

SOLE OR SINGLE SOURCE CERTIFICATION

The University Purchasing Policy is structured to meet all Federal and Provincial laws that govern competitive bidding practices. This bid process protects both the university and the individual purchaser from liability that could result from a challenge to a contract award. Therefore if no competitive quotes are to be solicited by Purchasing Services, a sole source certification must accompany the requisition forwarded to Purchasing to place the order. By affixing your signature hereto, the undersigned accepts personal responsibility that one or more of the following conditions apply to this procurement. In this case Purchasing will obtain an official quote from the proposed sole source vendor to respond to.

This form relates to:

PURCHASE REQUISITION # _____

VENDOR: _____

Please check appropriate condition(s):

**No alternative or substitute product exists that meets specific or unique technical or research requirements.
Provide brief explanation of essential features:**

Provide brief explanation for any of the below reasons:

To ensure compatibility, recognize exclusive copy/patent rights, licences, lease buyouts or to maintain specialized products (i.e. software).

To honour guarantees or warranties on products for the maintenance or repair that must be done by the manufacturer or its representatives.

An unforeseeable urgency exists. (i.e. emergency repair)

REQUISITIONER: Please print your name, department and the date:

Sole Source Approval:

Requisitioner Signature:

Department Head/One-up Signature:

Department's VP Signature(Over \$100K):

Procurement Approval:

Buyer Signature:

Procurement Manager Signature (Over \$100K):

Submit Form To: Purchasing. If there are any questions while filling out the form, please contact

Revision Date: Sept 2020