

**Ottawa Police Service  
Required Information for Requisition Set-Up  
Non-Competitive Procurement**

**Invoice Address:  
Ottawa Police Service  
P.O. Box 9634, Station T  
Ottawa, ON K1G 6H5**

Requester Information	
Name	S/Sgt Amy Bond 1893
Phone Number	613-316-3626
Date	November 19, 2019
Delivery/Project Information	
Date Goods/Services Required	
Estimated Completion Date	
Account Information	
Cost Centre/Order	124122
Cost Element	505992
Accessibility	
Accessible Criteria Included:	
New Contract Requests	
Justification for Sole Source:	technical or other reasons and the goods, services or construction can only be supplied by a particular supplier and no alternative exists,
Additional Rationale for Non-Competitive Procurement (if applicable)	M.D Charlton is the only company authorized to sell this product. The TASER 7 will replace the anticipated TASER X2 units that will reach their end of life (5 year lifespan)
Contract Extension or Amendment Requests	
Type of Request:	
Existing Purchase Order #	
Approvals	
CFO, Dir of Facilities, CIO, Insp. Material Mgmt/ Superintendent < \$50,000	
Director General / Deputy Chief < \$75,000	
Chief <\$100,000	

Vendor Information			
Company Name	MD CHARLTON		
Address	Box 153, Brentwood Bay		
Province/State/Country	British Columbia, Canada		
Postal/Zip Code	V8M 1R3		
Contact Name & Email	mdc-accounts@mdcharlton.ca		
Product Description	Units	Unit Cost	Extended
Cartridge X2, Live Smart Cartridge, 25'			
T122151	1,800.00	\$ 56.93	\$ 102,474.00
Cartridge X2, Live Smart Cartridge, 15'			
T122150	800.00	\$ 53.48	\$ 42,784.00
			\$ -
			\$ -
			\$ -
<b>Requisition Total</b>			<b>\$ 145,258.00</b>
(Finance Section Use Only)			
Vendor#		Material #	
Buyer #		Material Group #	
Delivery Address		Tracking #	
Requisition #			
Release Effected	TR	Budget	
Purchase Order #			

BOARD AUTHORIZED

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## **NON-COMPETITIVE (SOLE SOURCE) PURCHASES**

This form is used whenever we are sole sourcing a purchase through the selection of one particular vendor without looking into other vendors beforehand.

Please submit this completed and signed form along with supporting quotes/contracts from the vendor of choice to Finance for processing. If you have supporting documentation justifying your sole source decision that would be beneficial to submit also.

*Procedures for completing this form:*

### **1) Requester Information**

- Please include the contact information of the individual responsible for the project and the current date

### **2) Delivery/Project Information**

- Please enter your estimated start and end date for consultants
- If the purchase is for equipment please enter the expected delivery date

### **3) Account Information**

- The cost center/order represents where in the organization this purchase is being charged. An example of a cost center is 124211 (operating budget - begins with a 1) and an order is 907922 (capital budget - begins with a 9) You can provide multiple accounts if your purchase is coming out of several different budgets, but we can't mix operating & capital accounts.
- The cost element represents the type of purchase being made (equipment, professional services etc) An example of a cost element is 502445. Some large purchases include various items in the one purchase. In these cases, we typically charge the purchase to the cost element that represents the majority of the purchase. For example if we buy new software the cost for training might be included in that purchase. We would charge the entire cost to software since that is the main purchase.

### **4) Accessibility**

- This is a drop down field where you can indicate if this purchase has incorporated accessibility design, features or criteria.

### **5) New Contract Requests**

- The justification for sole source is a drop down box that lists 10 different options to chose from as a reasoning for doing a sole source purchase. This list was provided by the City.
- In the additional rationale box please feel free to elaborate on your sole source decision if the drop down option above doesn't tell the whole story. If there isn't sufficient room please just write 'see attached justification' and attach the document that details the reasoning to this form.

### **6) Contract Extension or Amendment**

- This is another drop down selection and the difference between an extension and an amendment is as follows: An extension is simply prolonging an existing contract where they are doing the same type of work. An amendment is changing the scope of an existing contract.
- Please include the existing PO you are planning on making the amendment/extension to.

### **7) Approvals**

- For new contracts please attain the proper level signature based on the before tax amount of the purchase.
- For contracts that are being extended or amended please attain the proper level signature based on the amount of the extension/amendment **AND** the original contract. Again using the before tax amounts.

### **8) Vendor Information**

- Please provide the contact information of the vendor selected to procure the goods from. A crucial piece is the email address of the individual you have been in contact with regarding this purchase. The City will be reaching out to them with additional forms to sign and if they don't have that information it will delay the process

**9) Product Description**

- Please include the description of what is being purchased and the pre tax amounts here.
- If the quote has too many lines to fit on this requisition please feel free to combine them into one total or into the applicable subtotals that would reflect how the vendor will be invoicing us. (Ie. broken down by deliverable)
- If the quote doesn't provide a description of what a layman would understand then please provide the English translation of the purchase in the description field.