

# SPONSORED RESEARCH SERVICES COST/PRICE REASONABLENESS

Only one quote is obtained, the proposed cost/price must be evaluated to determine if it is fair and reasonable by completing the cost/price analysis below.

- Total purchase is less than \$10,000, no documentation is required.
- Total purchase is greater than \$10,000, but less than \$100,000, section I, II and IV must be completed.
- Total is \$100,000 and over, section II, III and IV must be completed.

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## **Section I: Total purchase under \$100,000.**

\_\_\_ Based on my personal knowledge and experience as a buyer, the prices quoted are fair and reasonable for the items being purchased.

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## **Section II:**

### **COST ANALYSIS**

\_\_\_ **Value analysis** by Buyer/User-Technical Personnel (include review of technical data, examination of sample, past usage and/or experience, etc.)

Specify \_\_\_\_\_

\_\_\_ **Other:** Educational pricing/State contract pricing/GSA pricing/Specific reason: (Valid purchase request, minimum order quantity, high priority and delivery, special packaging/marketing, etc.)

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## **Section III:**

### **PRICE ANALYSIS (Only required for purchases over \$100,000.00)**

\_\_\_ Selected vendor's Commercial Catalog/Published Price List or Supplier Website: \_\_\_\_\_

\_\_\_ Established Market Price: (catalog pricing for similar product, other similar purchasing organizations experience, etc.)

Means of verification \_\_\_\_\_

\_\_\_ Comparison with prior purchase of same or similar item:

Vendor \_\_\_\_\_ P.O. Number \_\_\_\_\_

Date Ordered \_\_\_\_\_ Quantity \_\_\_\_\_ Unit \_\_\_\_\_ Price \_\_\_\_\_

Basis for determining price reasonable \_\_\_\_\_

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## **Section IV: Cost Analysis complete**

\_\_\_ I have conducted the above stated cost and/or price analysis. **Purchase Order #** \_\_\_\_\_

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**Buyer**

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**Date**