
Memorandum

To: _____
Name of Fiscal Officer

From: _____
Name of Principal Investigator, Department Head, Administrator

Subject: Determination of Cost or Price Reasonableness

Item or Service to be Acquired _____

Vendor _____

Amount \$ _____ Purchase Order/Contract No. _____

This expenditure is being made under the following condition:

- Sole Source
- Emergency procurement where only one quote is received
- Competitive bidding where only one bid is received
- Solicitation of competitive proposals where only one proposal is received
- Price adjustment to Contract; Purchase Order No. _____
- Request for quotations where only one quote received
- Request for quotations where lowest quote NOT selected
- Exempt Procurement (See UH APM section A8.220)
- Other

(If the above purchase falls within the Fiscal Officer's purchasing authority, this form should be retained in Fiscal Officer's files and not submitted to Purchasing.)

Cost or price offered or fee negotiated is considered fair and reasonable for the following reasons:

- Comparison of previous RCUH purchase order and contract prices with current proposed price for the same or similar items. Both the validity of the comparison and the reasonableness of the previous price(s) have been established. The referenced RCUH purchase orders/contracts and issuance dates are:

- [] Comparison with Vendor's published price lists, market prices, pricing indexes, and discount or rebate arrangements. *Attach published price list or other published pricing information used.*
- [] Comparison of proposed price with independent cost estimates. *Attach estimates used.*
- [] Comparison of proposed price with prices obtained through market research for the same or similar items. *Attach documentation of research conducted.*
- [] Analysis of pricing information provided by Offeror. *See attached pricing information.*
- [] The order is priced in accordance with existing RCUH Contract, Purchase Order No. _____ which was competitively established.
- [] Other pricing analysis used.

Departmental Signature

Date

Requests for non-competitive purchases utilizing federal funds in excess of \$550,000 must also be accompanied by cost or pricing data and a certification (See Section 2.450).