life-cycle stages.

### ***Term of Agreement Modifications***

The term of the agreement and any options to extend the agreement must be set out in the competitive procurement documents. An approval by an appropriate authority must be obtained before executing any modifications to the term of agreement.

Extending the term of agreement beyond that set out in the competitive procurement document amounts to non-competitive procurement where the extension affects the value and/or stated deliverables of procurement.

### ***Contract Award Notification***

For procurements valued at \$100,000 or more, the agency must post, in the same manner as the procurement documents were posted, contract award notification. The notification must be posted after the agreement between the successful supplier and the agency was executed. Contract award notification must list the name of the successful supplier, agreement start and end dates, and any extension options.

### ***Supplier Debriefing***

For procurements valued at \$100,000 or more, the agency must inform all unsuccessful suppliers about their entitlement to a debriefing.

The agency must allow unsuccessful suppliers 60 calendar days following the date of the contract award notification to request a debriefing.

## ***Contract Management***

Procurements and the resulting contracts must be managed responsibly and effectively.

Payments must be made in accordance with provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.

Assignments must be properly documented. Supplier performance must be managed and documented, and any performance issues must be addressed.

To manage disputes with suppliers throughout the life of the contract, the agency will include a dispute resolution process in their contracts.

For services, the agency must:

- Establish clear terms of reference for the assignment. The terms should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements, and knowledge transfer requirements.
- Establish expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive<sup>1</sup> and ensure all expenses are claimed and reimbursed in accordance with these rules.
- Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

## ***Procurement Records Retention***

For reporting and auditing purposes, all procurement documentation, as well as any other pertinent information must be retained in a recoverable form for a period of seven years.

Organizations must have a written policy for handling, storing and maintaining the suppliers' confidential and commercially sensitive information.

## ***Conflict of Interest***

The agency must monitor any conflict of interest that may arise as a result of the Members' of the Organization, advisors', external consultants', or suppliers' involvement with the Supply Chain Activities. Individuals involved with the Supply Chain Activities must declare actual or potential conflicts of interest. Where a conflict of interest arises, it must be evaluated and an appropriate mitigating action must be taken.

## ***Bid Dispute Resolution***

Competitive procurement documents must outline bid dispute resolution procedures to ensure that any dispute is handled in an ethical, fair, reasonable, and timely fashion. Bid dispute resolution procedures must comply with bid protest or dispute resolution procedures set out in the applicable trade agreements.

## Open Competitive Tool Kit

Used for the procurement of goods or services estimated at \$100,000 or more. A competitive document (RFx) is publicly posted.

### Purchase Need Identified — Step 1 of 11

Objective: To determine core procurement process to initiate

Output: Appropriate core procurement process determined

#### Process Checklist

(Bolded text signifies a Mandatory Requirement in the Procurement Directive)

- Determine:
  - **Appropriate signing authority level**
  - Funding source (public, research, foundation, etc.)
  - Procurement process based on total procurement value (including base term + extension; excluding taxes):
    - **>= \$100,000 is an open competitive procurement process (goods, non-consulting services, consulting services)**
- Is this an eligible exemption, exception or non-application under the *Agreement on Internal Trade* (AIT) or other trade agreement?
  - If yes, continue with competitive procurement process if possible, otherwise use Single or Sole Sourcing procurement process

### Planning — Step 2 of 11

Objective: To define procurement scope and assemble an evaluation team

Output: Approved procurement in required timeframe with an evaluation team briefed and ready to go

#### Process Checklist

(Bolded text signifies a Mandatory Requirement in the Procurement Directive)

- Identify individual conducting the procurement (could be end user or Procurement representative)
- Define resource requirements (financial, human, subject matter experts, external people)
- Complete procurement business case
  - Determine total procurement value (including base term and extension, excluding taxes)
- **Receive sign-off from budget owner to proceed**
- Receive sign-off on business case



