



UCSB Procurement Services SOURCE SELECTION & PRICE REASONABLENESS FORM

Form A

FOR USE WITH

- ALL FEDERALLY FUNDED PURCHASES IN EXCESS OF \$2,999.99
- ALL ACQUISITIONS, REGARDLESS OF FUNDING SOURCE, (INCLUDING PROFESSIONAL SERVICES) 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 (including Professional Services) 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>.

Campus Department		Requisition #	
Justification Prepared By		Date	
Desired Vendor		Dollar Amount	
Is the Fund subject to FFATA requirements, and the purchase is over \$25k?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES:	FFATA Form required , please attach to requisition.

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

<input type="checkbox"/>	UC SYSTEM-WIDE OR UCSB SOURCED AGREEMENT*	AGREEMENT #
<input type="checkbox"/>	COST/PRICE ANALYSIS**	
<input type="checkbox"/>	SOLE SOURCE (Complete following Sole Source Justification)	
<input type="checkbox"/>	PRICE IS THE SAME AS PREVIOUS ORDER WITHIN 6 MONTHS (CANNOT BE USED MORE THAN ONCE)	PURCHASE REF #
<input type="checkbox"/>	PROFESSIONAL/PERSONAL SERVICES	
<input type="checkbox"/>	VERIFIED SMALL BUSINESS VENDOR (UP TO \$150,000 ON FEDERAL CONTRACTS ONLY)	

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. If you received a discount on this order what was the percentage of the discount or what did the discount amount to? Please attach any relative negotiation documentation.

* If using a Strategic Sourcing or UCSB-Sourced Agreement, this justifies reasonableness.

COMPLETE ONLY IF SOLE SOURCE IS SELECTED ABOVE

SOLE/SINGLE SOURCE JUSTIFICATION

** 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.

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 FOR FEDERAL FUNDING

<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"/>	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.)