

Price Analysis Template
For Federally Funded purchases

SUPPLIER NAME
RFQ /BID/RFP/Project
DATE
CONTACT NAME & PHONE #

Check off Price Analysis method.
Provide comment and/or screenshots for Price Analysis method on page 2

Price Analysis Method:

	Comparison with established catalog or market prices.
	Comparison with the price(s) of a recent purchase of a comparable quality of the same functionally similar products.
	Comparison with target price developed independently of the Procurement and Contracting Services Department staff.
	Comparison with the G.S.A. price schedule.
	Historical Prices: If the buyer has a history of the purchase of the item over several years, this information, taking into account inflation factors, can be used to determine a price fair and reasonable. The historical pricing summary must be supported by appropriate documentation
	Price Based on Prior Competition: It may be that only one Seller will propose. If this is the case and the item was previously purchased based on competition, this may be acceptable. If such cases, you want to cite the price of prior purchase and note if it was competitive or based on catalog price or other. An increase in price, with no current catalog or competition, should be about the current rate of inflation.
<p>If none of the above techniques are applicable, the Buyer must request pricing data from the Vendor. Information submitted by the Vendor shall include, at a minimum, appropriate information on the price(s) at which the same or similar items have been sold previously. Vendor must certify that its prices bid, quoted or charged to any customer do not exceed those billed to any of its favored customers, whether they be governmental agencies, institutions, or the general public for the same items in like or comparable quantity, quality or specifications, within the same time frame.</p>	

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