

### í X DIRECT AWARD

A Direct Award (DA) is the award of a supply or services contract without conducting an open, public competitive process to select the supplier as required by law. Trade agreements permit DA only under certain exceptional circumstances described below. The DA form must be completed for all DA requests above \$15,000 and must be endorsed in advance by Purchasing Services for contract values of \$75,000 and above.

### î X QUALIFYING FOR DIRECT AWARD

As a publicly funded institution, UVic is required by law to conduct public competitions for major acquisitions of goods and services. UVic policy also requires a competitive process for purchases over \$15,000. This promotes competition, provides a fair bidding platform for vendors, ensures that we make best use of public funds and attains best value for the university.

## Direct Award Request

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must directly facilitate necessary project outcomes.

### May Include

- x highly-specialized equipment for particular operational needs where only one manufacturer and seller exists.

### Does NOT Include:

- x familiarity or positive experience with the existing supplier;
- x having an existing relationship with a supplier;
- x commercial contracts with research partners;
- x renewing a contract to avoid effort of a competition;
- x service or repair by a recommended third party as per (1) Ed (r) 1 (3) (p) 2.3 (a) 0 1 2

Extreme Unforeseeable  
Urgency

This exemption applies in situations of unforeseen emergency, i.e., circumstances that could not have been predicted in advance. The unforeseeable emergency must result in immediate need that does not allow enough time for the normal solicitation processes. This exemption can only be used for urgent situations that your department deems unforeseeable.

May 2020



DIRECT AWARD FORM

DA requests between \$15,000 and \$75,000: Obtain quote, complete form, and attach to WebReqn FAST.

Supplier quotes/proposals may be in any format, including an email, provided they clearly identify:

- x any applicable terms and conditions;
- x the scope of work;
- x the timing of the work, including key dates and overall time commitment;
- x a breakdown of the costs; and
- x any other pertinent details such as acceptance criteria.

DA request over \$75,000: Complete form and contact your Purchasing Officer as soon as feasible to confirm exemption and conduct NOI if necessary (NOI process may take three to five weeks).

DEPARTMENT INFORMATION	
Faculty/Department:	
Department Contact Name:	
Telephone#:	
Email Address:	

Is this purchase to be processed through the Direct Award process?

Is this purchase to be processed through the Request for Proposal process?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## Direct Award Request

<p>Exceptions to the Requirements for Competition</p> <p>Select all that apply to your purchase.</p>	<ul style="list-style-type: none"> <li>x No Alternate Supplier Exists <input type="checkbox"/></li> <li>x Original Entrenched Supplier <input type="checkbox"/></li> <li>x Extreme Unforeseeable Urgency <input type="checkbox"/></li> <li>x Prototype for Research <input type="checkbox"/></li> <li>x Design Contest <input type="checkbox"/></li> <li>x Exceptional Advantage <input type="checkbox"/></li> <li>x Other (please specify): <input type="checkbox"/></li> </ul>
<p>Estimated Cost of Purchase</p> <p>Provide the total anticipated cost of all interdependent components of the product/service including maintenance and service fees.</p>	

**Direct Award Justification**

Explain how your request qualifies for a Direct Award based on the applicable exemption criteria outlined in

[Qualifying for a Direct Award](#). ExfP8-4.1 BDC /T85.88 0.3 (12FMDC 0 0 1 rg 92.043772.161429.6870.7  
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