

BOISE STATE UNIVERSITY
Request for Bidding Exemption of
Scientific Equipment for Research
(Purchase Request Estimate is \$10,000 or Greater)

To: Director of Procurement and Vendor Services – Alicia Dillon

Requestor Name: _____ Department: _____

Request for the Purchase of: _____

Requested Vendor: _____ Cost Estimate: _____

Requisition #: _____ Grant Proposal #: _____ OFC Award # _____

Will federal funds be used for this purchase (partially or fully)? Yes No

If this purchase involves use of federal funds, please check all boxes below that apply to the identified Vendor.

- Small Business
- Small Disadvantaged Business
- Minority-Owned
- Woman-Owned
- Veteran-Owned
- Service-Disabled Vet-Owned
- HUBZone Small Business

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.

The goal of this exemption is to maximize the value of the benefit commensurate with the degree of effort, time available, and price reasonableness. Authorized purchasers must use prudent business judgment in evaluating the value of exercising the exemption in lieu of competition.

Each purchase made under this exemption must include this form as 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.

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

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

2. Describe the need for this scientific equipment. List specific research/grants (if additional to grant listed above) on which this equipment will be utilized:
