Brock University Procurement Services

Exception Certification

No competitive bids were solicited for the accompanying requisition #_____

By affixing my signature hereto, I attest that one or more of the following conditions apply to this procurement:

Please **check appropriate condition(s):**

☐ The University is involved in a cooperative or joint venture to purchase goods or services with other institutions, local or provincial organizations. Such purchases are to be made according to the procedures of that cooperative purchasing group, provided those procedures, if not identical, are consistent with the intent of this policy.

☐ Particular goods or services are available from only one or two suppliers. An authorized agent will keep on file documentation in support of waivers made on this basis.

☐ Compatibility with an existing product or service is the overriding consideration.

☐ The extension or reinstatement of an existing contract would be the most effective or beneficial method and in the best interest of Brock University. Under no circumstances will a contract be extended beyond five years without a comprehensive review of performance/service quality and market alternatives.

☐ In an emergency, an "Emergency Purchase" is classified as a procurement, which is needed to "protect life and property, prevent substantial economic loss, and/or prevent the interruption of essential services".

☐ A need is established for the acquisition of goods and/or services for which only a specialized or proprietary requirement can be identified. In such cases, an authorized individual may choose the best overall value to the University from one (1) or more invited proposals.

Other Comments:

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_____ _____
Originator Signature Name (Please Print)

_____ _____
Department Head Signature Name (Please Print)

_____
Department Faculty or Division (Please Print)

NOTE: Purchases over $15,000 require a minimum of 3 written quotes unless one of the listed criteria applies. Brock University Purchasing Policy is structured to meet all Federal and Provincial laws that govern competitive bidding practices in Canada and to protect both the University and the individual purchaser from liability that could result from a challenge to a contract award. Therefore, if competitive quotes are not solicited, a signed Exception Certification must accompany the requisition forwarded to Procurement Services.

For more comprehensive information on University Purchasing Policy and Regulations, please visit www.brocku.ca/finance/faculty-and-staff/procurement-services.