SOLE OR SINGLE SOURCE CERTIFICATION

☐ Sole Source: Only one supplier is capable of meeting end user requirements and specifications; no other suppliers or distributors in the market.

☐ Single Source: More than one supplier or distributor for a product exists in the market, however only one of those suppliers or distributors is able to meet specific requirements.

Carleton Universities Policy reflects all Federal and Provincial laws that govern public sector procurement including competitive bidding practices. The Purchasing Policy applies to expenditures from all funds: operating, research and capital.

If quotations or competitive bids are not solicited, this signed certification along with the back-up documentation must be forwarded to Purchasing Services, with the requisition, prior to any commitment being made to the supplier.

I understand and accept that the University Policy on Purchasing Goods and Services requires that two written quotations be obtained for from different suppliers (for goods or services valued in excess of $10,000) and three written quotations from different suppliers (for goods or services valued in excess of $50,000) and formal competitive bids (for goods or services in excess of $100,000); however since one or more of the conditions below apply, this procurement is either exempt from the policy or quotations or competitive bids were not solicited.

I have attached the required back-up documentation in support of the selected condition(s) and I also acknowledge that no commitment has been made to the supplier.

Only one supplier is able to meet the requirements of this procurement for one or more of the reasons noted below:

☐ No alternative or substitute or service exists that meets the specific or unique technical or research requirements of the purchase.

☐ To ensure compatibility with existing products, to recognise exclusive rights such as licenses, copyright and patent rights or to maintain specialised products that must be maintained by the manufacturer or its representative.

☐ More than one supplier exists in the market for the requested good or service; however, only the supplier or distributor indicated is able to meet specific requirements for this purchase as indicated in the attached document.

☐ The subject matter of the purchase is of a confidential nature and its disclosure through a competitive bid process could compromise security, cause economic disruption or otherwise be contrary to the public interest.

☐ The purchase is for work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
The purchase is for a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any other subsequent purchases.

The purchase is for goods or services available under exceptional circumstances such as bankruptcy or receivership, but not for routine purchases.

The purchase is for subscriptions to or place advertisements in various media.

An emergency situation exists where and acquisition is urgently required to prevent danger to life or property, suspension of essential or serious delay injurious to the University.

Other reasons not provided for in the above and as indicated in the attached document.

Authorizing Signatures

Originator Signature

Originator Name (Please Print)

Date

Supervisors Signature

Supervisors Name (Please Print)

Date

RPC Chair/Dept. Head Signature

RPC Chair/ Dept. Head Name (Please Print)

Date

Purchasing Services Signature

Name (Please print)

Date

Vice-President/Provost Signature

Name (Please print)

Date

The signature of Purchasing Services indicates that this purchase falls within the exemptions as noted above. Once this request has been approved, the Purchase order will be issued in accordance with the details specified on the purchase requisition.

This document will be kept for Audit purposes.