

**You need to make a purchase for approved Carleton business.**

Asking yourself the following questions before you make any purchase will help you comply with the province's Building Ontario Businesses Initiatives Act (BOBIA) by giving preference to Ontario businesses.

**Are you procuring your goods or services from a Standing Offer, Vendor of Record, or Qualified Supplier List?**

**YES**

Your purchase falls under the first exemption outlined in BOBIA:

1. Goods or services included in a Standing Offer, Vendor of Record\*, or Qualified Supplier List.

Definitions for Standing Offer, Vendor of Record, and Qualified Supplier List can be found in the FACTS glossary ([carleton.ca/facts/glossary](http://carleton.ca/facts/glossary)).

*\*eShop has many of the Vendors of Record you use day-to-day (e.g. Staples)! Look for the green shield symbol.*



**NO**

**Is there at least one Ontario Business that can fulfill your requirements?**

**YES**

**What is the Total Procurement Value of your purchase?**

The 'Total Procurement Value' is the complete anticipated financial expense (excluding taxes) over the life of the commitment for goods or services, including optional renewal periods (if applicable).

**\$0.00 to \$25,000.00\***

Non-Competitive

*\*excluding Consulting Services*

You must buy from an Ontario Business.

**\$25,000.01 to \$121,199.99**

Invitational Competitive:

You must comply with competitive procurement rules.

Begin with the Invitation to Quote (ITQ) Cover Sheet.

**NO**

Your purchase must fit into one of the exemptions outlined in BOBIA:

2. Services provided by treasury operations, lawyers, paralegals, notary publics, or expert witnesses,
3. Goods or services required for an emergency,
4. Goods or services procured for commercial sale or resale, or
5. Goods or services which are not available from an Ontario Business.