



Limited Tendering Justification Form

1. Requesting Department Details

Name: Title:

Department:

Phone: Email:

2. Purchase Details

Short Description of Purchase:

Procurement Category: Goods Services Consulting Services Construction

Procurement Policy Exemption Category:

Referring to the Limited Tendering and Non-Application Exception/Provision Codes Tables, indicate the applicable code and sub-code (NA-1, SS-2.1, NA-9.8 B) etc.)

Name of Recommended Vendor:

Total Estimated Purchase Value:

(pre-tax, including full contract term with extension options, warranties, maintenance, training, etc.)

Is this a CFI funded project? Yes No

Has the Recommended Vendor previously received a non-competitive award (i.e., limited tendering exception) for this request? Yes No

3. Background

Describe the good, service or construction: what it is, how and where it's used, why it's needed, and how it fits with your departmental/research objectives. If available, attach relevant documentation (e.g. copies of current/previous agreements, quotes, Purchase Order #, etc.).

4. Justification

Describe in detail how and why the selected Limited Tendering exemption or a Non-Application provision applies to this procurement.

5. Demonstrated Value

Describe the process used to obtain value for money, and attach evidence of actions taken. These may include Internet searches, negotiated discounts off list price, acknowledgements from suppliers that the price offered is comparable to similar purchases from other clients, benchmarking from other organizations, professional advice, etc.

6. Acknowledgement

I am aware of the requirements of the University's Procurement Policy including its Code of Ethics and Approval Authority Schedule. I am comfortable that the required due diligence was conducted and I authorize this Limited Tendering Justification request and related purchase.

Financial Approval Authority

Name:

Title:

Date:

Signature:

Department Head

Name:

Title:

Date:

Signature:

7. Vice President Authorization

Name:

Date:

Signature:

*All non-competitive purchases for the supply of consulting services require the approval of the President or his/her delegated authority. For non-competitive consulting services contracts valued greater than \$1,000,000, the approval of the Board of Governors is also required.

For Procurement Services Use Only *

Notes/Comments

Vetted By: _____

Signature: _____ Date: _____

*Vetting of this form by Procurement Services is for review and tracking purposes only and does not constitute approval or authorization of a Procurement Policy Exemption