This document is to be completed by the Department for all purchases on federal funds in excess of $3,499.99 (inclusive of tax and shipping as it appears on the quote), to substantiate the appropriateness of source selection and price reasonableness. References to OMB is the Office of Management and Budget, and FAR is Federal Acquisition Regulations.

<table>
<thead>
<tr>
<th>Campus Department</th>
<th>Requisition #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justification Prepared By</td>
<td>Date</td>
</tr>
<tr>
<td>Desired Supplier</td>
<td>Dollar Amount</td>
</tr>
</tbody>
</table>

I. **SOURCE SELECTION** – **REQUIRED** - CHECK the applicable box

- [ ] UCOP OR UCSB SOURCED AGREEMENT* (Allowable under OMB § 200.318(e), except for UCOP Price Schedule Agreements)  
  UCOP AGREEMENT*/UCSB BID #
- [ ] PRICE ANALYSIS (Complete Section III. This option is NOT applicable for orders exceeding $99,999.99)
- [ ] SOLE SOURCE (Complete Sections IV and V. Please also complete a Form A-1 if over $99,999.99)
- [ ] REGISTERED SMALL BUSINESS SUPPLIER (Under $99,999.99 only) allowable per FAR Subparts 13 and 19.5 (Complete Section IV)

II. **CONFLICT OF INTEREST** (REQUIRED for all transactions)

Pursuant to OMB §200.112 and §200.318(c)(1), the University is obligated to disclose any potential conflict of interest involving its employees, officers, or agents, any member of his/her immediate family or his/her partner. For this Requisition, does an employee, officer or agent, any member of his/her immediate family or his/her partner have any financial or other interest in or a tangible personal benefit from the Supplier?

(Potential conflicts of interest may include, but are not limited to; positions assumed with the Supplier, involvement in other business ventures with the Supplier or any employees of the Supplier, equity interest in the Supplier, income compensation received from the Supplier, gifts given from the Supplier, etc.)

III. **PRICE ANALYSIS** (complete ONLY if Price Analysis is checked in Section I above)

Price analysis is the examination of a supplier’s price by comparison with reasonable price benchmarks. To comply with OMB § 200.320(b), price or rate quotations must be obtained from an adequate number of qualified sources. Please obtain a minimum of one other quote. Attach copies of the quote(s) and complete the following table. Skip Sections IV and V, if you are selecting the lowest priced supplier. If selecting a higher priced supplier, please state your justification in Section IV.

- **Desired Supplier**: ___________________________  
  **Price**: ______________

- **Alternate Supplier**: ___________________________  
  **Price**: ______________

- **Alternate Supplier (optional)**: ___________________________  
  **Price**: ______________

*UC Agreement suppliers (such as Dell, HP, Fisher, Sigma, Mariott, Airgas, ) are listed here: [
(the user name and password is available with your department purchasing analyst).
IV. PRICE REASONABLENESS –REQUIRED *if* Sole Source or Small Business is checked in Section I

As required in U.S. FAR provision Subpart 15.4, how did you determine this is a fair and reasonable price?

(HELPFUL IDEAS FOR YOUR NARRATIVE: Click here for a list of allowable criteria. Whenever possible, base price reasonableness on comparable/similar quotes (FAR 13.106-3). Can you compare the offered price to historical prices paid for the same or similar items? Did you perform market research or verify the pricing on a published price list/catalog?) For sole sourced orders, see ** at the bottom of this Section IV.

**For non-competitive orders over $149,999.99, OMB § 200.323 states we must negotiate profit as a separate element of the price. Please describe in your narrative above how the vendor’s profit was negotiated.

V. SOLE/SINGLE SOURCE – (complete only if Sole Source is checked above*)

*If over $99,999.99, please also complete a Form A-1, located here: http://www.bfs.ucsb.edu/procurement/forms

When there is only one supplier that can meet your product/service requirements, OMB § 200.320(f) allows for Procurement by noncompetitive proposals using the below criteria:

<table>
<thead>
<tr>
<th>Selection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) One-of-a-kind</td>
<td>The commodity or service has no competitive product alternatives available on the market. (The item is available only from a single source.)</td>
</tr>
<tr>
<td>(2) Emergency</td>
<td>The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.</td>
</tr>
<tr>
<td>(3) Awarding Agency Approval</td>
<td>The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity.</td>
</tr>
<tr>
<td>(4) No competition (Grant Funds Only)^*</td>
<td>After solicitation of a number of sources, competition is determined inadequate. (The efforts to solicit will need to be detailed below)</td>
</tr>
</tbody>
</table>

**FAR-based contracts do not allow this selection.

SOLE SOURCE DETAIL

Detail the unique circumstances and/or specifications that make this is the only supplier capable of meeting your requirements. Click here for a list of allowable criteria. (Pre-work with the selected supplier to customize the equipment, thereby excluding competition, is not an allowable justification.)
SOURCE SELECTION & PRICE REASONABLENESS FORM

FOR:
FEDERALLY FUNDED PURCHASES IN EXCESS OF $3,499.99