



Single / Sole Source Form

How to Use this Form:

The Victoria University Procurement Policy is structured to meet all Federal and Provincial laws that govern competitive bidding practices in Canada and to protect both the University and the individual purchaser from liability that could result from a challenge to a contract award. Procurement Policy states that purchases over \$50,000 require a minimum of three (3) written quotes and purchases over \$121, 200 require a full open competitive procurement process. Note: values \$500,000 and above require authorization from the President and the Board of Regents. **Send additional documentation** (i.e., copies of previous or current agreements).

If this is not possible, please complete this request form, and send to Procurement Services for review and recommendation at vicu.procurement@utoronto.ca or by fax to 416-585-4580

PART 1 Requesting Department Information

Submitted by:	_____	Title:	_____
Date:	_____	Est. TPC:	_____
Source Type	<input type="checkbox"/> Single Source <input type="checkbox"/> Sole Source		
Proposed Vendor	_____		
Type of Purchase	<input type="checkbox"/> Goods/Non-Consulting Services/Construction <input type="checkbox"/> Consulting Services		

PART 2 Check appropriate condition(s):

- No alternative or substitute exists that meet specific or unique technical or research requirements.
- To ensure compatibility, recognize exclusive rights or maintain specialized products.
- No bids were received in response to an invitation.
- An unforeseeable urgency exists.
- The subject matter of the procurement is of a confidential or privileged nature.
- To honour guarantees or warranties.
- To procure a prototype.
- To fulfill lease requirements.
- The procurement is for construction materials where transportation costs and technical considerations impose geographical limits.
- To make an award in a design contest.
- To engage the following licensed professionals: accountants, architects, land surveyors, lawyers, notaries, engineers, medical doctors, dentists, nurses, pharmacists, and veterinarians.
- To engage financial services or investment managers.
- To purchase real property, subscriptions or original works of art.
- Tendering would interfere with security, order or protection of humans, animals, plant life or health.
- The subject matter of the procurement is finance by an international cooperation organization.

PART 3 Provide comments explaining why you have selected the condition(s) above:

If additional space is required, please continue on a separate sheet. Each additional page must include your full name, date and purchase description.

PART 4 Authorization:

_____	_____	_____
Purchase Initiator Signature	Name	Date
_____	_____	_____
Approver Signature	Name	Date
_____	_____	_____
Approver Signature	Name	Date