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Name:	Procurement – Limited Tender Justification
Policy Number:	4-1026
Origin:	Financial Services
Approved:	July 25, 2014
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procurement Services
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As legislated by the Province of Nova Scotia and outlined in the University's administrative policies, Procurement Services endeavours to provide a competitive process according to the thresholds outlined in the Saint Mary's University [Purchasing Thresholds Policy \(Policy 4-1027\)](#).

Before proceeding to a Limited Tender Justification, the following should be considered:

- a) Have the minimum requirements been defined?
- b) Are the requirements overly restrictive so as to limit potential sources of supply?
- c) Before making the determinate on a Limited Tender exception, have all potential sources of supply been researched, so as to establish if alternate goods / service could meet requirements?
- d) On what basis is the Limited Tender justified?
- e) Are the justifications fair to the contracting community at large - can they be defended?

It is worth noting that failure to plan for a competitive process will not create a situation of urgency and thus satisfy a Limited Tender Justification request.

The Limited Tender Justification Form is available on [SMUport](#).