



## Sole Source Authorization Form for Procurement of \$25,000 or Greater

**Applicable FAM Policies:**

- 705 – Procurement
- 710 – Contract Registry and Reporting

**Applicability:**

- GNWT Departments
- Public Agencies

- This authorization form must be completed prior to contract initiation and in accordance with departmental/agency signing authorities
- The signed Authorization must be attached to the owner’s contract file copy (in electronic or hard copy)

<b>Name of Contractor</b>		
<b>Reference Number:</b>	<b>Contract Value:</b>	<b>Contract Start Date:</b>
<b>Description of Good(s) or Service(s) Required:</b>		

Identify criteria met (in accordance with the Government Contract Regulations subsection 1(1), 4(1)(c) and subsection 8(1)):

	Performance of the contract is <b>urgently required</b> and delay would be injurious to the public interest. (Typically, this means an emergency and the consequences of delay have significant cost implications. The inability to plan or organize ahead of time is insufficient justification for a sole-source contract.)	
	<b>Only one party</b> is available and capable of performing the contract. (Typically, this suggests one or more of the following reasons. Indicate applicable reason and/or provide justification):	
	the work is quite unusual	prototype, experiment or original development
	a legal cooperative agreement exists with the contractor	statutory monopoly
	geographic limits on the availability of materials and supplies used (e.g. construction/repair of roads)	an absence of competition (only one business available and capable)
	to maintain security or order or to protect human, animal, or plant life or health	compatibility, copyright and patent rights, or to maintain a manufacturer’s warranty
	<b>Professional services</b> for \$25,000 and greater, but under \$50,000. (Explanation requested below is not necessary)	
	<b>Architectural or Engineering services</b> for \$25,000 and greater, but under \$100,000. (Explanation requested below is not necessary)	
	<b>Only one manufacturer of an Approved NWT Manufactured Product</b> (Explanation requested below is not necessary)	



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Explain and justify the reason for choosing one of the above (APPROPRIATE DOCUMENTATION MUST BE ATTACHED):

Contract Authority Signature	Approval Date	Position Title
Print Name	Act Yes or No	Acting Date

Expenditure Authority Signature (FAM 130)	Approval Date	Position Title
Print Name	Act Yes or No	Acting Date