

Justification for Exemption from Bidding for Scientific Equipment for Research
(Purchasing Request Estimate is \$10,000.00 or Greater)

Instructions: Each purchase made under this exemption must include a two part written justification identifying the need for the specific scientific equipment/instrument to be purchased, and documentation of price analysis.

Part 1: Explain how the equipment will enable specific scientific measurements, readings, tolerances or performance applicable to the research project; or that will allow compatibility of instruments/tests within the research project. Cite 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.

Part 2: Document price analysis process that shows clear evidence that the best value will be obtained for the research dollars spent.

***Sign and date the form and return it to Purchasing Services (purchasing@isu.edu).

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 Exemption is in the best interest of Idaho State University and the State of Idaho.

Buyer: _____ Date: _____

Purchasing Director: _____ Lisa Leyshon _____ Date: _____

