

CITY OF BELLEVILLE
SINGLE/SOLE SOURCINGCHECKLIST

This checklist is a guideline to assist in determining if a purchase of goods and/or services qualifies as a single or sole source purchase. If further clarification is required please contact Purchasing Services.

Single and Sole Source purchases must be made in accordance with section 30.1 and 30.2 of the Procurement Policy.

Purchasing Services shall assist the Department in making the determination that a purchase meets the criteria of a sole or single source purchase by the following process:

1. Single Sourcing: (check appropriate item below)

Single source means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications.

The procurement may be conducted using a single Source process if the goods and/or services are available from more than one source but there are valid and sufficient reasons for selecting one supplier in particular, as follows:

- An attempt to acquire the required goods and/or services by soliciting competitive bids has been made in good faith, but has failed to identify any, willing and compliant, competitive suppliers;
- For additional orders/deliveries by the original supplier of goods or services that were not included in the initial procurement if a change of supplier for such additional goods or services: (a) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial procurement; and (b) would cause significant inconvenience or substantial duplication of costs for the procuring entity;
- for purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, auction, receivership or bankruptcy, but not for routine purchases from regular suppliers;
- It is advantageous to the City to acquire the goods and/or services from a supplier pursuant to the procurement process conducted by another public body;
- It is advantageous to the City to acquire the goods and/or services directly from another public body or public service body;
- Another organization is funding or substantially funding the acquisition and has determined the supplier, and the terms and conditions of the commitment into which the City will enter are acceptable to the City;
- Where due to abnormal market conditions, the goods and/or services required are in short supply.
- Section 21. from the Purchasing by-law where the goods and/or services are considered an extension of a previous Purchase using a competitive Bid process and the previous supplier would be considered appropriate as a single source procurement due to the particular nature of the extension.
- Co-operative purchasing /vendor or record arrangements or City approved buying groups, where the City is purchasing together with other municipalities or other public authorities or government agencies.

SUMMARY OF RATIONALE:

Name: _____

Signature: _____

Date: _____

Department Code for PO: _____

Vendor Email: _____

Sole Sourcing: (check appropriate item below)

The procurement may be conducted using a Sole Source process if the goods and/or services are available from only one supplier by reason of:

- Statutory or market based monopoly;
- Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, license, technical secrets or controls of raw material; or
- The complete item, service, or system is unique to one supplier and no alternative or substitute exists.

SUMMARY OF RATIONALE:

Charge Account Number: _____

Department Code for PO: _____

Name: _____

Signature: _____

Date: _____

Vendor Contact Name: _____

Vendor Email: _____

Approval and Reporting (Single and Sole Sourcing)

Purchases which qualify to be considered as a Single Source or Sole Source require the following approvals:

- For purchases **under \$20,000** a completed Single/Sole Sourcing Checklist, including any other applicable official documents (if required) indicating the compelling rationale that warrants a non-competitive selection and all documents will be attached to the **purchase order which shall be issued by the Department.**
- For purchases **greater than \$20,000 but less than \$50,000** a completed Single/Sole Sourcing Checklist, including any other applicable official documents (if required) indicating the compelling rationale that warrants a non-competitive selection and all documents will be attached to the **purchase order which shall be issued by Purchasing Services.**
- **For purchases over \$50,000** a written report indicating the compelling rationale (shall include a copy of a completed Single/Sole Sourcing Checklist) that warrants a non-competitive selection will be submitted by the **Department to City Council for approval** prior to selection. A copy the approved official documents (if applicable) shall be attached directly to the purchase order issued by Purchasing Services.