



UCSB Procurement Services
SOURCE SELECTION & PRICE REASONABLENESS FORM

Form A

FOR USE WITH ALL FEDERALLY FUNDED PURCHASES IN EXCESS OF \$2,999.99, AND ALL ACQUISITIONS, REGARDLESS OF FUNDING SOURCE, OVER \$99,999.99

This document is to be completed by the requesting Department and retained as supporting documentation for all purchases on federal contracts or grants in excess of \$2,999.99 (inclusive of tax and shipping as it appears on the quote), as well as all purchases over \$99,999.99 (excluding tax) on any other fund source to substantiate the appropriateness of source selection and price reasonableness. UC Agreement vendors are listed at http://www.ucop.edu/purchserv/access.php.

Table with 4 columns: Campus Department, Justification Prepared By, Desired Vendor, Requisition #, Date, Dollar Amount

I. SOURCE SELECTION - REQUIRED - CHECK the applicable box

Table with 2 columns: Selection options (checkboxes) and Agreement/Purchase Reference numbers

II. COST ANALYSIS (complete if Cost/Price Analysis is checked above)

If your product is available from more than one supplier, please obtain a minimum of two (2) quotes. Attach copies of the quotes and complete the following price analysis.

VENDOR A: \_\_\_\_\_ Price: \_\_\_\_\_
VENDOR B: \_\_\_\_\_ Price: \_\_\_\_\_
VENDOR C: \_\_\_\_\_ Price: \_\_\_\_\_ (optional)

III. QUOTE DISCOUNTS- REQUIRED ON ALL SELECTIONS OTHER THAN UC-SOURCED AGREEMENTS

Has the vendor applied any educational, state or other discounts to the quote? Yes [ ] No [ ]

IV. PRICE REASONABLENESS - REQUIRED ON ALL SELECTIONS OTHER THAN UC-SOURCED AGREEMENTS AND COST ANALYSIS

To adhere to the U.S. FAR provision Subpart 15.4, please detail how you determined this is a fair and reasonable price. Please include any applied discounts in your justification, and attach any applicable negotiation documentation.

Large empty rectangular box for justification and documentation.

\* If using a Strategic Sourcing Agreement, this justifies reasonableness.
\*\* If competition was sought, selecting the lowest cost justifies reasonableness. If you are not selecting the lowest cost, state your justification for using the higher cost vendor in the text box above.

**COMPLETE ONLY IF SOLE SOURCE IS SELECTED ABOVE**

**SOLE SOURCE JUSTIFICATION**

This section is to be completed for acquisitions above \$2,999.99 using federal funds, or for any acquisition over \$99,999.99, **when there is only one vendor that can meet your product/service requirements.**

**I. SOLE SOURCE BASIS**

<input type="checkbox"/>	One-of-a-kind	The commodity or service has no competitive product alternatives available on the market.	
<input type="checkbox"/>	Compatibility	The commodity or service must match existing brand of equipment for compatibility.	Purchase Order #(s):
<input type="checkbox"/>	Replacement Part	The commodity is a replacement part for a specific brand of existing equipment.	Purchase Order #:
<input type="checkbox"/>	Research Continuity	The commodity or service is needed to maintain research continuity.	
<input type="checkbox"/>	Delivery Date	Only one supplier can meet necessary delivery requirements.	
<input type="checkbox"/>	Emergency	URGENT NEED for the item or service does not permit solicitation of competitive bids, as in cases of emergencies, disaster, etc.	

**II. SOURCE SELECTION DETAIL**

1. Please **detail the unique circumstances and/or specifications** that make this is the **only vendor** capable of meeting your requirements as checked in the Source Selection Basis section above. (Bullet points are acceptable.)

(Note: Price cannot be part of this justification. If price is applicable, please seek at least one other competing quote and use the first page of this form exclusively.)