



Procurement Method and Price Reasonableness

Requisition #: _____ Requisition Value: _____ RFQ#: _____
Department: _____ Dept Contact: _____
Dept Email: _____ Dept Phone: _____
Item Description: _____

Selected Supplier: _____

Basis for selection:

- Lowest responsive and responsible offer
- Existing contract, awarded based on competitive solicitation
- Named supplier – attach notice of award and applicable proposal documents
- Only one quotation received – no price competition requires completed cost/price analysis with negotiated profit
- Sole Source - attach sole source justification, completed cost/price analysis with negotiated profit
- Bid Waiver - attach signed bid waiver justification, completed cost/price analysis with negotiated profit

Justification for selection of above supplier and rejection of remaining suppliers:

No. of Suppliers solicited: _____ No. of Offers received: _____

Small businesses included in the solicitation Yes No

If no, why? _____

Selected supplier is a small business Yes No

If no, why? _____

Attach completed Request for Quotation for each supplier

	Quote #1	Quote #2	Quote #3
Quote	\$ _____	\$ _____	\$ _____
Supplier	_____	_____	_____

Department **Date**



PRICE REASONABLENESS DETERMINATION

() Comparison of proposed prices received in response to the solicitation. Adequate price competition establishes price reasonableness.

() Comparison of previously proposed prices and previous contract prices with current proposed prices for same or similar items. Both the validity of the comparison and the reasonableness of the previous price(s) have been established. Attach documentation demonstrating comparison.

() Comparison with competitive published price lists, published market prices of commodities, similar indexes, and discount or rebate arrangements. Published price list is attached or referenced here.

The type and date of price list(s) used:

() Analysis of attached pricing information provided by the offeror.

() This order is priced per the existing contract # _____ that was competitively established by _____ (State, University, WSCA, US Communities, E&I, other)

Buyer or Purchasing Manager Date
Purchasing & Business Services