**Materials Management Branch**

**Competitive Procurement Exception Request Form ($10,000 - $500,000)**

*This Form is used to support and seek approval for an exception to a competitive procurement process for all non-PSA Sole Source or Single Source procurements valued between $10,000 and $500,000(including GST).*

1. **Description of requested Procurement**

|  |  |
| --- | --- |
| **Recommended Supplier:** |  |
| **Total Purchase Amount:**  Total Cost including GST, contingencies and all options or extensions. | $  *Total Cost with Price breakdown or attach quote/proposal* |
| **Description of Goods / Services / Construction** | |
| **Department/Branch:** |  |
| **Contact Name:** |  |

**B. NWPTA Excluded Procurements**

The Trade Agreements provide a list of valid exceptions shown below. Indicate if the requested purchase meets **one of** the following exceptions. *Note: confirmation of NWPTA exception subject to MM approval*

* Below trade agreement threshold $75,000 goods & services or $200,000 for construction
* Where an unforeseeable situation or urgency exists and the goods or service could not be obtained in time through open procurement procedures
* Where it can be demonstrated that only one supplier is able to meet the requirements of a procurement (copyright, patents, prototypes, exclusive rights)
* When the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could compromise confidentiality, cause economic disruption or be contrary to public interest
* In the absence of a receipt of any bids in response to a call for tenders
* Of goods purchased for representational or promotional purposes
* Of health services and social services
* From a public body or a non-profit organization
* Of goods intended for resale to the public
* To promote renewable or alternative energy

*See the New West Partnership Trade Agreement for a complete listing of excluded procurements*

**C. Justification and Supporting Documentation for Exception Request**

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| Explain why an open and competitive procurement process should not be used with respect to this Single Source or Sole Source purchase and provide justification for selection of product/service/solution and reasoning for selection of the supplier. |

**D. Consequences of not Approving Exception Request**

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| Describe the consequences if this exception request is not approved, including the financial impact to the City if applicable. |

**Materials Management**

*All exception requests are subject to review by Materials Management Branch (MM). Where MM determines that the exception request does not comply with the Trade Agreement exception, then MM will indicate so and provide recommended action.*

**Trade Agreement Exception:** 🞎 Yes/Agree 🞎 No/Disagree

|  |  |
| --- | --- |
| **Signature** | **Date** |
| **Printed Name** | **Phone**: |
| **Comments/Reason:** | |
| **Recommended action:** | |

*MM will indicate the required approver by selecting the appropriate delegated authority below.*

**Required Approver**: 🞎 General Manager 🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞎 Not required

**Department**

🞎 Approve - proceed with Single Source/Sole Source purchase

🞎 Not Approved – use competitive process or recommended action from MM

|  |  |
| --- | --- |
| **Signature:** | **Date:** |
| **Printed Name:** | **Title:** (Indicate if Acting in the position) |