This Form should be filled out by the business requester when a review of the marketplace reveals that there is only one viable supplier who is technically and/or commercially capable of providing the good and/or service that is being procured and the purchase is not an identified exception to our competitive bidding requirements identified in sections 3.2 and 7.5 of the Procurement Manual.

| PROCUREMENT/ PROJECT Description: | AMOUNT: $ |
|---|---|
| Facilities Furniture Services | [redacted] |
| REQUESTOR | BUSINESS UNIT |
| [redacted] | Real Estate and Property Management |
| VENDOR | REQUEST DATE |
| Red Thread | 4/11/25 |

## I. Classification

If one or more of the criteria listed below (A through D) applies, check the appropriate box(s).

- ☐ ***A.*** **Proprietary.** Item under patent, copyright, or proprietary design, direct from manufacturer, and comparable alternatives are unavailable.
- ☑ ***B.*** **Replacement Parts.** The procurement is for replacement parts or components in support of equipment specially designed by the manufacturer, and available only through this source.
- ☑ ***C.*** **Continuation.** Continuation of work by the same vendor. Additional work, items, or service required, but not known to be needed when the original order was placed to complete an existing project.
- ☑ ***D.*** **Unique Skills and Exclusive Capability**. The procurement is for specialized materials and/or services and the selected supplier has unique skills and capability. After reasonable inquiry, only one supplier qualified, or no other potential suppliers are known.
- ☐ ***E.*** **Strategic Decision**. The procurement has been identified as a strategic opportunity to improve the overall positioning of Eversource.

## *II. Deviation from the Procurement Recommendation*

*Does this supplier selection represent a deviation from a procurement recommendation based on a formal bid process?*

- ☑ *No*
- ☐ *Yes*

*If yes, please provide the Doc#.*

### *III.* Supplier Staffing

Are any of the principals, owners, or employees of your company former employees of Eversource Energy or any of its subsidiary companies?

☑ *No*

☐ *Yes*

*If yes, please provide employee name(s) and position(s).*

### *IV.* Narrative Justification *(This section must be completed)*

**Be very precise when filling in this section.** Name all potential suppliers and explain steps taken to identify them. Provide an explanation of how you concluded that the item / service / manufacturer is the only one capable of meeting your needs. *(Consider the availability of substitute equipment or services and / or what makes this vendor uniquely qualified, risks that will occur should the requested supplier note be used such as equipment damage, service loss, and environmental concerns)*

Steelcase Answer has been Eversource's Standard Furniture solution for over 20 years. Red Thread has installed that specific furniture product in over 80% of the office floor space at Eversource locations in three states. Red Thread is the only Authorized Steelcase dealer in the Eversource Service Territory. They have locations in all three states which allows for localized service and support. Over the last 20 years, Red Thread has assisted Facilities in developing and modifying our workspace standards and providing alternatives and solutions with Eversource's Neutrality Goal. Some of those options include providing furniture and finishes with high recycled material content. They have also, assisted Facilities developing an asset reuse and re-manufacture program. This has allowed Facilities to re-purpose surplus Furniture product and use them on projects across Eversource.

### *V.* Commercial Justification

Is the cost reasonable, fair and customary? If so, please provide an explanation as to how this was determined. In addition, please provide the last known time that a market analysis was conducted including the DOC# if applicable.

### Acknowledgments:

The following users will not be approving the Sole Source Justification, but they must be notified and provide their acknowledgement of the situation. The Procurement Agent Responsible for this commodity and the appropriate Procurement Manager should be notified of this Sole Source Document prior to it being routed for approval.

| | | | |
|---|---|---|---|
| **Procurement Agent (REQUIRED)** PRINT [redacted] | SIGN [redacted] | [redacted] Date: 2025.04.11 08:29:55 -04'00' | **DATE** 4/11/25 |
| **Procurement Manager (REQUIRED)** PRINT [redacted] | SIGN [redacted] | [redacted] Date: 2025.04.14 11:00:14 -04'00' | **DATE** 4/14/25 |

## Approvals:

(All Approvers must disclose if they have a Conflict of Interest or Related Party Relationship that exists with this transaction. See summary of corporate policy below)

**Corporate Code of Conduct Policy - Conflict of Interest**

We will conduct our business in a manner that prevents a conflict of interest or the appearance of a conflict of interest. A conflict of interest is an activity or interest that is inconsistent with or opposed to the best interests of the company, and **may arise when an employee, officer or trustee takes actions or has ownership interests that influence the ability to perform his or her work objectively and effectively.**

Further, Eversource property and information should never be used for personal gain or for the benefit of your family or friends or anyone who may use the property or information for personal gain. Personal business, community involvement and professional obligations should never interfere with an employee's job responsibilities, impartiality, or objectivity, or discredit Eversource in any way.

**Any potential transaction or relationship that reasonably could give rise to a conflict of interest must be reported in advance to Human Resources. If there is a potential conflict of interest, the employee, officer or trustee must not enter into the transaction or relationship.** Employees who choose to serve in local government, in either elected or unelected positions, are required to notify Human Resources or the Corporate Compliance Officer to ensure there is no conflict of interest.

*The Procurement Agent Responsible for this commodity should be notified of this Sole Source Document prior to it being routed for approval.*

| | |
|---|---|
| **REQUESTOR (REQUIRED)**<br>PRINT [redacted] SIGN [redacted]<br>Do you have a Conflict of Interest or Related Party Relationship to disclose:<br>No: ☐<br>Yes: ☐ (Explain)_____ | **DATE**<br>4/11/25 |
| **FUNCTIONAL VP (REQUIRED)**<br>PRINT SIGN<br>Do you have a Conflict of Interest or Related Party Relationship to disclose:<br>No: ☐<br>Yes: ☐ (Explain)_____ | **DATE** |
| **SENIOR VP / PRESIDENT (As applicable)**<br>PRINT SIGN<br>Do you have a Conflict of Interest or Related Party Relationship to disclose:<br>No: ☐<br>Yes: ☐ (Explain)_____ | **DATE** |
| **FUNCTIONAL EXECUTIVE (As applicable based on organizat**<br>PRINT [redacted] SIGN [redacted]<br>Do you have a Conflict of Interest or Related Party Relationship to disclose:<br>No: ☐<br>Yes: ☐ (Explain)_____ | **DATE**<br>4/15/25 |
| **ADDITIONAL BUSINESS APPROVER**<br>PRINT SIGN<br>Do you have a Conflict of nterest or Related Party Relationship to disclose:<br>No: ☐<br>Yes: ☐ (Explain)_____ | **DATE** |
| **VP OF SUPPLY CHAIN (REQUIRED)**<br>PRINT [redacted] SIGN [redacted]<br>Do you have a Conflict of Interest or Related Party Relationship to disclose:<br>No: ☐<br>Yes: ☐ (Explain)_ | **DATE**<br>5/14/25 |
| **DIRECTOR OF PROCUREMENT (REQUIRED)**<br>PRINT [redacted] SIGN [redacted] [redacted]<br>Do you have a Conflict of Interest or Related Party Relationship to disclose:<br>No: ✔<br>Yes: ☐ (Explain)_____ | **DATE**<br>5/14/25 |