

Checklist to Determine if the Agreement on Internal Trade Applies to a UWO Purchase

If the answer to **every** question falls in a shaded area, then the Agreement applies.

1. Is this a purchase, lease or rental of movable property, or supplying/performing a service? Yes No
2. Is its estimated value greater than \$100,000 (before taxes)? Yes No
Notes: ❶ If the estimated value is close to \$100,000 and there is a possibility of the contract exceeding this threshold, it is advisable to comply with the Agreement.
❷ If it is for an extended time, the total value over the life of the contract (including possible extensions) must be considered.
3. (a) Is it a sole source procurement to ensure compatibility with existing product? Yes No
(b) Is it a sole source procurement to protect copyrights or patents? Yes No
(c) Is it a sole source procurement for the maintenance or repair of specialized equipment that must be carried out by the manufacturer or its representative? Yes No
(d) Is it a sole source procurement of goods already the subject of a lease-purchase agreement where payments are partially or totally credited to the purchase? Yes No
(e) Is it a sole source procurement under exceptionally advantageous circumstances such as bankruptcy or receivership? Yes No
(f) Is it a sole source procurement because there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists? Yes No
4. Is it between public organizations or with a non-profit organization? Yes No
5. Is it for resale to the public? Yes No
7. Is it being purchased as an agent of a third party not in the Broader Public Sector? Yes No
8. Is it an unforeseeable situation of urgency where the procurement cannot be concluded in the time required by the Agreement? Yes No

9. Is it of a confidential nature, the disclosure of which could reasonably be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest? Yes No
10. Is it an agriculture product under supply management or regulated by provincial marketing boards? Yes No
11. Is it goods related to cultural or artistic fields as well as computer software for educational purposes and subscriptions? Yes No
12. Is it a service that can only be provided by a medical doctor, dentist, nurse, pharmacist, veterinarian, engineer, land surveyor, architect, chartered accountant, lawyer or notary? Yes No
13. Is it a service from a supplier having a monopoly in the fields of communications, electricity or gas? Yes No

If the Agreement applies, then complete Agreement on Internal Trade: Compliance Report.
If the Agreement does NOT apply, then complete Agreement on Internal Trade: Exception Report.
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