

| Justification for Other than Full and Open Competition for: | Complete these items | Notes/Examples |
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| 1. Summary/Introduction: State in a few sentences 1) the unit or department making the purchase, 2) what is being bought, 3) the estimated value and contract duration, and 4) the unit or departmental authority authorizing this purchase by other than full and open competition. (This introductory section should be concise, as these points will be developed in detail later in the document.) | The Neurophotonics Center and Boas Lab would like to purchase femtosecond lasers for use in the current U01 project (NIH-Human Brain Cell Census). The NPC and Boas Lab operates under the BME departmental authority. | Note: If this request is for contract services in the middle of a multi-year agreement, please indicate in section two as shown per the example below and return signed. No further information is necessary at this time. |
| 2. Description of Need: Include a summary of the origin of the procurement, a description of the supplies/services needed, the specific need or use for the item/service, and any other general information needed to understand the context of the procurement. If this is a lengthy section, additional topic headings may be appropriate, such as "Background," "Current Procurement Efforts," etc. | The items being purchased here are two Chameleon Ultra II femtosecond lasers from Coherent. These two lasers will be purchased under the U01 Human Brain Cell Census project. Both lasers will be used in the U01 for the purpose of two photon imaging. Without it, we would not be able to satisfy our project goal of offering cellular landmarks. | This is for the purchase of software for year 3 of a 5 year agreement ending in May 2018. |
| 3. Authority for Other than Full and Open Competition: Cite the authority and provide the rationale. If a particular company's unique qualifications are critical, discuss those here. This section should include all facts supporting the use of other than full and open competition. This section should also address why the full quantity to be contracted for needs to be purchased without using competitive procedures. | We performed a price comparison between the two major vendors of femtosecond lasers. Though we were offered a better price from Spectra-Physics, we decided to pursue negotiations with Coherent because of their service model. In their service contract with us, we will be able to receive a replacement unit within 5 days if our laser were to become unusable. We need this type of service warranty due to the zero down-time requirement of the project. | |
| 4. Price/Cost Considerations: Discuss relevant pricing issues, including the basis for determining that the anticipated price/cost will be fair and reasonable. Also include here, or elsewhere as appropriate, length of contract, quantity, and other contract particulars bearing on the price/cost. Circular No. A-110 – Procurement Standards requires that "some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement actions". | We performed a price comparison between the two major vendors of femtosecond lasers. Though we were offered a better price from Spectra-Physics, we decided to pursue negotiations with Coherent because of their service model. In their service contract with us, we will be able to receive a replacement unit within 5 days if our laser were to become unusable. We need this type of service warranty due to the zero down-time requirement of the project. | |
| 5. Market Research/Efforts to Obtain Competition: Discuss market research, synopsis, and other efforts made to publicize the requirement and generate competition. Also include a listing of sources that expressed, in writing, an interest in the procurement. (Market Research may be addressed separately, if appropriate.) | Please see statement above | |
| 6. Actions Being Taken to Overcome Future Barriers to Competition: Describe, for example, any efforts to identify and evaluate less restrictive methods of expressing the requirement. Include, when applicable, a description of the action being taken to obtain a data package adequate to acquire the item competitively in future acquisitions. | This does not pertain to us. | |
| 7. Approval of Purchase by Boston University Authority: Statement and approval of non-competitive purchase i.e. Signature and approval certifying that the information contained in this justification is accurate and complete to the best of knowledge and belief | The statements here are true and complete to the best of my knowledge. | |