

**UNIVERSITY SYSTEM OF NEW HAMPSHIRE
EXCEPTION TO BID FORM**

This form must be completed and submitted to the appropriate campus purchasing office, by the individual who is requesting the exception to bid.

In accordance with USNH policy, the University System of New Hampshire must procure all material, equipment, supplies and services via competitive means whenever practicable. However, in extraordinary circumstances the competitive bid process may be waived and an exception approved, provided the requesting party can adequately justify its use. (Ref Policy: <http://www.unh.edu/purchasing/policy/purchasing/6-001.htm>)

SECTION I: REASON FOR EXCEPTION

- Sole Source:** The product and or service is unique and the vendor is the only one from whom the product and or service can be purchased.
- Sole Acceptable Source:** The vendor, for reasons of expertise, is the only source that is acceptable.
- Sole Acceptable Brand:** The product, for reasons of standardization, quality, compatibility with existing equipment, specifications, or availability, is the only brand that is acceptable.
- Emergency Repair/Purchase:** The timeframe is critical, and a repair/purchase is required to maintain operations. (If prior approval from purchasing cannot be reasonably obtained, the business unit can authorize such purchases. However, the business unit has the responsibility to notify purchasing the next business day and provide justification for the exception to bid.)
- Other:** _____

SECTION II: SPECIAL CONDITIONS

Justification for an exception to bid must include all the information requested in Section III: Justification Form. Failure to address all segments of Section III will result in the delay of your request.

Note that "best price" alone or failing to anticipate needs resulting from poor planning cannot be used as a basis for the exception. If the product or service is available from more than one source, best price must be determined through the competitive bid process in accordance with the purchasing policy established by USNH.

SECTION III: JUSTIFICATION FORM

Name of Vendor: _____
Description of product and/or service: _____
Total Cost: _____

Detailed Explanation/Justification (an attached sheet may be added, if necessary):

I have thoroughly researched the purchase and determined that the exception is necessary based upon the following:

- a. The product and/or service is required to: _____
- b. The requested product is an integral repair part or accessory compatible with existing equipment.

Existing Equipment: _____
Manufacturer/Model Number/Age: _____
Requested Equipment/Accessory/Part: _____
Manufacturer/Model Number: _____

- c. The requested product has unique design/performance specifications, which are essential to my research protocol or other needs, and is not available in comparable products.

These capabilities are: _____

- d. The requested product is essential in maintaining experimental or administrative continuity.

- Requested product is being used in continuing experiments;
 Other investigators have used this product in similar research, and for comparability of results, I require it;
 I have standardized on the requested product; the use of another would require considerable time and money to evaluate.

- e. The following steps were taken to determine that the vendor/product is the only vendor/product available that meets my needs:

- f. Following is a list of the other vendor/brands considered for this purchase:

- g. The vendor/brand was selected over other vendor/brands because (cannot use cost as a basis):

***Signatures required unless submitted electronically.**

* Principal Investigator/Requisitioner Signature Printed Name Date

Department Name Email: Phone: Fax:

Authorized Purchasing Signature Printed Name Date