

## \*\*COMPLETE THIS FORM TO INITIATE SUPPLIER SCOUTING\*\*

### MEPNN Supplier Scouting Opportunity Synopsis

\*The submitting organization (ex. 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](mailto: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

\_\_\_\_\_ 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).

Supplier Scouting Number (NIST MEP use)

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

<b>TECHNICAL INFORMATION:</b>	<b>1. Supplier Information</b>	<b>a. Type of supplier being sought*</b>
		<input type="checkbox"/> Manufacturer <input type="checkbox"/> Contract Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Other _____
	<b>2. Summary of Technical Specifications and Performance Requirements:</b>	<b>b. Reason for scouting submission*</b>
		<input type="checkbox"/> 2 <sup>nd</sup> 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 _____
		<b>a. Describe the manufacturing processes (elaborate to provide as much detail as possible).*</b>
		<b>b. Provide dimensions / size / tolerances / performance specifications for the item.*</b>
<b>c. List required materials needed to make the product, including materials of product components.*</b>		

<b>BUSINESS INFORMATION:</b>	<b>2. Summary of Technical Specifications and Performance Requirements cont:</b>	d. Are there applicable certification requirements? * <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain
		e. Are there applicable regulations? * <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain
		f. Are there any other standards, requirements, etc.? * <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain
		g. Additional Comments: Is there other information that would impact the item's performance or usefulness? Please explain.
<b>BUSINESS INFORMATION:</b>	<b>3. Volume and Pricing</b>	3a. Estimated potential business volume (i.e., # Units Per Day, Month, Year) *:
		b. Estimated target price / unit cost information (if unavailable explain) *:
	<b>4. Delivery Requirements:</b>	a. When is it needed by? (Immediate, 30 Days, 6 months, etc.)*
		b. Describe packaging requirements (i.e., individually/group packaging)*
		c. Where will this item be shipped? *
	<b>5. Additional Comments:</b>	Is there other information you would like to include?

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

