

Limited Tendering Justification Form

Limited tendering is a non-competitive procurement process, where only one Vendor exists or is engaged by the procuring entity based on a valid Exception Code. The process cannot be used for the purpose of avoiding competition and/or discriminating against other parties.

The Requesting Department must complete the following before committing to a Vendor, seeking approval, or negotiating contract terms (when applicable):

- i) review the [Limited Tendering Exception Codes](#) to verify that limited tendering may be used,
- ii) complete the Limited Tendering Justification Form Sections 1-4 in full (**all fields are mandatory**), and
- iii) attach the form to an [eShop Purchase Requisition](#) along with any applicable documentation (e.g. current / previous agreements, quotes, previous Purchase Order numbers, etc.).

Need help? Email ProcurementServices@carleton.ca.

Section 1 – Requesting Department Details

Name: _____

Title: _____

Department: _____

Phone: _____

Email: _____

Section 2 – Purchase Summary

Short Description of Purchase: _____

Procurement Category: _____

[Exception Code](#): _____

Name of Recommended Vendor: _____

Is this the first Limited Tendering Exception submitted for this Vendor? _____

Estimated Total Procurement Value: _____

Is this a CFI funded project? _____

Section 3 – Purchase Details

3.1 Background

Describe the purchase: what it is, how and where it's used, why it's needed, and how it fits with your departmental or research objectives. Use straightforward language that a non-expert could understand.

3.2 Justification

Explain why the Exception Code selected in Section 2 (Purchase Summary) applies to this purchase.

3.3 Demonstrated Value

Describe how you know the Estimated Total Procurement Value represents good value for money as described in the [Procurement Policy](#) (include attachments as required). For example, negotiated discounts, acknowledgement from the Vendor that the price is comparable to similar purchases made by other clients, benchmarking exercises, professional advice, etc.

Section 4 – Requesting Department Acknowledgement

By signing below, the Requesting Department acknowledges their awareness of the [Procurement Policy](#), including its Code of Ethics and Approval Authority Schedule. The signatories attest that the required due diligence was conducted and authorize the Limited Tendering Exception request and related purchase.

4.1 Financial Approval Authority ([FAA](#) based on [FOAPAL](#) used for purchase)

Name: _____ Title: _____

Date: _____ Signature: _____

4.2 Dean or Department Head

Dean's signature required for non-research Academic department purchases.

Name: _____ Title: _____

Date: _____ Signature: _____

Section 5 – Approvals (Facilitated by Procurement Services)¹

5.1 Procurement Services Review

Notes:

Name: _____ Title: _____

Date: _____ Signature: _____

5.2 Vice-President Approval

Name: _____ Title: _____

Date: _____ Signature: _____

¹ Approvals of Limited Tendering Exceptions are governed by the Procurement Policy. All Limited Tendering Exceptions for Consulting Services require the approval of the President or their delegated Authority. In addition, when valued at greater than \$1,000,000.00 the approval of the Board of Governors is also required.