- Develop procurement project plan
- Select Evaluation Team (could be two (including Bid Administrator) or more individuals) by ensuring:
  - Procurement representation
  - Appropriate stakeholder representation
- Select Evaluation Team Lead (ideally Bid Administrator)
- Select participant(s) to attend all vendor debriefings (if request made by supplier)
- **Have all individual(s) directly involved in conducting the procurement or performing evaluations sign non-disclosure agreement**
- **Have all individual(s) directly involved in conducting the procurement or performing evaluations sign conflict of interest disclosure**
- Ensure evaluation team members have received and reviewed the evaluation handbook
- **Determine bid response time (must be at least 15 calendar days; should be as appropriate to complexity and purchase value; could be at least 30 calendar days for procurements of high complexity, risk, and/or dollar value )**

### Requirements — Step 3 of 11

Objective: To define procurement specifications

Output: Procurement specifications determined and signed-off

### Process Checklist

- Conduct key stakeholder consultations (including all relevant departments, organizations, clinicians, sector and system partners, community members)
- Summarize results of stakeholder consultations
- Develop business specifications
- Develop technical specifications using subject matter experts
- Create final procurement specifications
- Evaluation team (or sub-team) sign-off on procurement specifications

### Requirements – Step 4 of 11

### Process Checklist

**(Bolded text signifies a Mandatory Requirement in the Procurement Directive)**

- Determine and Specify:
  - **Bid response time (as appropriate to complexity and purchase value; minimum is 15 calendar days, consider 30 days for procurements of high complexity, risk, and/or dollar value)**
  - **Date responses need to be received (must be a normal working day, so Monday to Friday, excluding holidays)**

- Name, contact information and location of contact person, i.e., Bid Administrator (add a statement that suppliers who bypass this contact person may be disqualified)
- Submission rules, bid receipt information (for example, pricing information in a separate envelop) and process for bid opening
- **Expense claims and reimbursement rules (comply as per Broader Public Sector Expenses Directive)**
- **Contract terms & conditions, contract base term & extension, date when contract extension needs to be invoked**
- **Conditions that must be met: mandatory requirements, including technical standards (include statement: submissions that do not meet the mandatory criteria will be disqualified)**
- **Evaluation criteria and process:**
  - price/cost
  - resolving a tie score
  - rated requirements
  - minimum required rating
  - role of sub teams
  - shortlist process
  - role and rating of Supplementary Evaluation
  - value-add incentives
  - alternative strategies or solutions
- **Bid dispute resolution process and procedure**
- **Process for vendor debriefings and notify of entitlement to a vendor debriefing once competitive process completed**
- Include a copy of the form of agreement to be signed in the event of an award of the procurement
- Add statement that the procurement is subject to Ontario's trade agreements (goods, services & construction >=\$100,000)
- Consider form of agreement with a ceiling on the contract value (for example, a cap on the contract value or contract length; applies to services)
- Consider contract clauses that permit cancellation or termination at critical project life-cycle stages
- Consider statement for cancellation of competition if received bids exceed allocated budget, do not meet requirements or do not represent fair market value
- Ask for an intent to bid
- Request for a list of any subcontractors that will be used
- State the period of irrevocability of bids where bids cannot be withdrawn (typically 120 days from bid closure date)
- Add notice that any confidential information supplied to the organization may be disclosed by the organization where it is obliged to do so under FIPPA, by an order of a court or tribunal or otherwise required at law
- Receive approval for competitive document
- **Post competitive document on public electronic tendering system**

## Internal Compliance — Step 5 of 11

Objective: To confirm compliance to BPS Procurement Directive and organizational policies & procedures

Output: Internal compliance is managed and measured

### Process Checklist

(Bolded text signifies a Mandatory Requirement in the Procurement Directive)

- Confirm procurement processes comply to Broader Public Sector Procurement Directive and all applicable mandatory requirements met:
  - Segregation of Duties
  - Approval Authority
  - Competitive Procurement Thresholds
  - Information Gathering
  - Supplier Pre-Qualification
  - Posting Competitive Procurement Documents
  - Timeline for Posting Competitive Procurement Documents
  - Bid Receipt
  - Evaluation Criteria
  - Evaluation Process Disclosure
  - Evaluation Team
  - Evaluation Matrix
  - Winning Bid
  - Non Discrimination
  - Executing the Contract
  - Establishing the Contract
  - Termination Clauses
  - Term of Agreement Modifications
  - Contract Award Notification
  - Vendor Debriefing
  - Non-Competitive Procurement
  - Contract Management
  - Procurement Records Retention
  - Conflict of Interest
  - Bid Dispute Resolution
- Confirm compliance to organizational policies and procedures
  - Activities carried out by a delegated authority consistent with BPS Procurement Directive
  - Supply Chain Code of Ethics complied with
  - Authorization received as per Board approved Approval Authority Schedule, for example:

