

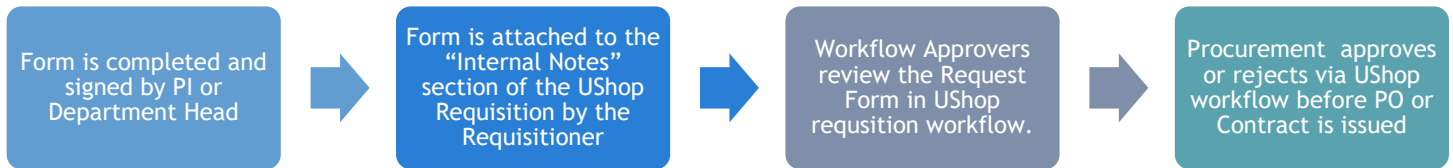
EXCEPTION TO BID FORM (ETB)

The State of New Hampshire, Code of Federal Regulations and University Policy requires all procurements over \$35,000 be conducted through a competitive process (Bid/RFx), subject to applicable requirements governing the execution of competitive events. This ensures that the University procures goods and services at the best value and provides a fair and equal opportunity for qualified suppliers to compete for University business. In certain circumstances, a competitive bid is either not possible or practicable and therefore this exception process and form exists to cover those circumstances.

This form is **NOT** required whenever a purchase is made (1) less than \$35,000 (2) pursuant to a competitive bid managed by Procurement (3) the purchase is based on an existing competitively awarded contract approved by Procurement (4) the purchase is based on a master contract under an approved ETB. *Helpful Guidance: Remember to always check our master contract list for suppliers that can provide the goods or services you need to streamline your buying process.*

This form **IS** required for all other purchase requests of \$35,000 or more when one of the following exceptions in Section 2 below applies. This form must be completed and attached to the “Internal Attachments” section of the requisition request in UShop for review by workflow approvers and procurement.

ETB Process Steps



Section 1: Purchase/Contract General Information

Dollar Amount	\$
Funding Source	Federally Funded Not Federally Funded Combined Federal & Non-Federal Funding
Campus	UNH KSC PSU GSC USNH System Office
Department	
Requested Supplier	
Brief Description of Goods or Services being procured	

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Section 2: Exception to Bid Justification Statement

Detail the unique circumstances and/or specifications that make this the only supplier capable of meeting your requirement based on one of the four allowable ETB reasons below.

NOTE: Pre-work with the selected supplier to customize the equipment, thereby excluding competition, is not an allowable justification. Price and brand names are not allowable justifications. Geographical preferences are not an allowable justification.

Select the applicable reason for this ETB and complete required information.

1. **One-of-a-kind/Unique/Sole Source:** The item is available only from a single source. No other item will meet the required business purpose. **Complete section 2A below.**

Describe the reason the product or service is required:
Describe the unique design or performance specifications or firm expertise which are essential to your research or other needs that cannot be obtained through other products or suppliers:
Describe how the requested product is essential in maintaining experimental or administrative continuity:
If applicable, describe how the requested product is an integral repair part or accessory compatible with existing equipment. Provide the description, make/model/year of the equipment this component is required for or write "Not Applicable":
If applicable, describe how the requested product is being used in continuing experiments and therefore the same product is required to compare research results or write "Not Applicable"
If applicable, describe how other investigators have used this product in similar research, and for comparability of results, it is required or write "Not Applicable"

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2. **Emergency/Public Exigency:** The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation.

Describe the emergency/exigent situation and reason that an existing strategic contract could not be utilized or a competitive bid process followed:

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3. **Awarding Authority Approval (Federally Funded Only):** The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity (University).

Attach approval documents from awarding authority to this justification.

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4. **Insufficient Competition:** After solicitation of a number of sources, competition is determined inadequate. This is handled through Procurement Services and is the result of either a formal bid or an informal request for quotes.

Describe the quote or bid process including market research performed to find competition and the circumstances leading to limited competition.

Section 3: Conflict of Interest Certification

I certify that this purchase will not present a conflict of interest as defined by University policy and that I have received no income, gifts or gratuities from or have an investment in this supplier. By signing below I agree with the aforementioned statement.

Responsible Department Head or PI Signature:

Section 4: Responsible Department Head or Principal Investigator (PI)

I have thoroughly researched the purchase and determined that the exception is necessary based upon the information provided in this form:

PI or Dept. Head Party Signature Name:

PI or Dept. Head Signature:

PI or Dept Head Email:

Date: