



Sole and Single Sourcing

SAIT Supply Management

INFORMATION:

In order to ensure SAIT's compliance with SAIT Policy and applicable Government procurement guidelines, SAIT Supply Management will request school/department justification supporting the following non-competitive procurement activities. Completion of the Sole and Single Sourcing form will be requested of the school or department by the SAIT Purchasing Officer for the following procurement scenarios.

1. Where the purchase expenditure including GST is \$75,000 or greater for goods and services (includes professional consultant services)
2. Where the purchase expenditure including GST is \$200,000 or greater for campus construction or renovation work.

The Sole and Single Source form is not required to be completed by the school or department for purchases or goods and services acquired:

- Under an existing purchase contract where the supplier and product selection has previously been selected and approved through a competitive bid or sole/single sourcing process (e.g. Banner & Oracle ERP Software)
- From a supplier that has a monopoly over the product or service being acquired (e.g: Calgary Transit Pass)
- SAIT Food Stores and Bookstore Purchases (e.g: perishable and retail products)

Single Sourcing Approval Matrix

In all Sole or Single source circumstances, the following written authorization approval must be obtained prior to procurement:

Contract Amount	Required Approval
< \$500,000	Manager, Supply Management, Finance
≤ \$1,000,000	Associate Vice President, Finance
> \$1,000,000	CFO and VP, Corporate Services

* REQUEST:

* Project:

* Value(Estimate)\$:

* Supplier:

Justification: complete below

* Requested by:

Department/School:

Requestor Authorized Signature

Date _____

APPROVAL:

Manager, Supply Management, Finance

Date _____

Associate Vice President, Finance

Date _____

CFO and VP, Corporate Services

Date _____



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JUSTIFICATION: