

Unified Procurement Services Team (UPST)

DocuSign No Bid Justification (NBJ) Requirements and Process

Version: Final (UMAMH)
August 2021



University of Massachusetts

Amherst • Boston • Dartmouth • Lowell • Medical School • UMassOnline

NBJ DocuSign Stakeholders

Signatories of the NBJ power form includes:

- Initiator (Individual completing the form, may be the requester or person initiating the process on behalf of the requester): **Required**
- Requester (Individual requesting the exception to policy and should provide request rationale & required information): **Required-Signature required**
- Approval #1 (for UMAMH is the Supervisor) **Required- Signature required**
- Approver #2 (Fund administrator/dept. manager/individual exercising budgetary control): **Optional-Signature required**

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

Initiator

Your Name: *
Full Name

Your Email: *
Email Address

Please provide information for any other signers needed for this document.

Requester

Name: *
Full Name

Email: *
Email Address

Approver 1

Name: *
Full Name

Email: *
Email Address

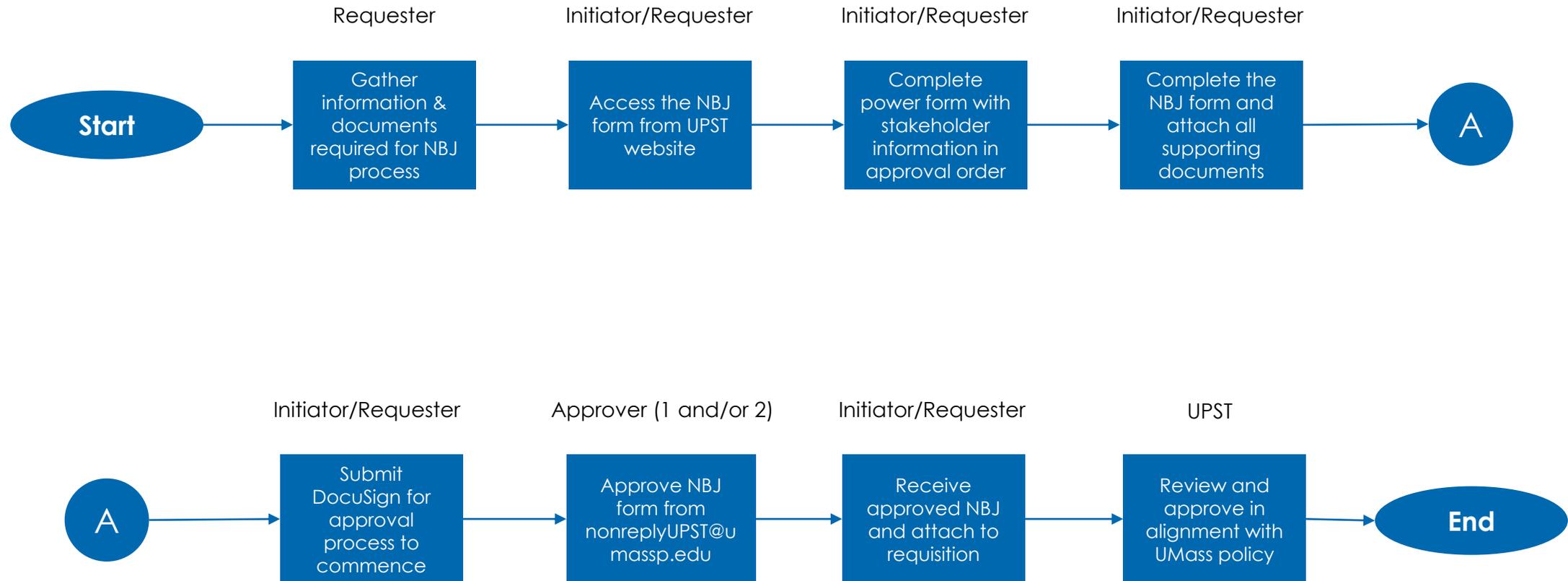
[optional] Approver 2

Name:
Full Name

Email:
Email Address

BEGIN SIGNING

NBJ Process Flow



No Bid Justification (NBJ): Questions

Working with varying templates and requirements across campuses, UPST in partnership with Campus Controllers and Grants Core Team streamlined requirements into 4 key questions/considerations:

Consideration #1:

Only one known source exists for supplies or services as determined by documented research

Consideration #2:

No other reasonable alternative source exists that meets the requirements

Consideration #3:

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation

Consideration #4:

The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from UMass. **For Grant funded procurement: note that specific reference to an item or service in an application for a grant/award or the inclusion of a specific supplier in a proposal or award is not a valid justification.**

Only **1** consideration/rationale should be selected per request, with following information:

- **Description of methods + proof (attachment)** of effort supporting your claim for the consideration selected
- Describe/ provide **proof of price competitiveness**
- Attach all documents that will help make your case with UPST and your campus approvers
- **NOTE: Ensure you have all you have all documents ready before starting**