



**Lakehead University Purchasing**  
**Sole or Single Source Certification**

No competitive bids were solicited for purchase requisition # \_\_\_\_\_

Vendor Name \_\_\_\_\_

Description of Goods/Services \_\_\_\_\_

**By affixing my signature hereto, I attest that one or more of the following conditions apply to this procurement.**

**Please 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 purchase real property, subscriptions or original works of art
- .... Tendering would interfere with security, order or protection of human, animal, plant life or health
- .... Other \_\_\_\_\_

**LAKEHEAD UNIVERSITY RISK MANAGEMENT CHECKLIST**

**GENERAL RISKS**

	Yes	No
1. Is this a new sole/single source?	....	....
2. Is this a renewal?	....	....
3. Are there automatic renewal provisions? If yes, does it require written approval? If the procurement involves a written contract, only a University Signing Officer can execute contract documents	.... .... ....	.... .... ....
4. Are there collateral costs to this sole/single source with respect to: - additional staff - additional equipment - additional space - renovations - insurance - other (please specify): _____	.... .... .... .... .... ....	.... .... .... .... .... ....
5. Does the sole/single source provide reasonable/specific time lines for delivery of services or goods?	....	....

**POLICY RISKS**

	Yes	No
1. Does this sole/single source comply with all relevant policies of the University including Environmental, Health and Safety Management, Discrimination and Harassment Prevention, Equity, Purchasing and Conflict of Interest policies?	....	....
2. Have the Fees / Pricing been tested in the marketplace? i.e. Market research, Verbal quotations, Other estimates Please attach supporting evidence	....	....
3. Have you consulted with subject matter experts within the University? Please specify: _____	....	....
4. Have you consulted with subject matter experts outside the University? Please specify: _____	....	....

**REPUTATIONAL RISKS**

1. Is there anything in this sole/single source that would embarrass the University if it were on the front page of a newspaper?	....	....
2. Is there anything about the process surrounding the awarding of this sole/single source that would embarrass the University if it were on the front page of a newspaper?	....	....
3. Does this sole/single source allow the other party to use the University's name in any advertising, endorsement or promotion?	....	....

Based on my knowledge of the requirements of this sole/single source certification and my discussions with legal counsel (if appropriate) and other subject matter experts (if indicated), my assessment of risks to the University are as follows:

	High	Mod	Low
General Risks	....	....	....
Policy Risks	....	....	....
Risk to Reputation	....	....	....

Please Print Name and Affix Signature Below:

\_\_\_\_\_  
Requisitioner / Originator Date

\_\_\_\_\_  
Manager, Purchasing & Contracts Date

\_\_\_\_\_  
Dean/Vice Provost/Academic or Administrative Director Date

\_\_\_\_\_  
Appropriate Vice-President Date

**NOTE:** Purchases over \$5,000.00 or an accumulation of items exceeding \$5,000.00 require a minimum of three (3) written quotes unless one of the listed criteria applies. The Purchasing Policy is structured to protect both the University and the individual purchaser from liability that could result from a challenge to a contract award. Therefore, if competitive quotes are not solicited a signed Sole or Single Source Certification must accompany the requisition forwarded to Purchasing Department.  
Competitive pricing is solicited whenever possible; this ensures fair and equitable distribution among qualified vendors and provides them with opportunities for doing business with Lakehead University. It also provides the best value for each dollar disbursed by Lakehead University.