

Sole or Single Source Certification

No competitive bids were solicited for purchase requisition number _____

Vender Name _____

Description of Goods and/or Services

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

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 and/or plant life or health.

Other:

Lakehead University Risk Management Checklist

Select Yes or No to the following questions:

Yes No

General Risks

1. Is this a new sole or single source?
2. Is this a renewal?
3. Are there automatic renewal provisions?
 - a. If yes, does it require written approval?
 - i. 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:
 - a. Additional staff
 - b. Additional equipment
 - c. Additional space
 - d. Renovations
 - e. Insurance
 - f. Other (please specify):
5. Does the sole or single source provide reasonable specific times for delivery of services or goods?

Policy Risks

1. Does this sole or 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 or pricing been tested in the marketplace? (i.e. Market research, verbal quotations, other estimates.) **Please attach supporting documents.**
3. Have you consulted with subject matter experts within the University?
 - a. Please specify:
4. Have you consulted with subject matter experts outside the University?
 - a. Please specify:



Reputational Risks

Yes No

1. Is there anything in this sole or 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 or single source that would embarrass the University if it were on the front page of a newspaper?
3. Does this sole or 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 or 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:

General Risks:

Policy Risks:

Risk to Reputation:

_____	_____	_____
Requisitioner or Originator Name	Signature	Date
_____	_____	_____
Manager, Procurement and Financial Projects	Signature	Date
_____	_____	_____
Dean, Vice-Provost, or Director	Signature	Date
_____	_____	_____
Appropriate Vice-President	Signature	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 Procurement 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 Procurement and Contract Services.

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.