
Memorandum

To:

Name of Fiscal Administrator

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 (OPM Form 65 should also be attached)
- ☐ 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 No.

- ☐ Request for quotations where only one quote received
- ☐ Request for quotations where lowest quote NOT selected
- ☐ Exempt Procurement (Section A8.220), Exemption No.

- ☐ Professional Services Procurement (Section A8.245)
- ☐ 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 OPM.)

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

- ☐ Comparison of previous UH 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 UH 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 UH Contract No. _____ which was competitively established.
- [] Other pricing analysis used. (Explain below.)

Departmental Signature

Date