

Waiver of Competitive Procurement

Parent Procedure	Procurement of Goods and Services Procedures
Procedure owner	Chief Financial Officer
Approval date	January 22, 2021
Review date	To be assigned
Last updated	N/A

Description

Under special, limited circumstances, the requirement to use competitive procurement may be waived upon approval by the budget holder, Procurement office and CFO.

Procurements Over \$100,000 and Consulting Services

The waiving of competitive procurements exceeding \$100,000 or consulting services regardless of value, requires the approval of the President, in addition to the budget holder, Procurement office and CFO.

Requests for Waivers

In order to obtain a waiver to use non-competitive procurement, the purchaser must make a formal request to the Procurement office with a written explanation as to why it would be impracticable or otherwise inappropriate to put the good or service out for competitive procurement.

Such requests should include specific requirements of the good or service, evidence that an objective market analysis has been undertaken and that the cost charged by the vendor is fair and reasonable.

If the good or service is being purchased through a distributor of the manufacturer, a letter from the manufacturer should be obtained indicating a sole source distributor relationship exists between the parties.

All such requests for waivers must be approved in advance before the procurement process begins.

Waiver Application Process

Please complete the Waiver Application Form on the following page. If you require assistance, please contact Kevin Jones, Procurement Manager (kevin.jones@dc-ot.ca).

Waiver Application Form

Purchaser's Name			
Position/Title			
Department/School			
Supplier Name			
Web Requisition Number			
Anticipated Value		Currency	

Basis for Requesting Waivers

The Procurement office may grant a waiver of competitive procurement only in special, limited circumstances.

Please select one of the following limited tendering rationales:

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Description to Support Limited Tendering Rational

Please provide a written explanation to support why it would be impracticable or otherwise inappropriate to put the good or service out for competitive procurement.

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Check if you have attached all relevant backup documents to support this application. (ie: quote, supplier sole source letter, etc)	
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Request for Competitive Waiver Approval

We, the undersigned, understand the Ontario Tech University Procurement of Goods and Services Policy and Procedures, have researched this purchase with due diligence, and believe this waiver complies with its intent.

Signature

Signature

Budget Holder **Date**
(Print Name)

Procurement Manager **Date**
(Print Name)

Signature

Signature

Relevant VP or Dean **Date**
(Print Name)

Chief Financial Officer **Date**
(Print Name)

Signature

President **Date**
(Print Name)