



Form Purpose: To comply with University Purchasing Policy and Federal Acquisition Regulation (FAR), completion of this form is required for all Purchase Order (PO) transactions over \$10,000.

This form must be submitted along with all supporting documentation via the Unimarket system.

Federal Government Funds? _____ Other Sponsored Funds? _____

Contracts are legally binding documents. It is imperative that all contracts (regardless of name: agreements, contracts, memoranda of understand, proposals, terms and conditions, etc.) are reviewed by the appropriate University offices to ensure that the University's interests are adequately addressed and protected. Contracts must be submitted for review in well in advance of the purchase in order to allow adequate time for the review process to take place.

Is a contract required? _____ If yes, was the contract reviewed by Purchasing or ORSP? _____

A copy of the signed contract must be submitted with supporting documentation.

A. Description of goods or services to be procured

Enter description here:

B. Competitive Quotations/Proposals

List a minimum of 3 competitive quotations/proposals solicited and received, including the awarded vendor. Use the left column to indicate the vendor chosen. Attach copies of quotes/proposals received.

	Vendor Name	Price of Items/Services & Lot/Other Charges	Shipping Costs & FOB Point	Payment and/or Discount Terms	Total Order Price
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Name: _____
Phone: _____

Department: _____
Email: _____

C. Threshold Requirement

≥ \$250,000 Contract Cost & Price Analysis

A cost or price analysis must be performed and documented on all procurement actions where federal funds are ≥ \$250,000 including contract modifications. Independent estimates must be created prior to receiving bids or proposals. If price is the sole basis for the decision, and bids are sealed, the good or service must be publicly bid.

D. Vendor Selection Criteria

Select the criteria used to choose the awarded vendor:

- Vendor was the low bidder
- Vendor provided the best evaluated responsible offer (other than low bidder) – provide evaluation criteria documentation *
- Vendor establishes or maintains an essential engineering, research, or development capability (single source) *
- Compatibility with other components of a system already in operation – identify existing items (single source) *
- Only vendor that meets pre-established performance characteristics – provide listing (single source) *
- Vendor is the only manufacturer/provider of this good or service - provide written authorization from the federal granting agency, if applicable (sole source) *
- Other: *

* Requires explanation (attached any supporting documentation):

E. Price/Cost Analysis Criteria

Select the criteria used for the Price/Cost Analysis (Reference Methods to Determine Price Reasonableness [.pdf] for definitions):

- | | |
|--|---|
| <input type="checkbox"/> Adequate price competition | <input type="checkbox"/> Catalog/market pricing * |
| <input type="checkbox"/> Comparison to in-house estimate * | <input type="checkbox"/> Comparable to customer's invoice * |
| <input type="checkbox"/> Comparable to price sold to federal government * | <input type="checkbox"/> Historical price (provide previous PO #) * |
| <input type="checkbox"/> Award specifically identifies item/person and Price (provide identifying page from award) * | <input type="checkbox"/> Comparison to similar items * |

* Requires explanation/summary of analysis (attached any supporting documentation):