

OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the policy of the Board of Governors that breach of College Policies or Procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	B300 – 6PR Competitive Purchasing Exception (under policy B300 Supply of Goods and Services)
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NEW

Common Issues	VPSS	VPAR	VPAD
		June 9, 2014	

Overview

The competitive purchasing process ensures that the College receives the best overall value for the purchase of goods and services. An exception is not intended to avoid competition between suppliers or to discriminate against suppliers in any way, however situations may arise where the opportunity to solicit competitive bids or quotes does not exist and would be classified as a Competitive Purchasing Exception (CPE).

Purpose

The purpose of the procedure is to specify:

- the circumstances in which it may be appropriate to forego the competitive purchasing procedure and proceed directly to acquisition with a **single** or **sole** source supplier; and
- the process to be followed when requesting a CPE.

PROCEDURE

1. IDENTIFY SINGLE OR SOLE SOURCE SUPPLY.

When requesting an exception to the *Competitive Purchasing Procedure* the end user must:

- a. determine whether the supply is single source or sole source; and
- b. demonstrate that only one supplier is able to meet the requirements of procurement.

2. COMPLETION OF PURCHASE REQUISITION

Submit a Purchase Requisition clearly indicating the goods and services to be purchased, the estimated purchase price and ensure that the supplier's legal name has been used. The Purchase Requisition is the authorization to initiate the procurement process; it enables a Purchase Order or Contract/Agreement to be generated and provides the account, cost center and project code to be entered into the financial accounting system.

3. COMPLETION OF CPE FORM

Complete *B300 – 4FORM Competitive Purchasing Exception Form* clearly stating the reasons for single or sole source acquisition. Ensure that the reasons for single or sole source acquisition comply with the applicable trade agreements. One-over-one review and approval is required on *CPE form*.

4. CPE REVIEW

- a. Forward the Purchase Requisition with the CPE form to Purchasing. All exception requests will be reviewed and evaluated by Purchasing. If the CPE request is approved, Purchasing will proceed with the acquisition of the goods and services from the single or sole source of supply.
- b. If the CPE request is not approved the purchase will be processed according to *the B300 – 5PR Competitive Purchasing Procedure*.

5. AUCTION PURCHASES

Purchasing within an “Auction market” scenario falls within the competitive purchasing requirements of this procedure.

6. CHANGING A PURCHASE ORDER

Any revisions/corrections to the Purchase Order must be done by way of a *B300 – 2FORM Change Order Draft*.

7. PURCHASING AND SIGNING AUTHORITY

Requisitions must be submitted only by authorized College employees in accordance with *B200 Budget Owner Responsibility Policy*.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Single Source	An award for supply of goods or services that can be purchased from only one supplier because of its specialized or unique characteristics.
Sole Source	Only one source that possesses a unique product having a singular characteristic or performance capability.