

SOURCE SELECTION AND PRICE REASONABLENESS

FOR USE WITH ALL FEDERALLY FUNDED PURCHASES IN EXCESS OF \$2,999.99, AND ALL ACQUISITIONS, REGARDLESS OF FUNDING SOURCE, OVER \$99,999.99

This document is to be completed by the requesting Department and retained as supporting documentation for all purchases on federal contracts or grants in excess of \$2,999.99 (including tax), as well as all purchases over \$99,999.99 on any other fund source to substantiate the appropriateness of source selection and price reasonableness. UC System wide Agreement vendors can be found here: <http://www.ucop.edu/purchserv/access.php>

Campus Department		
Justification Prepared By		Date

I. SOURCE SELECTION - REQUIRED

CHECK the applicable box and attach relevant documentation as required

BASIS FOR SUPPLIER SELECTION		
<input type="checkbox"/>	UC STRATEGIC SOURCING AGREEMENT	AGREEMENT NO.:
<input type="checkbox"/>	COST/PRICE ANALYSIS	
<input type="checkbox"/>	SOLE SOURCE (Complete following Sole Source Justification)	
<input type="checkbox"/>	PRICE IS THE SAME AS PREVIOUS ORDER. NOTE: ONLY VALID FOR ORDERS PLACED WITHIN 6 MONTHS OF PRIOR ORDER.	PURCHASE REF NO:

II. COST ANALYSIS (complete if Cost/Price Analysis is checked above)

If your product is available from more than one supplier, please obtain a **minimum** of three (3) quotes. Attach copies of the quotes and complete the following price analysis.

VENDOR A: _____ Price: _____

VENDOR B: _____ Price: _____

VENDOR C: _____ Price: _____

III. PRICE REASONABLENESS - REQUIRED

To prove fair market value, please provide a statement detailing justification for the price; *even if this is a sole sourced acquisition*. If competition was sought, lowest cost justifies reasonableness. Where a sole source applies, have any discounts (educational or otherwise) been offered? Please include any relevant and detailed negotiation documentation with the supplier.

COMPLETE ONLY IF SOLE SOURCE IS SELECTED ABOVE

SOLE SOURCE JUSTIFICATION

This portion is to be completed for all acquisitions over \$99,999.99, or when using federal funds over \$2,999.99 when a sole source applies.

I. SOURCE DESCRIPTION

Purchase Description		
Proposed Supplier		Dollar Amount

II. SOURCE SELECTION BASIS

One-of-a-kind	The commodity or service has no competitive product alternatives available on the market
Compatibility	The commodity or service must match existing brand of equipment for compatibility.
Replacement Part	The commodity is a replacement part for a specific brand of existing equipment.
Research Continuity	The commodity or service is needed to maintain research continuity.
University Standards	The commodity or service must comply with established University standards.
Unique Design	The commodity or service must meet physical design or quality requirements.
Delivery Date	Only one supplier can meet necessary delivery requirements.
Emergency	URGENT NEED for the item or service does not permit solicit competitive bids, as in cases of emergencies, disaster, etc.
Other	

III. SOURCE SELECTION DETAIL

- Please describe the unique circumstances or specifications why this is the only supplier capable of meeting the University's Requirements (bullet points are acceptable).**

(Note: Price cannot be part of the justification. If price is applicable, please seek at least two other competing quotes and use the first page of this form exclusively.)