Complete after receiving Proposals / Quotes / Bids but before contract award

**COST OR PRICE ANALYSIS**

**AND REASONABLENESS FORM**

Purpose: Federal regulations require documentation of cost analysis or price analysis for every procurement action at or above the simplified acquisition threshold (*see* 2 C.F.R. § 200.324). The Cost or Price Analysis and Reasonableness Form is used to document the analysis showing that the offered price is fair and reasonable. The form is kept as part of the procurement file to demonstrate that the procurement process was conducted in an open and fair manner and that the recipient received the most advantageous price.

Instructions:

1. Complete a separate Determination of Cost or Price Reasonableness form for each vendor being recommended for contract award. Complete all sections with sufficient detail; a Form that lacks sufficient detail cannot be approved.

3. Sign and date the form.

4. Maintain a copy on the grant file subject to retention schedules

5. Submit completed form to the Purchasing Director prior to contract award.

*An improperly completed and/or unsigned form will be returned to the Grant Director.*

**Prepared by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Grant Director)

**Email:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Division:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject:** Determination of Cost or Price Reasonableness

**Good or service to be acquired:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Solicitation Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Independent Estimate Produced before Receiving Bids or Proposals:**   Yes (attach supporting document(s))

**Vendor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Attach written quotation or other information that documents the estimate of cost or price reasonableness. As necessary include unit costs, rates, schedules, price estimates, and budgets, etc.)**

**Cost or price offered or fee negotiated is considered fair and reasonable for the following reason(s), and if applicable, is supported by attached documentation and/or a detailed discussion of the cost or price analysis *(select at least one applicable situation):***

Comparison of previous 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 *Attach the referenced purchase orders/contracts, amounts, issuance dates, and how they are similar to the current purchase.*

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* *(a vendor’s quotation or correspondence does not qualify as a published price list).*

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 Offeror’s cost information. *Attach cost information*.

The order is priced in accordance with existing Purchase Order No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and/or Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which was competitively established in compliance with the Uniform Guidance.

Other reason (specify):

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**CERTIFICATION:**

*I certify that the information provided above is true and correct to the best of my knowledge and belief. I further certify that I have determined that the costs or prices proposed are necessary, fair, and reasonable.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name of Individual Preparing Form

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Signature Date

**APPROVED:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Level One: Full Name of Program Manager (Grant)

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Signature Date