

P0001H – Use of Higher Quote Request

Attach form to Purchase Requisition (PR) in acQuire

The [Queen's University Procurement Policy](#) applies to the purchase of all products and services and reflects all federal and provincial laws that govern public sector procurement, including competitive market practices. The Procurement Policy and related procedures apply to expenditures from all funds: operating, research, ancillary, capital and special purpose. Compliance with the Policy is mandatory. In addition, the [Queen's University Procurement Code of Ethics](#) applies to all employees and affiliated entities governed by Queen's policies and engaged in the supply chain.

Definitions:

High Quote: You are requesting authorization to select a supplier quote for product or services, other than the lowest quote.

Authority:

In keeping with the Government of Ontario Broader Public Sector (BPS) Procurement Directive, this purchase is authorized at one level above the level required by Queen's [Contract and Invoice Signing Authority, Approval, and Execution Policy](#) for a competitive procurement.

Quotations or competitive proposals were solicited in accordance with Queen's Procurement Policy, and the department wishes to use a supplier other than the one submitting the lowest price. The chosen invitational quotation should offer the best value to the university and fair market value must be demonstrated.

Please Note:

Queen's will not recognize the procurement of products and services that have not followed the proper approval chain.

Conflict of interest and/or commitment – to be signed by requester:

I can confirm that I have read, understood and will abide by the Queen's University Procurement Policy and Queen's University Procurement Code of Ethics as they apply to conflict of interest and/or commitment.

Name: _____ **Position:** _____

Signature: _____ **Date:** _____

This acquisition is intended for the following:

**Product or Service
description:**

**Recommended
Supplier Name:**

Rationale: Explain why the Supplier you're requesting offers better value than the lowest priced quotation/proposal.

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By submitting this form, I understand and accept that the Queen's University Procurement policy requires quotations from different suppliers for products or services valued between \$25,000 and \$138,999.99 CAD (exclusive of taxes) and formal competitive proposal calls, for products or services valued over \$139,000 CAD (exclusive of taxes). I, the requester, also acknowledge that the order has NOT been placed with the supplier and will not be placed until authorized to do so by the Director, Strategic Procurement Services.

Note: The requester in acQuire cannot approve the PR.

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