

COMPETITIVE PURCHASING EXCEPTION

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	F. Finance
Parent Policy:	F22
Approval Date:	October 8, 2024
Effective Date:	October 8, 2024
Procedure Owner:	Chief Financial Officer

Overview:	<p>The competitive purchasing process ensures that Olds College of Agriculture & Technology (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 Procedure Exception (CPPE).</p> <p>The purpose of the procedure is to specify:</p> <ol style="list-style-type: none"> 1. 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 2. The process to be followed when requesting a CPPE.
Procedures:	<p>1. Identify Single or Sole Source Supply When requesting an exception to the Competitive Purchasing Procedure the end user must:</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p>3. Completion of CPPE Request Complete Competitive Purchasing Procedure Exception Request, 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.</p>

Definitions:
Related Information:
Review Period:
Revision History:

<p>4. CPPE Review</p> <ul style="list-style-type: none"> a. Exception requests will be reviewed and evaluated for compliance with College Policy, Federal and Provincial Trade Agreements. b. The results of the review will be shared with the requester and Purchasing will advise the requester of the next steps for procurement. <p>5. Auction & Procurement Group Buying Purchases from an auction or procurement group are considered to have met the competitive purchasing requirements of this procedure.</p> <p>6. Changing a Purchase Order Any revisions/corrections to a Purchase Order must be done through the financial system or a PO Change Order Request.</p> <p>7. Purchasing & Signing Authority Requisitions must be submitted only by authorized College employees in accordance with the F02 Budget Owner Responsibility Policy.</p>
<p>Auction: A public sale in which goods or property are sold to the highest bidder.</p> <p>Procurement Group: Where the College is a member of a group who aggregate potential goods and services purchasing on behalf of the group, but does not commit any member to purchasing requirements.</p> <p>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.</p> <p>Sole Source: Only one source that possesses a unique product having a singular characteristic or performance capability.</p>
<p>F02 Budget Owner Responsibility Policy PO Change Order Request Competitive Purchasing Procedure Exception Request</p>
<p>3 years</p>
<p>New: November 2014 Revised: October 2024</p>