

Niagara College Purchasing Department

Exception Certificate

|  |  |
| --- | --- |
| Description of Goods/Services: |  |
| Supplier: |  | Amount **$** |

*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 College 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, including a complete record of the negotiations to secure the best value for the College.

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

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 College from one (1) or more invited proposals.

**No competitive bids were solicited for the accompanying RQS#**

Add Details/rationale:

NOTE: Niagara College Procurement Practice is structured to meet all Federal and Provincial laws that govern competitive bidding practices in Canada and to protect both the College and the individual purchaser from liability that could result from a challenge to contract award. Therefore, if a procurement process is not conducted, prior to adding signatures, a completed Exception Certification must be submitted to the Purchasing department for review. For more comprehensive information on the Niagara College Procurement Practice, visit <https://www.niagaracollege.ca/policies/?_sf_s=purchasing>.

The Purchasing Department shall facilitate Exception Certificate approvals according to the Procurement Procedure must be approved by an authority one level higher than the Niagara College AAS requirements for competitive procurement

Director/Associate Dean Signature Name (Please print) Date ($10,001 to $20,000)

Dean/Senior Director Signature Name (Please print) Date ($20,001 to $50,000)

Associate Vice President Signature Name (Please print) Date ($50,001 to $75,000)

Vice President Signature Name (Please print) Date ($75,001 to $100,000)

Senior Vice President of College Operations Name (Please print) Date ($100,001 and above)

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