



<p>Team Name: Logistics & Supply Chain Management</p> <p>Team Lead: Regional Manager Logistics & Supply Chain Management</p> <p>Approved by: Vice President Corporate Services</p>	<p>Reference Number: ORG.1710.PL.002</p> <p>Program Area: Logistics & Supply Chain Management</p> <p>Policy Section: General</p>
<p>Issue Date: May 29 2015</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Single-Sole Source of Supply</p>

POLICY SUBJECT:

Single-Sole Source of Supply

PURPOSE:

Southern Health-Santé Sud understands there are occasions when material, supplies, services and equipment must be purchased from a Single-Sole Source of Supply. If this is the case, the reason must be clearly documented.

POLICY REFERENCE:

Executive Limitations (EL-01) Global Executive Restraint & Risk Management
 Executive Limitation (EL-5) Financial Condition & Activities
 Executive Limitation (EL-7) Asset Protection & Risk Management

POLICY:

Single-Sole Source of Supply requisitions from user departments will not be accepted unless there is clearly only one Single-Sole Source of Supply known to both the user department and the Logistics & Supply Chain Management Department. In the case of a Single-Sole Source of Supply, there must be sufficient detailed documentation to clearly justify the source chosen as the only Single-Sole Source of Supply. Personal brand preference or manufacturer's brand name does not constitute justification for a Single-Sole Source of Supply.

Where a purchase requisition clearly indicates a brand preference which is intended as a restriction by the requisitioner, the purchase requisition must be accompanied by supporting documentation stating very clearly why only the specified brand is acceptable. Such documentation must include at least one of the following: superior technical performance, spare parts inventory, matching existing items, operational costs, etc.

Where the requisition is not accompanied by such documentation, the brand preference will be construed to be merely a description of the character, quality and/or size of the item.

DEFINITIONS:

Single Source – A source that is specifically selected amongst others, due to its unique or specialized characteristics, such as a provider of replacement parts.

Sole Source – A source that is the only supplier/distributor/manufacturer of the requested item.