



# USNH PROCUREMENT SERVICES

## 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 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 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 reasons that awarding strategic contract could not be bid 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 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 com5.6 (s)8.7 ( de)94 q 7 -0.002 Tc-5