

Workflows for Ordering Scientific Instrumentation:

The precise workflow for ordering scientific instrumentation depends upon factors including the purchase amount, type of instrument, and the source of funds. Below are a series of different types of scientific instrumentation orders that require alternative processes and paperwork.

Once funding is secured please obtain a preliminary quote and send it to Justin Goudreau (goudreju@bc.edu) in Procurement. Please ensure that all required delivery and installation charges are included in the vendor quote. Further costs incurred for delivery and/or installation not included in the quote may not be eligible to be paid through capital equipment funds. The quote should explicitly state whether or not there are any Export Controls considerations (e.g. EAR/ITAR) - please direct questions regarding Export Controls to exportcontrol@bc.edu.

Here is draft language for requesting Export Controls documentation from vendors:

Are you aware of any export control restrictions, including the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR), associated with this equipment, including, its use and technical specifications? If so, what are those restrictions, including any specific export control designations? Please note in your quote any export control designations or if there are none, just note as such.

Vendor negotiations should be led by Procurement, and Final Quotes need to include acceptable Terms and Conditions. Once a Final Quote is obtained and validated by Procurement, a requisition will be entered. In many cases the requisition will be entered by the appropriate member of the A&S Service Center [team](#). If the purchase is made via the [VPR Capital Equipment Fund](#) it will be entered by Susan Dunn (susan.dunn.3@bc.edu) or John Maloney (malonegl@bc.edu) from the Center for Centers.

All scientific instrumentation purchases must follow the appropriate process, in particular for items above the “micro-purchase threshold” of \$10,000. Capital equipment purchases not paid by Grants/Sponsored Programs must either follow the competitive bidding process or a [Sole Source Justification](#) form will be required.

In the cases of scientific instrumentation paid from Grants (including internal cost share towards grants), the Sole Source Justification form is not employed, rather the [Vendor Justification](#) form is required. Furthermore, in the case of equipment that costs more than \$250,000 and is paid from Grants (including cost share) a [Price Reasonableness](#) form must be filled out.

Please reach out to your building Operations Team well in advance of delivery to discuss the requirements for delivery, assembly, and installation, including any potential [Work Orders](#) that might need to be submitted to Facilities, or any required Alteration and Renovation (A&R) requests through the [Project Request](#) system via BC Capital Projects prior to installation.

Please reach out to the individuals and offices listed above, as soon as you begin the purchasing process.

Sincerely,

Joshua Rappoport, Ph.D.
Executive Director, Research Infrastructure & Operations
Office of the Vice Provost for Research