Standard Operating Procedure: **Non-Competitive Procurement (formerly Sole or Single Source Certification)**

**Approval Authority:** **Director, Procurement Services**

**Effective Date:** **May 2012**

**Application**

This SOP is subject to the University Policy on the Procurement of Goods and Services.

Goods and services purchased, leased or rented in support of University business must be compliant with both external and internal procurement regulations and policies. The fundamental obligation is to ensure that expenditures from University funds (i.e. operating, capital, research, ancillary, and special purpose) are conducted in a fair, transparent and competitive manner.

It is recognized that, in rare, specific or exceptional circumstances, competitive pricing cannot be obtained (i.e. through multiple quotations or competitive bidding) as there may be only one vendor able, or capable, of providing the goods or services.

For these types of rare situations, the Non-Competitive Procurement Approval Form must be completed by the end user.

**Definitions**

**Competitive Bid Process:** a formal process performed in an open, fair, and transparent manner in order to procure goods and services in a competitive environment.

**Non-Competitive Procurement Approval Form Number:** distinct reference number assigned by Procurement Services to each Non-Competitive Procurement Approval Form received for consideration.

**Purchase Order:** a formal contract between York University and a vendor with terms and conditions and a confirmed order and payment process.

**Purchasing Requisition:** is the document that initiates the process of creating a Purchase Order.

**Process**

1. The Non-Competitive Procurement Approval Form is completed by the end user when acquiring a good or service over $10,000 or for all consulting services regardless of value, where a competitive bidding process cannot be completed. A detailed justification must be provided and where applicable, additional supporting documentation may also be needed.
2. The end user submits a completed Non-Competitive Procurement Approval Form and a Purchasing Requisition to Procurement Services.

3. The Director, Procurement Services reviews completed forms and reserves the right to request additional information or documentation as needed to further clarify the situation prior to approving the purchase. The signature of the Director, Procurement Services, indicates the purchase falls within the criteria outlined on the Non-Competitive Procurement Approval Form. If the Non-Competitive Procurement Approval Form is not accepted, all documentation will be returned to the end user and a competitive bidding process must be completed.

4. If the Director, Procurement Services validates the Non-Competitive Procurement Approval Form, Procurement Services routes the form to the signatories indicated for Final Sign-Off. Once the documentation is returned, Procurement Services issues a Purchase Order (PO) in accordance with the details specified on the Purchasing Requisition.

5. Procurement Services sends a copy of the approved Non-Competitive Procurement Approval Form with the corresponding Non-Competitive Procurement Approval Form Number along with a copy of the Purchase Order to the end user for record-keeping purposes.

6. The University will not recognize the procurement of goods or services unless the Non-Competitive Procurement Approval Form is signed-off by all of the required approval signatures.

7. In instances where multiple payments will be made to the vendor for the specific good or service only one form is required. The end user must quote the Non-Competitive Procurement Approval Form Number, as provided by Procurement Services, on the documentation submitted for all future payments.

8. Multiple payment approvals shall be reviewed periodically to assess market changes. End users will be notified if the approval is no longer valid and a competitive bidding process is required.