



Introduction

As a publicly funded institution, UVic is obligated to conduct a public competition for all major purchases and services agreements. UVic policy also requires at least some competitive process even for minor purchases in order to promote competition and attain best value for the university. This can be as simple as securing three written quotes from different vendors before ultimately choosing one.

In select circumstances, goods or services may be bought directly from a single supplier without a competitive procurement process. UVic calls this action a *direct award* (the trade agreements CFTA and CETA call this a *limited tender*). Direct awards cannot be used simply for the sake of avoiding a competitive process; in order to qualify, the requested purchase must either be less than \$75,000 (for materials or non-construction services) or fall under one of the exemptions listed below, and the request must be adequately documented and justified.

Exceptions to the Requirement for Public Competition

- **No Alternate Supplier Exists (Sole Source)**

Only one supplier is capable of supplying the goods for one of the following reasons:

- the requested good is an original work of art;
- the requested good is protected by a patent, copyrights, or other exclusive rights; or
- only one supplier can meet the technical specifications of the good or service. Please note that the technical specifications must be established based on the work to be done (versus surveying the market and selecting what appears to be the top-line supplier, for example).

- **Original or Entrenched Supplier**

The requested good or service is an additional delivery by an original supplier which is intended as replacement parts or installations, and a change of supplier would cause significant inconvenience or substantial duplication of costs.

- **Extreme and Unforeseeable Urgency**

This exemption may apply if, for example, a supplier you receive regular shipments from suddenly goes out of business and you need a temporary replacement while we go to market. However, it can only be used for urgent situations deemed unforeseeable by the department.

- **Prototype for Research**

The first product or service has been or will be developed at UVic's request in the course of an experiment, study, or original development.

- **Design Contest**

This exemption applies if the request is for the procurement of goods designed in a preceding contest.

- **Exceptional Advantage**

Examples of an exceptional advantage scenario include companies going out of business, thus providing an opportunity for one-time minimal-cost purchases.

- **Other**

If you believe only one supplier can meet your requirements for reasons other than those described above, or you are in doubt as to whether or not your request meets the requirements, you may contact Purchasing Services via purchasadmin@uvic.ca.

Further details on public sector competition exemptions are available in Purchasing Service's [Trade Agreement Compliance Guide – Direct Award/Limited Tendering](#).

Usage of This Form

If you wish to direct award a purchase or contract and your request meets one of the exceptions listed above, submit this completed form with a WebReq, and attach a quote or proposal from the identified supplier. Quotes/proposals may be in any format, including an email, provided they clearly identify:

- the scope of work,
- the timing of the work, including key dates and overall time commitment,
- a breakdown of the costs, and
- any other pertinent details such as criteria for judging work to be completed or satisfactory.

If applicable, you may submit a draft of a [non-academic service agreement](#) with the WebReq as well. Purchasing Services facilitates the review and signing of all agreements (unless duly authorized under the Signing Authority (FM5100) and Purchasing (FM5105) Policies), so please submit documents unsigned and in draft form.

If the submitted request meets all requirements, Purchasing Services will then approve the order. If for any reason the request does not meet approval requirements, Purchasing Services will correspond with the Department Contact to discuss possible solutions.

FILLABLE FORM
Requester Information

Faculty/Department	
Department Contact:	
Phone #:	
Email:	
Is this purchase to be CFI-funded?	Yes/No
Has the Requested Supplier previously received a direct award for this request?	Yes/No

Requested Supplier Information

Company Name:

Payment to be made to:

SIN # (only required if payment is to be made to an individual):

Contact Name:

Contact Phone #:

Contact Email Address:

Vendor Address:

WCB #: (If none, supplier must submit, in writing, an explanation why)

CRA-BN GST #:	If no CRA-BN GST number, is it because the supplier qualifies as a Sec. 148 Small Supplier?	Yes/No
Is the supplier otherwise employed by UVic?	Yes/No	

Acknowledgement & Authorized Signatures

In signing this form, I confirm that I am aware of the requirements of [Purchasing Services Policy FM5105](#), [Signing Authority Policy FM5100](#) and UVic's [Code of Conduct](#), including the provisions regarding Conflicts of Interest. I believe all required due diligence has been conducted, and I approve this Direct Award.

(Must be signed by the same approver as the associated WebReq.)

Calculated Cost of Purchase

To calculate the total cost of the purchase, add all costs of interdependent components including premiums, fees, commissions, and interest. If the purchase will result in a standing agreement, add all the estimated costs for the lifetime of the agreement, including all option years.

Calculated Cost of Purchase:

If the Calculated Cost of Purchase is \$74,999 or less, complete [Part A](#) of this form.

If the Calculated Cost of Purchase is \$75,000 or more, complete [Part B](#) of this form.

You need only fill out either Part A or Part B. The form must not be filled by the supplier.

PART A

Fill out this section if the calculated cost of purchase is \$74,999 or less.

Description of Product or Service

Summarize what the good or service is, how it will be used, and the supplier you have identified. Please attach any relevant documentation if available (e.g. copies of current/previous agreements, quotes, etc.)

Justification

Explain how your request qualifies for direct award. Please include specific references to the required functionality, compatibility, or other demands the good or service must meet. You may find it useful to refer back to [Qualifying for a Direct Award](#).

Demonstrated Value

Describe the process you went through to ensure UVic will get the best value from this direct award. Did you search the web for other vendors and market pricing? Negotiate any discount off the list price? Receive any professional advice?

PART B

Fill out this section if the calculated cost of purchase is \$75,000 or more.

Under UVic policy, Direct Awards over \$75,000 require Purchasing Services to draft a publicly posted [Notice of Intent](#) (NOI), excepting certain cases when there is strong evidence the purchase qualifies for an exemption. NOIs help ensure we comply with all relevant trade agreements and give other suppliers a chance to challenge UVic's decision to direct award, so please ensure you provide sufficient information and detail to avoid unwarranted challenges. If an NOI is successfully challenged, the purchase will be required to go through a competitive procurement process.

Background

Summarize the research or work that the product or service pertains to. This summary should provide context for the following fields.

Description of Product or Service

Summarize what the good or service is, how it will be used, and the supplier you've identified. This description must be an accurate reflection of the requirements and sufficiently detailed for suppliers in the market to determine their interest.

Continue to next page

Term and Value of Contract

Describe the total cost of the procurement. If applicable, describe the length of the project or desired services, and any additional phases that may follow.

Justification

Explain how your request qualifies for direct award. Please include specific references to the required functionality, compatibility, or other demands the good or service must meet. You may find it useful to refer back to [Qualifying for a Direct Award](#).

Specific Qualifications

List each technical specification that a supplier would have to meet in order to be considered for the purchase. If applicable, include key dates and/or contract terms.

Continue to final page



Demonstrated Value

Describe the process you went through to ensure UVic will get the best value from this direct award. Did you search the web for other vendors and market pricing? Negotiate any discount off the list price? Receive any professional advice? Please attach any evidence you have of this process: emails, etc.