

COMPLETE THIS FORM TO INITIATE SUPPLIER SCOUTING

MEPNN Supplier Scouting Opportunity Synopsis

*The submitting organization (MEP Center, requesting company, federal/state agency) agrees to notify NIST MEP of the status of actions taken as a result of this scouting instance within 30 days after receiving a results report. Notification should be via email to scouting@nist.gov, indicating the following:

- Contact with matches identified in report complete and supply contract awarded, process complete
- Contact with matches identified in report complete and no supply contract awarded, process complete
- Contact with matches identified in report complete and supply negotiations underway, process in progress
- Contact with matches identified in report underway; supply negotiations not yet begun; process in progress
- Contact with matches identified in report not yet begun, process in progress
- Contact with matches identified in report will not occur within the next 6-months, process complete

INSERT ITEM NAME HERE

_____ days

Opportunities will be posted for 30 days unless specified

Item to be Scouted

Please describe the item application/ the end use of item.* Provide the item number if applicable: (N95 Mask vs Protective Mask).

Ex: What is it used for? What does the company need it for? For additional guidance....

Supplier Scouting Number (NIST MEP use)

Scouting customer/product [NAICS Code](#), if known

TECHNICAL INFORMATION:	1. Supplier Information	a. Type of supplier being sought*
		<input type="checkbox"/> Manufacturer <input type="checkbox"/> Contract Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Other _____
	2. Summary of Technical Specifications and Performance Requirements:	b. Reason for scouting submission*
		<input type="checkbox"/> 2 nd Supplier <input type="checkbox"/> Price <input type="checkbox"/> Re-shore <input type="checkbox"/> Past supplier no longer available <input type="checkbox"/> New Product Startup <input type="checkbox"/> Other _____
		a. Describe the manufacturing processes (elaborate to provide as much detail as possible).*
		<i>Ex: injection molding, metal casting, electronic assembly;</i>
b. Provide dimensions / size / tolerances / performance specifications for the item.*		
<i>Ex: 16" x 9" sheets; clearance of .005mm;</i>		
c. List required materials needed to make the product, including materials of product components.*		
<i>Ex: Steel plate and rivets; High Density Polyethylene</i>		

BUSINESS INFORMATION:	2. Summary of Technical Specifications and Performance Requirements cont:	<p>d. Are there applicable certification requirements?* <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain</p> <p><i>Ex: Needs to be compliant with Underwriters Laboratory certifications.</i></p>
		<p>e. Are there applicable regulations?* <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain</p> <p><i>Ex: Needs to be compliant with FDA regulations; For additional guidance...</i></p>
		<p>f. Are there any other standards, requirements, etc.?* <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain</p> <p><i>Ex: Needs to be compliant with ASME, IEEE; For additional guidance...</i></p>
		<p>g. Additional Comments: Is there other information that would impact the item's performance or usefulness? Please explain.</p>
BUSINESS INFORMATION:	3. Volume and Pricing	<p>3a. Estimated potential business volume (i.e., # Units Per Day, Month, Year) *:</p> <p><i>Ex: 20 units per week, 150 per month, 5000 units per year;</i></p>
		<p>b. Estimated target price / unit cost information (if unknown, explain) *:</p> <p><i>Ex. \$x.xx per unit, bundle, group;</i></p>
	4. Delivery Requirements:	<p>a. When is it needed by? (Immediate, 30 Days, 6 months, etc.)*</p> <p><i>Ex: Immediate, 2 weeks, 3 months, etc.</i></p>
		<p>b. Describe packaging requirements (i.e., individually/group packaging)*</p> <p><i>Ex: Individually wrapped, palletized, groups of 5;</i></p>
		<p>c. Where will this item be shipped? *</p> <p><i>Ex: city, state; For additional guidance...</i></p>
	5. Additional Comments:	<p>Is there other information you would like to include?</p>

Photos or diagrams of the item (helpful but not required).