- Business Case
- Competitive Procurement Document
- Non-Competitive Procurement
- Contract
- Contract Extensions
- Contract Amendments
- **Conflict of Interest declarations and Non-Disclosure Agreements signed**
- Internal policies and procedures followed
  - Comply with BPS Procurement Directive
  - Comply with organization's Procurement Policy and Procedure Manual

### **Blackout Period & Bid Receipt — Step 6 of 11**

Objective: To conduct fair blackout period and bid opening process

Output: Fair and transparent access to modifications and clarifications to competitive document

Ensure every bidder has access to the same information

Eligible submissions opened and logged

#### **Process Checklist**

**(Bolded text signifies a Mandatory Requirement in the Procurement Directive)**

Managing communication and information during Blackout Period

- Follow the process outlined in the competitive document
- All communications are through contact identified in the competitive document (i.e., Bid Administrator)
  - **Ensure Evaluation Team members do not communicate or provide information to bidders during blackout period**
  - Ensure employees or other members of the organization do not communicate or provide information to bidders during blackout period
- Manage changes to competitive documents via:
  - Modifications via Addenda in the same manner as the competitive document (post on electronic tendering system)
  - Clarifications through Question-and-Answer (Q&A) in the same manner as the competitive document (post on electronic tendering system)
- All modifications issued a few days prior to submission deadline

Bid Receipt (performed by Bid Administrator)

- Follow the process outlined in the competitive document
- Stamp/log each bid as it arrives (date, time, location, company name, contact information)

- Do not open bids received after submission deadline, return un-opened
- Open bids after submission deadline has passed
- Ensure there is at least one witness

### Evaluation — Step 7 of 11

Objective: To determine the highest ranking submission

Output: Notification of contract award to the highest ranking submission meeting all mandatory requirements

### Process Checklist

**(Bolded text signifies a Mandatory Requirement in the Procurement Directive)**

- Follow the evaluation process outlined in the competitive document
- Determine in-house process for managing changes to individual evaluation matrix (where individual misunderstood or misinterpreted)
- Perform mandatory compliance review (pass/fail)
- **Score rated requirements using an evaluation matrix (minimum required rating can only be used if declared in RFP)**
- Verify licences, certificates, permits (if applicable)
- Reject submissions failing mandatory compliance review or not meeting minimum required rating
- Consolidate all evaluation matrices to determine the overall ranking score
- If shortlist process was declared in RFP, then determine shortlist
- Is a Supplementary Evaluation required? (i.e., technical or clinical product evaluation, site visit, supplier presentation, reference checks)
  - No
    - Score price/cost (have bid administrator open pricing envelop)
    - **Invoke method identified in competitive document in the event of a tie**
    - **Choose the highest ranking submission meeting all mandatory requirements**
    - Issue contract award letter to highest ranking submission
  - Yes
    - If shortlist declared in RFP evaluate shortlist
    - If no shortlist declared in RFP then evaluate all proponents
    - Select additional evaluation team members to conduct technical or clinical product evaluation (as necessary)
    - Finalize criteria for Supplementary Evaluation (if applicable and declared in RFP)
    - Complete Supplementary Evaluation
    - Score price/cost (have bid administrator open pricing envelop)
    - **Invoke method identified in competitive document in the event of a tie**

- **Choose the highest ranking submission meeting all mandatory requirements**
- Issue contract award letter to highest ranking submission
- **Records of evaluation scores must be auditable**
- **Everything said or documented must be fair, factual, fully defensible, and may be subject to public scrutiny**
- **Evaluations must not discriminate or exercise preferential treatment**

### Agreement — Step 8 of 11

Objective: To enter into an agreement with the supplier

Output: Finalized agreement

#### Process Checklist

(**Bolded text signifies a Mandatory Requirement in the Procurement Directive**)

