**BOBI & Procurement Restriction Policy Exemption Request Form**

The University must comply with the provincial Building Ontario Businesses Initiative (BOBI) and the Procurement Restriction Policy.

Under **BOBI** purchases with a value of less than $121,000 must give preference to Ontario businesses.

Under the **Procurement Restriction Policy** for purchase of any value, U.S. suppliers may only be selected if no viable alternatives exists, **AND** the procurement can’t be delayed.

When an Ontario business is not selected complete the form and keep it for your records.

When a US supplier must be selected complete the form and submit it to [purchasing.helpdesk@uoguelph.ca](mailto:purchasing.helpdesk@uoguelph.ca) **BEFORE** the purchase is made, as VP Finance approval is required to proceed with the purchase.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Procurement Details** | | |  | |
| Description of Goods/Services |  | | | |
| Supplier Legal Name |  | | | |
| Address |  | | | |
| Country of Global Headquarters |  | | | |
| Total Estimated Value (CAD) | $ |  | |

## Was a U.S. Business selected?

* **No** – Complete *Section A only*
* **Yes** – Complete *Section A & B*

## Section A: Selecting a Non-Ontario Business

Purchases from Non-Ontario businesses will be permitted under certain conditions, check those that apply.

|  |  |
| --- | --- |
|  | No Ontario Business available/does not exist OR no Ontario business are able to meet the requirements of the deliverables |
|  | Ontario Businesses given 10% preference in evaluation, but a non-Ontario Business was selected |
|  | Purchase made using a Preferred Supplier contract |
|  | Purchase made in emergency circumstances (defined as a situation situation that could result in serious harm to persons or animals, or substantial damage to property) |
|  | Goods or Services procured for commercial sale or resale |

## Section B: Selecting a U.S. Business

Exceptions to the Procurement Restriction Policy can be made if a US business is the only viable supplier **AND** the procurement can’t be delayed, check those that apply.

|  |  |
| --- | --- |
|  | A US supplier is the only viable supplier of the goods or services |
|  | The purchase can’t be delayed |

## Requester or Budget Owner Information

|  |  |  |
| --- | --- | --- |
| Name, Job Title & Dept |  |  |
| Signature & Date |  |  |