# Limited Tendering Exception Requests

This document is a supporting resource to the FACTS Limited Tendering Exceptions video for staff and faculty who use a screen reader or otherwise require a non-video format. It is not an exact transcript of all text seen on-screen in the video, however it does contain all of the same information.

If you need more help with any part of the Limited Tendering Exception request process, please contact Procurement Services at procurementservices@carleton.ca or 613-520-3622.

In this document we'll review: Carleton’s Procurement Policy (https://carleton.ca/secretariat/policies/), when to request a Limited Tendering Exception (https://carleton.ca/procurement/limited-tendering-exceptions/), how to complete a Limited Tendering Justification Form (https://carleton.ca/procurement/wp-content/uploads/Limited-Tendering-Justification-Form-VFEB2023-1.pdf), and how to submit a Limited Tendering Justification Form.

## **Understanding the Procurement Policy**

The Procurement Policy, and the laws that govern it, guide the acquisition of any good or service made for teaching, research, administrative duties or any other related University operations.

The policy's primary purpose is to ensure that the acquisition of goods and services is undertaken in an open, fair, transparent, efficient, ethical, and cost-effective manner while obtaining the best value for money for the University.

This video highlights the 'Limited Tendering' section of the Procurement Policy. For more information about the full policy, access the Procurement Policy 101 accessible document.

## **When to request a Limited Tendering Exception**

Procurement is completed through competitive bidding. As a purchaser, your competitive bidding responsibility begins at $25,000; however, competitive bidding for consulting services is always required.

In certain circumstances, and as governed by the applicable trade obligations, it may not be possible to engage in competitive bidding. In such cases, approval for limited tendering may be sought as an exception.

Limited tendering cannot be used for the purpose of avoiding competition and/or discrimination against other parties. For example, limited tendering cannot be used when timelines are condensed through lack of planning, or for 'pilots' or items with annual costs that will naturally extend over multiple years.

It is important to know that you must seek approval for a Limited Tendering Exception using the Limited Tendering Justification Form in advance of committing to a vendor.

## **Completing a Limited Tendering Justification Form**

The Limited Tendering Justification Form is used to seek approval for Limited Tendering Exception requests. Please note that every field on this form is mandatory.

### Choosing a Procurement Policy Exception Category

If you have questions about selecting an Exception Category, you can reference the Limited Tendering Exception Codes document (https://carleton.ca/procurement/wp-content/uploads/Limited-Tendering-Exception-Codes-v-Nov2022.pdf), or contact Procurement Services.

### **Know Your Audience**

When completing sections 3, remember your Vice President will be the final approver. They may not be as familiar with the project as your department head, so make sure to provide enough detail to support your request. For example, it is important to make sure that the justification provided in section 3.2 must support the Limited Tendering Exception Code you chose in Section 2.

## Submitting a Limited Tendering Justification Form

Submit the completed form to Procurement Services for review by attaching it to a Purchase Requisition Form in eShop. If you have questions, you can find resources on the eShop website (https://carleton.ca/procurement/eshop/), or email eshop@carleton.ca.

Please note that Procurement Services does not approve the Limited Tendering Exception request. Their role is to review the Limited Tendering Justification Form to ensure that it's compliant before it goes to the Vice President for approval.