

SOLE/SINGLE SOURCE JUSTIFICATION

This form is for use by department personnel when an item or service exceeds \$1500 and competition is not practicable. Completion of this form does not constitute approval that the proposed supplier will be selected. Materials Management may require additional information. The Requestor is responsible for providing the required information and documentation. A Buyer will work with the Requestor to ensure the rationale meets Health PEI policy guidelines. This may include suggesting alternate vendors or products, documenting price reasonability, and soliciting competitive bids.

Sole Source: Only **one** vendor is **capable** of providing a particular item or service.

Single Source: A product or service is available from more than one source, but for **particular reasons**, it must be purchased from a specific vendor.

PART I – Department/Supplier Information

Date

***Requestor**

Title

Department

Phone

Email

Proposed Supplier

Supplier Contact

Phone

Fax

Description of Product/Service

Cost

*I certify that to the best of my knowledge the following reasons, explanations and documentation justify that this requisition is a sole/single source purchase. I have provided this information and any questions can be directed to my attention.

PART II – Required Contracts - Check the appropriate box(s) to support the ongoing contract requirements

For Equipment

- a) Equipment contract required & proposed quote/contract attached
- b) Consumables contract required & proposed quote/contract attached
- c) Service contract required & proposed quote/contract attached
- d) Adding to existing consumables and/or service contract, contract #
- e) No contracts required, one time purchase

For Consumables

- a) Consumables contract required & proposed quote/contract attached
- b) Adding to existing consumables contract, contract #
- c) No contracts required, one time purchase

For Service

- a) Service contract required & proposed quote/contract attached
- b) Adding to existing service contract, contract #
- c) No contracts required, one time purchase

PART III – Sole/Single Source Rationale - Check the appropriate box(s) to support the supplier selection

Exemptions Tender Thresholds Policy Health PEI

Where only one supplier is able to meet the requirements of a procurement, Health PEI employees may apply for an exemption provided that the rationale does not do so for the purposes of avoiding competition between suppliers. The following exemptions are consistent with the Public Purchasing Act, AIT, and APA exemptions:

- a) where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of open procurement procedures (this exception does not apply where the emergency is due to lack of planning);
- b) where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest;
- c) where compliance with the open tendering provisions would interfere with the organizations ability to maintain security or order or to protect human, animal or plant life or health;
- d) where there is a lack of submissions in response to a call for tenders made in accordance with this policy;
- e) to ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- f) where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists;
- g) for the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;
- h) for the purchase of goods on a commodity market;

- i) for work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
- j) for work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- k) for the procurement of a prototype of a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases;
- l) for the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases;
- m) for the procurement of subscriptions to newspapers, magazines or other periodicals;
- n) for the procurement of real property;
- o) procurement of services that in PEI may be provided only by any of the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries;
- p) the supplies are not included in the above list but, in the opinion of the CEO, the supplies have certain characteristics that can only be provided by one manufacturer or vendor;
- q) other exemptions available under the APA or AIT, please list the exemption;

PART IV – Explanation - For all items checked, an explanation is **REQUIRED** that states why only one supplier can meet the requirements. Detail the process used to attempt to locate additional vendors, e.g. Internet search or consultation with other researchers in the field. Your answer should include information to address the following questions;

- 1) What characteristics does the consumables/equipment have that are only available from this vendor and what are they?
- 2) Why are these important (clinical/non-clinical explanation)?
- 3) Do other vendors provide same/similar products, and if yes how do those products not meet the required characteristics?
- 4) Are there any industry standards that can be used to support your position

