**APPENDIX A - SINGLE OR SOLE SOURCING APPROVAL FORM**

**The Michener Institute Single/Sole Sourcing Approval Form**

*This form must be completed and approved before any commitment to supplier and original signed copy must be submitted to Finance Department for record.*

**Briefing Note**

**To:** xxxxx

**From:** xxxxx, Title, Department

**Date:** xxxxx

**Recommended Supplier:** xxxxx

**Background**

*Explanation of the product or service (what it is, how it is used, where it is used, why it is needed, who made the request) and how it fits with organizational objectives. Describe the circumstances that have created this situation. Describe any risks or implications.*

**Justification**

*Explain why approval is requested for a single or sole sourcing award. Need to clearly explain why bypassing the competitive bidding process is necessary and justify why this exception is required. Provide details on what due diligence was performed to confirm the situation.*

*If this is a renewal, explain how the original decision was made (i.e., how this product or service was selected).*

**Actions Taken**

*Explain the cost/benefit analysis (if applicable) including details of the value proposition for the organization given the single/sole sourcing circumstances.*

**Required Timing**

*State when the product or service is required (helps to ensure sign-offs completed in time).*

**The Michener Institute Single/Sole Sourcing Approval Form**

1. Identify non-competitive procurement type:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Sole Sourcing >=$10,000 |  | Single Sourcing >=$10,000 |

1. Specify the exception code(s): \_\_\_\_\_\_ (see attached Appendix listing the exception codes)
2. Estimated Total Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Name of Recommended Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | N/A |

1. Is the recommended supplier the manufacturer?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | N/A |

1. Does the manufacturer sell the item(s) through distributors?

**ACKNOWLEDGEMENT BY APPLICANT**

I am aware of The Michener Institute’s Procurement Policy and criteria for approving Single and Sole Sourcing. I am comfortable the necessary due diligence has been conducted to support the recommendation. I have fairly and clearly outlined the background, actions taken and required timing of this purchase in the briefing note.

Briefing note prepared by: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVAL SIGNATURES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Vice President Date

**The Michener Institute Single/Sole Sourcing Approval Form – Exception Codes**

|  |  |
| --- | --- |
| **Appendix A – Sole Source** | **Appendix B – Single Source** |
|  |  |
| **Sole sourcing** means the use of non-competitive bidding process to acquire goods or services where there is only one available supplier for the source of the goods or service. In a situation where only one supplier is able to meet the requirements of procurement, Michener may use sole source strategy where one or more of the allowable exceptions are met. | **Single sourcing** means the use of a non-competitive bidding process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same goods, services or construction. |
|  |  |
| **Allowable exceptions for sole source competitive bidding include:** | **Allowable exceptions for single source competitive bidding include:** |
| 1. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights or to maintain specialized products that must be maintained by the manufacturer or its representative; | 1. Where an unforeseen situation of urgency exists and the goods or services cannot be obtained in time by means of an open procurement process. Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseen situation of urgency; |
| 1. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists; | 1. Where goods or services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest; |
| 1. For the procurement of goods or services, the supply of which is controlled by a supplier that is a statutory monopoly; | 1. Where a contract is awarded under a cooperation agreement that is financed, in whole or in part, by an international cooperation organization, only to the extent that the agreement between the entity and the organization includes rules for awarding contracts that differ from the obligations set out in the Directive; |
| 1. For the purchase of goods on a commodity market; | 1. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations impose geographic limits on the available supply base, specifically in the case of sand, stone, gravel, asphalt, compound and pre-mixed concrete for use in the construction or repair of roads; |
| 1. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor; | 1. Where compliance with the open tendering provisions set out in the Directive would interfere with Michener’s ability to maintain security or order or to protect human, animal or plant life or health; |
| 1. 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; | 1. In the absence of a receipt of any bids in response to a call for proposals or tenders made in accordance with this Directive; and |
| 1. For a contract to be awarded to the winner of a design contest; | 1. Where only one supplier is able to meet the requirements of procurement in the circumstances (sole sourcing). |
| 1. For the procurement of 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 subsequent purchases; |  |
| 1. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership but not for routine purchases; |  |
| 1. For the procurement of original works of art; |  |
| 1. For the procurement of subscriptions to newspapers, magazines or other periodicals; and |  |
| 1. For the procurement of real property. |  |