



1. DIRECT AWARD

A Direct Award (DA) is the award of a supply or services contract without conducting an open, public competitive process to select the supplier as required by law. Trade agreements permit DA only under certain exceptional circumstances described below. The DA form must be completed for all DA requests above \$15,000 and must be endorsed in advance by Purchasing Services for contract values of \$75,000 and above.

2. QUALIFYING FOR A DIRECT AWARD

As a publicly funded institution, UVic is required by law to conduct public competitions for all major acquisitions of goods and services. UVic policy also requires a competitive process for all purchases over \$15,000. This promotes competition, provides a fair bidding platform for vendors, ensures that we make best use of public funds and attains best value for the university.

DA requests must meet at least one of the allowable exceptions to the competition requirements and comply with [Purchasing Services Policy FM5105](#), [Signing Authority Policy FM5100](#), UVic’s [Supplier Code of Conduct](#) and applicable trade agreements.

A Direct Award form is NOT required:

1. *For purchases under \$15,000.*
2. *If the vendor has been selected through a competitive process such as a Request for Quotations or a Request for Proposals.*

Purchases between \$15,000 and \$75,000: Requestors should collect and submit three quotes from different vendors before deciding between them. Alternatively, Purchasing Services can conduct competitive procurement. Or, fill out this Direct Award form to justify selecting a single source. Requestors cannot move ahead with purchases before Purchasing Services approves this form.

Purchases over \$75,000: Contact your Purchasing Officer for DA review and acceptance prior to making acquisition commitments or issuing a Web Requisition.

Depending on the exemption and justification for the DA request, UVic may be required to post a Notice of Intent (NOI), which allows potential suppliers to challenge an intended Direct Award. An evaluation of NOI responses meeting selection criteria may be required.

Exemptions to the Requirement for Public Competition

Type	Description
No Alternate Supplier Exists (Sole Source)	<p>Only one supplier is capable of supplying the goods for one of the following reasons:</p> <ul style="list-style-type: none"> • only one supplier can meet the technical specifications of the good or service; • requested good is an original work of art; and/or • the requested good is protected by a patent, copyrights, or other exclusive rights. <p>Please note that any technical specifications or specializations must be developed based on genuine project work requirements; the requirements</p>



	<p>must directly facilitate necessary project outcomes.</p> <p>May Include:</p> <ul style="list-style-type: none"> highly-specialized equipment for particular operational needs where only one manufacturer and seller exists. <p>Does NOT Include:</p> <ul style="list-style-type: none"> familiarity or positive experience with the existing supplier; having an existing relationship with a supplier; commercial contracts with research partners; renewing a contract to avoid effort of a competition; service or repair by a recommended third party; and preference for a particular supplier. <p>Guiding Questions:</p> <ul style="list-style-type: none"> Can I get this product from another manufacturer? Is there another vendor that can provide this service? Is the product an original item?
<p>Original or Entrenched Supplier</p>	<p>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.</p> <p>Please note that cost of changing Suppliers is not in itself a justification for a Direct Award – alternate Suppliers may be willing to absorb that cost.</p> <p>May Include:</p> <ul style="list-style-type: none"> supply of parts or additional equipment for a proprietary system available only from one seller; service or repair of equipment by original equipment manufacturer; and/or equipment that adds to an existing fleet where interchangeability of parts is a significant savings. <p>Does NOT Include:</p> <ul style="list-style-type: none"> familiarity or positive experience with the existing supplier; having an existing relationship with a supplier; commercial contracts with research partners; renewing a contract to avoid effort of a competition; service or repair by a third party; and preference for a particular supplier. <p>Guiding Questions:</p> <ul style="list-style-type: none"> Can I get this product from another manufacturer? Does this product add to an existing item?



