BOISE STATE UNIVERSITY

Justification for Bidding Exemption of Scientific Equipment for Research Effective July 1, 2010

Boise State University Purchasing Policy #6130, Section V. F. states that in lieu of competitive bidding, and when not covered by a State open contract, negotiations may be conducted when the purchase is for experimental, developmental or research work, or for the manufacture or furnishing of property for experimentation, development, research or test.

In order to use this exemption:

- Authorized purchasers must use prudent business judgment in evaluating the value of exercising the exemption in lieu of competition; and
- Each purchase made under this exemption must include a written justification identifying the need for the identified scientific equipment; citing various sources utilizing the equipment, such as other institutions doing similar research; or documenting demonstrations at conferences, trade shows or similar events where the equipment has been shown to best meet the needs of the research project objectives.

The goal of this exemption is to maximize the value of the benefit commensurate with the degree of effort, time available, and price reasonableness.

Please answer each of the following questions in detail. You may use a separate sheet if necessary, referencing each question by number:

1. Describe the scientific equipment you wish to purchase and its function.

Answer #1

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2. Describe the need for this scientific equipment. List specific projects/grants on which this equipment will be utilized:

Answer #2

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3. What steps have you undertaken to determine that this is the best scientific equipment to meet your particular needs? (Professional opinions/correspondence, trade publications, demonstrations at conferences, trade shows, or similar events, visits to, or correspondence with, other institutions that have installed the same product, site visitations, etc. where the equipment has been shown to best meet the needs of the research project objectives.) Include phone numbers, contact names, dates, and attach quotes where applicable.

Answer #3

4. If the scientific equipment brand/model being recommended is not the lowest cost, please explain.

Answer #4
STATEMENT OF NEED
My recommendation for this purchase is based upon an objective review of the product required and appears to be in the best interest of the Boise State University. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials, or firms been a deciding influence on my request to make this purchase when there are other known suppliers in existence.

REQUESTER AFFIRMATION
I am aware that Boise State Purchasing Policy requires procurements (exceeding $10,000) to be competitively bid when necessary. The supporting statements are complete and accurate, based on my professional judgment and investigations. I also certify that no personal advantage will accrue to me or any member of my immediate family as a result of this procurement.

Researcher: ___________________________       Date: ____________

Authorized purchasers must use prudent business judgment in evaluating the value of exercising the exemption in lieu of competition. In our judgment use of this Purchasing Policy is in the best interest of Boise State University.

Buyer: ___________________________       Date: ____________

Purchasing Director: ___________________________       Date: ____________