

Alternative Procurement (ALTP) Justification Form



Complete this form for all procurement \$25,000+ where approval is being requested. ALTP practices may be used in special circumstances, but are not to be used for the purpose of avoiding competition or to discriminate against specific suppliers. See the Alternative Procurement Practices Procedures for more information.

To be filled in by Procurement

ALTP # _____

1. Requesting Department Details (To be filled in by Requester/Originator)

Date:

Name and Title:

Department:

2. Purchase Details

Part Number and short Description of goods, services or construction required:

Procurement Category:

Goods

Services

Construction

ALTP Circumstance #*:

***Required: options
listed at end of form**

Type of Grant Funding:

Recommended Supplier Name:

Total Estimated Purchase Value**:

Currency:

(e.g. USD, CAD, etc.)

****Pre-tax value including full contract term with all possible extension options, warranties, maintenance, training, delivery, etc. Include quotation when submitting this form.**

3. Background (If additional space is needed, attach an additional page referencing Section #3)

Describe the good, service or construction: what it is, how and where it is used, why it is needed, and how it fits with your departmental / research objectives. If available, attach relevant documentation (e.g. copies of current/previous agreements, quotes, etc.). **Include GL Account Number to which purchase is to be charged.**

4. Justification (If additional space is needed, attach an additional page referencing Section #4)

Describe in detail how and why the selected ALTP Circumstance you selected from the list below applies to this procurement. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

5. Demonstrated Value (If additional space is needed, attach an additional page referencing Section #5)

Describe the process used to obtain value for money and attach evidence of actions taken. These may include market research, internet searches, negotiated discounts off list price, benchmarking from other organizations, professional advice, etc.

6. Acknowledgement

I understand and accept that current procedure at Acadia University is to obtain competitive submissions on purchase transactions. I am requesting an exception to the competitive process for one or more of the conditions noted above.

I attest that I have disclosed all information in support of the selected condition(s), acknowledge that the order has not been placed with the supplier, accept that this request is subject to review by Procurement and approval by the appropriate authority and further declare there is no conflict of interest.

I attest that I have budget signing authority for the given business area at the approved spend threshold.

Authorized Representative
(Signature)

Print Name

Date

For Financial Services Use Only

Reviewed by:

Manager, Procurement & Risk
Management (Signature)

Print Name

Date

Associate Vice-President Finance
& Treasurer (Signature)

Print Name

Date

Procurement Comments (optional):

Alternative Procurement Circumstances

1. insofar as is strictly necessary where, for reasons of urgency brought about by events unforeseeable by the public-sector entity, the goods, services or construction could not be obtained in time using an open competition
2. where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise university confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to public interest
3. to ensure compatibility with existing products, or to maintain specialized products that must be maintained by the manufacturer or its representative
4. to ensure the protection of patents, copyrights, or other exclusive rights
5. due to an absence of competition for technical reasons
6. for the procurement of goods or services the supply of which is controlled by a supplier that is a monopoly
7. for goods purchased on a commodity market
8. for work to be performed on or about a leased building or portions thereof that may be performed only by the lessor
9. for work to be performed on a property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work
10. where a procuring entity procures a prototype or a first good or service that is developed in the course of, and for a particular contract for research, experiment, study or original development. Original development of a first good or service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the good or service is suitable for production or supply in quantity to acceptable quality standards, but does not include quantity production or supply to establish commercial viability or to recover research and development costs.
11. for purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine purchase from regular suppliers.
12. the requirement is for a work of art
13. where a contract is awarded to a winner of a design contest provided the contest has been organized in a manner consistent with the principles of this policy, in particular related to the publication of tender

notices; and the participants are judged by an independent jury with a view to a design contract being awarded to a winner.

14. for the procurement of subscriptions to newspapers, magazines, or other periodicals

15. for additional deliveries by the original supplier of goods, or services that were not included in the initial procurement where a change of supplier for such additional goods, services or construction cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial procurement, and would cause significant inconvenience or substantial duplication of costs for the public sector entity

16. no bids were submitted or no suppliers requested participation; no bids that conform to the essential requirements of the solicitation documentation were submitted; no suppliers satisfied the conditions for participation

17. for the procurement or acquisition of fiscal agency or depository services, liquidation, and management services for regulated financial institutions or services related to the sale, redemption, and distribution of public debt, including loans and government bonds, notes and other securities

18. for the procurement of goods and services for commercial sale or resale, or for use in the production or supply of goods or services for commercial sale or resale

19. for the procurement of goods and services financed primarily from donations that are subject to conditions that are inconsistent with this Policy

20. procurement of goods or services from another government body

21. procurement from philanthropic institutions, non-profit organizations, prison labor, or persons with disabilities

22. compliance with the competitive process requirements would interfere with the Province's ability to maintain security or order or to protect human, animal, or plant life or health

23. the procurement supports a measure adopted with respect to Aboriginal peoples