FORM A

Algonquin & Lakeshore
Catholic District School Board

WAIVER OF COMPETITIVE PROCESS

Waiver #:

As per Procurement Administrative Procedures, the following form must be completed for all emergency, sole source, and single source purchases for justification of the decision to bypass the competitive procurement process.

SUPPLIER NAME: _____

PROPOSED PURCHASE VALUE: _____ **DATE OF ORDER:** _____

Please check off one of the following:

- ☐ Sole Source (only manufacturer/vendor/contractor, only approved source, no alternative source)
- ☐ Single Source/Proprietary/Patented/Warranty Item/Purchasing Consortium Agreement
- ☐ Emergency Purchase, Health & Safety Requirement, Security Requirement
- ☐ Issue of Compatibility, Technical compatibility, matching
- ☐ Ministry Funding where time is a critical factor
- ☐ Other Explanation

Please provide an explanatory note to support the above reason selected:

We, the undersigned, understand the Board's Procurement Policy and Administrative Procedures and have researched this purchase with due diligence, and believe this purchase complies with the policy's intent.

Requestor	Date	Supervisor	Date

REVIEWED AND APPROVED:

Finance Officer-Procurement	Date

Superintendent of Finance and Business Services	Date

OFFICE USE

☐ Copied to Requester

Purchase Order Number	Date of Issue

Form: PUR-600

Administrative Procedures: PROCUREMENT B-2019-11-2