- **Contract must be finalized using the form of agreement released with the competitive document**
- **Contract must include appropriate cancellation and/or termination clauses**
- **Contract must specify the term (start and end date) and any options for extensions**
- **Consider contract clauses that permit cancellation or termination at critical project life-cycle stages**
- **Signed contract must be in place before the provision of the goods or services commences**
  - **In situations where an immediate need exists and a contract signed by both parties is not yet available, an interim purchase order may be used**
- Verify appropriate individual from both parties signed the contract (dollar value and contract signing authority)

### Award Notification — Step 9 of 11

Objective: To notify all participants a successful supplier was selected

Output: Public posting of award

Summary documents completed

#### Process Checklist

(**Bolded text signifies a Mandatory Requirement in the Procurement Directive**)

- Confirm contract signed by both parties
- Include the following in the award notification letter:
  - Name of supplier(s) awarded the contract
  - Start and end dates and options for extension

- **Post award notification letter (using the same system that was used to post the competitive document)**
- Notify any participating suppliers whose submissions were rejected during evaluation
- Notify all participating suppliers the contract has been awarded
- Complete executive summary
- Capture 'Lessons Learned' summary (as applicable)

### **Vendor Debriefing — Step 10 of 11**

Objective: To ensure all suppliers requesting a debriefing session are accommodated

Output: Successful and fair debriefing with suppliers who requested a vendor debriefing session

#### **Process Checklist**

**(Bolded text signifies a Mandatory Requirement in the Procurement Directive)**

- **Allow up to 60 calendar days following the date of contract award notification for supplier to request debriefing**
- Conduct separate debriefings with each supplier
- Confirm date and timing of debriefing session in writing
- Ensure the same participants attend every debriefing session (at least one person should be present at all debriefings)
- Retain all debriefing documentation

When conducting the debriefing:

- Provide general overview of evaluation process set out in the competitive document
- Discuss strengths and weakness of the supplier's submission in relation to the evaluation criteria (do not provide any details of any other bidders)
- Provide suggestions on how the supplier could improve on future submissions
- Be open to feedback from the supplier on current procurement processes and practices
- Address specific issues and questions raised by the supplier regarding their submission
- Once debriefing session completed, escalate any issues or risks to senior management or legal as necessary

## **Document Retention — Step 11 of 11**

Objective: To retain all procurement documentation

Output: All procurement documentation, information and communication is maintained in recoverable form for a minimum of seven years

### **Process Checklist**

**(Bolded text signifies a Mandatory Requirement in the Procurement Directive)**

- **Written policy for handling, storing and maintaining suppliers' confidential and commercially sensitive information**
- **All documents, information and communication related to the procurement processes needs to be maintained in recoverable form for minimum of seven years (including but not limited to):**
  - Procurement business case
  - Evidence of approvals
  - Non-Competitive documentation
  - Competitive document (RFP/RFQ)
  - All RFP/RFQ submissions
  - Modifications/Clarifications(Addenda and Q&A)
  - Evaluation records (includes individual evaluation matrix & notes AND summary matrix & notes)
  - Award notice
  - Contract (originally signed as well as any changes)
  - All vendor debriefing documents
  - Bid dispute and resolution
  - Supplier performance information





**OPTIONS  
NORTHWEST**

*live life your way*

**NON-COMPETITIVE (SINGLE/SOLE SOURCE) PROCUREMENT  
APPROVAL FORM**

It is a mandatory requirement of the Broader Public Sector (BPS) Procurement Directive and OPTIONS northwest Policy to acquire goods and services through a competitive procurement process. However, it is recognized that in exceptional circumstances, a single sourcing of goods or services with documentation outlining the rationale will be approved by the Executive Director.

Description of Goods or Services Supplier Name

The following is a list of non-competitive procurement circumstances allowable under the BPS Procurement Directive.

Check all that apply:

- 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;  
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 agency'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 agency 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 agency'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
- 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 Policy FD-VIII-6 requires formal invitational or open competitive quotations for goods or services valued greater than \$1000 and less than \$100,000 and for goods and services with a value greater than \$100,000 requires an open competitive tender process.
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 reviewed all available backup documentation in support of this decision.

Position                      Executive Director

Signature                      \_\_\_\_\_

Date (MM/DD/YYYY)        \_\_\_\_\_

For Finance Use Only:

Purchase Order No.        \_\_\_\_\_

Purchase Order Value:    \_\_\_\_\_