

Discretionary Form for single Source or Sole Source  
Competitive Pricing Not Obtained

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Item/Service to be purchased: [Click or tap here to enter text.](#)Supplier: [Click or tap here to enter text.](#)Date: [Click or tap to enter a date.](#)Requested By: [Click or tap here to enter text.](#)School/Department: [Click or tap here to enter text.](#)Comb. Code# [Click or tap here to enter text.](#) Total Cost (excluding taxes): [Click or tap here to enter text.](#) PO#: [Click or tap here to enter text.](#)

To be compliant with laws, regulations, public policy and LDSB's Purchasing Policies and Procedures, all purchases must be subject to competitive bidding. In specific or exceptional circumstances, only one supplier or consultant may be able, or capable, of providing goods and/or services. A competitive bid cannot be completed for this purchase for the reason(s) noted below and is supported by the Justification.

**Single Source:**

A non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same goods, services or construction.

**Sole Source:**

The use of a non-competitive procurement process to acquire goods or services where there is only one available supplier for a particular product or highly specialized skill.

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**Single Source:**

- An unforeseen emergency situation has arisen involving the safety of persons, protection of property or the prompt restoration of service to minimize Interruption of LDSB activities. Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation of urgency.
- Where goods or consulting services regarding matters of confidentiality or privileged nature are to be purchased and the disclosure of those matters through open competition could reasonably be expected to compromise confidentiality.
- In the absence of a receipt of any bids in response to a call for proposals or tenders.

**Sole Source:**

- To ensure compatibility with an existing product, to recognize exclusive rights, such as exclusive licenses, copyrights and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- Where there is an absence of competition for technical reasons and that the goods or services can only be supplied by a particular supplier and no alternative or substitute exists.
- For the purchase of goods on a commodity market.
- 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.
- Subscriptions to newspapers, magazines or other periodicals.
- Procurement of real property.
- Goods or services in which the supply is controlled by a supplier that is statutory monopoly.
- Contract to be awarded to the winner of a design contest.
- 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.
- Purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- Original works of art.
- Work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.
- Other:** Provide explanation/justification [Click or tap here to enter text.](#)

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**Justification:**

Click or tap here to enter text.

Attached is the required back up documentation in support of the selected conditions above. I acknowledge that the order has NOT been placed with the supplier pending authorization by the supervisor of financial services and the superintendent of business.

**Back up Documentation may include:**

- Attached quote
- Manufacturer/distributor letter of exclusivity
- Absence of competition requires “proof of attempt” (tried to obtain more than one quote)

**Authorization Signatures:**

1. \_\_\_\_\_

Click or tap here to enter text.

Department Manager/Principal/Designate

2. \_\_\_\_\_

Click or tap here to enter text.

Supervisor of Financial Services

3. \_\_\_\_\_

Click or tap here to enter text.

Superintendent of Business