

Non-Competitive Procurement	Section: Procurement Number: 1.21
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Revised:	Scope: All Employees

POLICY:

To ensure that a formal process is in place in the event that the competitive procurement process cannot be followed.

PROCEDURE:

CLO will use a competitive procurement process to achieve optimum value for money. However it is recognized that special circumstances may require use of a non-competitive procurement. Prior to commencement of non-competitive procurement, supporting documentation must be completed and approved by the Executive Director to ensure it is not being done to avoid competition between suppliers or to discriminate against suppliers.

A non-competitive procurement may be used in situations outlined in the exemption, exception, or non-application clauses of the Agreement on Internal Trade, or other trade agreements.

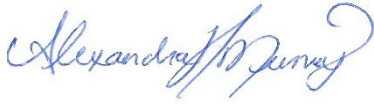
A non-competitive procurement may also be used where only one supplier is able to meet the requirements of a procurement – known as sole-source situations. Some examples of these situations would be for product compatibility, procurement of real estate property, for work to be performed on a leased building where work must be done by lessor.

There are also exceptions known as sole-source situations. One circumstance considered a sole-source situation would be where an unforeseeable situation of urgency exists (i.e.: Health & Safety) and goods or services cannot be obtained in time by means of open procurement. Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation of urgency.

When sole sourced is accessed or acceptance of not the lowest bid, CLO's Board of Directors must approve prior to proceeding.

Financial Manual

Approved by:



Executive Director

April 11, 2022

Date



Board President

April 11, 2022

Date