

The requirement to use a competitive bid process for procurement of goods and services valued above \$10,000 can be waived, but only under particular circumstances. If there is no ability to solicit multiple bids, departments/schools must demonstrate that the purchase from a particular vendor is sufficiently justified as a sole source. Sole source means that a single vendor is uniquely qualified to meet the department/unit's procurement objective. Procurements made without a competitive procurement process should be limited to those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written justification or explanation which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the procurement a written justification or explanation, and approval signature is required as part of the process. The waiver can apply to:

- Emergencies
- Sole source situations (see Sole Source Procurement Justification form)

Department/Units are encouraged to discuss the applicability and validity of sole source requests early on in the procurement process. Single source requests can be effectively validated and/or challenged on a case by case basis. The University of Saskatchewan is accountable to the Procurement Policy and the various Trade Agreements that inform this policy.

Note: Failure to anticipate a need or lack of planning is not considered an emergency.

## Information

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