

 <b>YUKON ENERGY</b>	Goods & Services Guidelines GS-010	<b>DEPARTMENT:</b>		<b>INQUIRIES TO:</b>		<b>TOPIC:</b>	
		All		Corporate Services		Non-Competitive Purchases Guideline	
		<b>ISSUED:</b>		<b>REVIEW DATE:</b>		<b>APPROVED BY:</b>	
		March 2006		February 2009		_____ Director, Corporate Services	

## 1.00 Purpose

- 1.01 The purpose of the Non-Competitive Purchases Guideline is to identify and provide guidance and justification to waive the competitive bid process and proceeding directly to acquisition by means of a single or sole source purchasing process.

## 2.00 Procedure

The following procedure outlines the steps involved in initiating a purchase involving a Non-Competitive Purchases request:

- 2.01 Requestor submits a completed Non-Competitive Purchases request to Corporate Services (attach to the Purchase Requisition) clearly stating the reasons for the non-competitive purchase.
- 2.02 Requestor submits a completed and properly signed Purchase Requisition to Corporate Services clearly indicating the goods and services to be purchased and the estimated purchase price.
- 2.03 Requestor identifies the potential source of supply (if known).
- 2.04 Exception requests will be reviewed and evaluated by Corporate Services and where applicable, the department head and/or the President & CEO.
- 2.05 Approved Non-Competitive Purchases will be processed by Corporate Services.
- 2.06 Any revisions/corrections to a Non-Competitive Purchase must be done by way of Change Order request. Corporate Services will issue all Change Orders.

## 3.00 Non-Competitive Purchases

- 3.01 Non-Competitive Purchases may be requested if the following conditions are identified:

- **Sole Source:** There is only one source of supply: or
- **Single Source:** There are other suppliers, but Yukon Energy elects to purchase from one single supplier due to one of the following:
  1. The work is of a proprietary nature and only one supplier can do the work within timeline;
  2. The work to be undertaken is an emergency;

3. For purposes of community support, the purchase will be awarded to a specific supplier; or
  4. The President & CEO or Directors authorizes that work be given to a specific company.
- 3.02 Directors may award Non-Competitive Purchases up to a maximum value of \$25,000.00. The President & CEO must approve all other Non-Competitive Purchases contracts.

#### **4.00 Signing Authority**

- 4.01 All Non-Competitive Purchases are to be requested only by authorized employees in accordance with Yukon Energy's Signing Authority Policy.

#### **5.00 Document Retention**

- 5.01 Corporate Services will retain all original documents complete with supporting documentation for a period of six years plus current year for audit purposes.