<p>Extreme Unforeseeable Urgency</p>	<p>This exemption applies in situations of unforeseen emergency, i.e., circumstances that could not have been predicted in advance. The unforeseeable emergency must result in immediate need that does not allow enough time for the normal solicitation processes. This exemption can only be used for urgent situations that your department deems unforeseeable.</p> <p>May Include:</p> <ul style="list-style-type: none"> • disruption of supply chain due to external factors, catastrophe, failure of equipment, contract termination due to breach by an existing Supplier; and • unforeseen circumstances that pose risk to health and safety. <p>Does NOT Include:</p> <ul style="list-style-type: none"> • insufficient planning ahead for procurement; • an essential contract is about to expire; • urgency created by internal deadlines; • unspent funding coming up to expiry; and • failure to account for routine maintenance; <p>Guiding Questions:</p> <ul style="list-style-type: none"> • Are you in a situation of unforeseen emergency that requires an immediate solution? (e.g., a supplier you receive regular shipments from suddenly goes out of business and you need a temporary replacement while we go to market). • Are you looking for a temporary supplier replacement?
<p>Prototype for Research</p>	<p>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.</p> <p>May Include:</p> <ul style="list-style-type: none"> • development of instruments or components for research. <p>Does NOT Include:</p> <ul style="list-style-type: none"> • a product/service developed in the course of and for a particular contract for research, experiment, study, or original development; and • production runs following the development of a prototype. <p>Guiding Questions:</p> <ul style="list-style-type: none"> • Is the product developed for use in a contract for research? • Is the product a custom manufactured item for research, experiment, study, or original development?
<p>Design Contest</p>	<p>This exemption applies if the request is for the procurement of goods created in a preceding design contest. The contest must have been organized in a manner that is consistent with principles relating to the publication of a tender notice, and the participants must be judged by an independent jury with the intent that a contract be awarded to the winner.</p> <p>May Include:</p>



	<ul style="list-style-type: none"> • a product that was designed and judged in the course of a contest. <p>Does NOT Include:</p> <ul style="list-style-type: none"> • a product that was created outside the contest context. <p>Guiding Questions:</p> <ul style="list-style-type: none"> • Was the product designed for use in a particular contest?
Exceptional Advantage	<p>This exemption applies where exceptionally advantageous conditions arise in the very short-term. Exceptional advantage scenarios include unusual disposals, which occur when companies go out of business. These provide an opportunity for one-time minimal-cost purchases.</p> <p>May Include:</p> <ul style="list-style-type: none"> • Close out sales; • Specially negotiated second-hand sales; and • Bulk purchase of discontinued items; <p>Does NOT Include:</p> <ul style="list-style-type: none"> • Negotiated discounts on stock items; and • Routine sales. <p>Guiding Questions:</p> <ul style="list-style-type: none"> • Is this a one-time limited opportunity with significant benefits?
Other	<p>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 your request meets the requirements, contact your Purchasing Officer, or Purchasing Services via purchase@uvic.ca.</p>



DIRECT AWARD FORM

DA requests between \$15,000 and \$75,000: Obtain quote, complete form, and attach to WebReq in FAST.

Supplier quotes/proposals may be in any format, including an email, provided they clearly identify:

- any applicable terms and conditions;
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 acceptance criteria.

DA requests over \$75,000: Complete form and contact your Purchasing Officer as soon as feasible to confirm exemption and conduct NOI if necessary (NOI process may take three to five weeks).

Form with sections: DEPARTMENT INFORMATION (Faculty/Department, Contact Name, Telephone, Email, Research Funding) and SUPPLIER INFORMATION (Supplier Name, Address, Employee Status, Previous DA, Product Description).



<p>Exceptions to the Requirements for Competition</p> <p>Select all that apply to your purchase.</p>	<ul style="list-style-type: none"> • No Alternate Supplier Exists <input type="checkbox"/> • Original Entrenched Supplier <input type="checkbox"/> • Extreme Unforeseeable Urgency <input type="checkbox"/> • Prototype for Research <input type="checkbox"/> • Design Contest <input type="checkbox"/> • Exceptional Advantage <input type="checkbox"/> • Other (please specify): <input type="checkbox"/>
<p>Estimated Cost of Purchase</p> <p>Provide the total anticipated cost of all interdependent components of the product/service including maintenance and service fees.</p>	
<p>Direct Award Justification</p> <p>Explain how your request qualifies for a Direct Award based on the applicable exemption criteria outlined in Qualifying for a Direct Award. You may find it useful to answer the guiding questions associated with your specific exception category. Include reference to the required functionality, compatibility, or other demands the good or service must meet.</p>	

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 [Supplier Code of Conduct](#) on the provisions regarding Conflicts of Interest. I believe all required due diligence has been conducted, and I approve this Direct Award request.

To be signed by the designated financial signing authority (FAST account holder).

FAST Account Holder Name	FAST Account Holder Signature and Date