



Procurement Services – Derogation Request

A request drafted in anticipation of a deviation from Policy/Procedure.

This explains the reasons for the failure to follow the usual procedures

This form must be duly completed for all situations that do not conform to Policy 36 and for which derogation from the policy is required.

Your reference # (if any)	
Faculty – Service	
Chief Administrative Officer	
Financial Officer	
Prepared by:	
Requestor	
Company Name	

Funds	Operation Research Facilities
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Identifying non-competitive procurement type: (more than one can be selected)	Sole Source Supplier (no other supplier or distributor in the market- the only one) Single Source (they are the only one who meet the specific requirement) Emergency situation Purchases through a government entity Purchases through a pre-established consortium Situation in which the cost of identifying an alternative supplier would be prohibitive Situation in which public posting would be adverse to the organization Situation in which purchasing is not practical: e.g. purchase made overseas Other (ie: others were solicited but didn't answer)
Requestor Explanation <i>Short form paragraph (point form with reasons)</i> <i>Justified explanation</i> <i>To help you answer, provide more details on the non-competitive procurement item that is relevant to your situation</i>	
Is it the first time that the Company is consulted/hired on this project or any related service?	
Explanation of Financial or Administrative Officer	



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For services

Contract objective	
Period to be approved – Contract Term <i>If amendment, add the requested time of the amendment</i>	Start of Contract: End of Contract :
Amount to be approved- Requested amount <i>Entire amount of Contract</i>	

History – all contract and/or amendment and their term (before the new request)	
<i>Contract + Amendment = Entire amount (separated amounts)</i>	
Relevant additional details regarding the request	What is the probability that the contract will be extended?

For goods/products

Goods/products to be purchased	
Amount to be approved- Requested amount <i>Entire amount of purchase</i>	
History (state any transactions preceding this request)	

By checking this box, I, the requestor, confirm that the information provided is accurate and that I support such a request.



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Procurement Services Internal Section

Procurement's reference number :	
Procurement's additional information –	
Recommendation from the first	

Notes : Exclusion, instructions to follow Out of Province (services) Research Others	
Deadline of derogation	

Procurement Approval Authority

Name	
Title	
Service	
Signature	
Date	

I approve the request for derogation above.