

**BUYER'S DETERMINATION CHECKLIST
SOURCE SELECTION AND PRICE REASONABLENESS**

Applicable to ALL FEDERALLY FUNDED PURCHASE ORDERS greater than \$3,500

Buyer's documented award rationale must be completed on PO and must refer to this and other supporting documents.

Date:

PO or Req #:

PO Amount: \$

Buyer Code:

This **determination documents buyer's findings regarding the source selection and price reasonableness** based on the following information and findings.

Yes. No. Buyer reviewed **all indexes** to check for **federal flags**.

A. SOURCE SELECTION

Check applicable box.

No Competition: Sole Source Justification or directed procurement detailed in PO file.

Competition: Purchasing issued RFP/RFQ. PO file summarizes RFP/RFQ results.

Competition: Buyer obtained quotes which are summarized in PO file and PO may include backup documentation.

Competition: Requesting department obtained competition independent of Purchasing, and buyer deems documentation provided with requisition adequate (re-cap price comparison). PO file summarizes quotes and PO includes backup documentation.

B. PRICE REASONABLENESS

Check applicable box.

Price Analysis

- a. Buyer's comparison of price quotations of similar or same items submitted to buyer documented in PO file.
- b. Buyer confirms price is within range of current market prices (specify prices) as follows:
 - i. Proposal prices were compared to prices paid previously for the same or similar goods and/or services. See PO#
 - ii. Proposed prices were compared to current published catalog, price lists or market prices as documented in PO file.
 - iii. Proposal prices were compared to rough yardsticks, e.g., dollars per pound, horsepower or other units of measure to identify any gross inconsistencies.
Describe:
 - iv. Based on buyer's knowledge of the market, buyer's experience of prior similar proposals, or knowledge imparted by technical experts.
 - v. Prices set by law or regulations.
 - vi. Commercial items.
- c. Other (if the contract is less than \$100,000 and (a) and (b) are not applicable)
Describe:

SEE YOUR SUPERVISOR IF YOU ARE UNABLE TO CHECK A BOX UNDER PRICE ANALYSIS

C. COMPLIANCE WITH OTHER FEDERAL PROVISIONS

Note the PO Fund source as flagged on the PO or Requisition, and mark the appropriate section below to indicate which clauses were entered on PO and what actions were taken.

1. FEDERAL CONTRACT OR FEDERAL FLOWDOWN:

Buyer incorporated UC Terms & Conditions.

a. PO is for non-commercial goods or services.

i. Buyer incorporated the Federally Funded Non-Commercial Appendix.

b. PO is equal to or greater than \$25,000

i. Buyer required Supplier to complete FFATA documentation. (For Federal Contract only. Total is cumulative based on orders generated using both Supplier ID and fund number in FinancialLink.)

c. PO is equal to or greater than \$100,000

i. PO0175 Vendor Acknowledgment required.
Attached acknowledgement form as an external attachment.
Supplier-signed acknowledgement form to be attached to PO upon receipt.

d. PO is equal to or greater than \$700,000:

i. Small Business Solicitation. Subrecipient or Subcontractor was designated by name in the proposal or approved by name in the prime award or contract. Yes. No. If no, *check the appropriate boxes below:*

(1) Were small business concerns solicited?
Yes. No. If no, explain why:

(2) Were HUBZone small business concerns solicited?
Yes. No. If no, explain why:

(3) Were small disadvantaged business concerns solicited?
Yes. No. If no, explain why:

(4) Were women-owned small business concerns solicited?
Yes. No. If no, explain why:

(5) Were veteran-owned small business concerns solicited?
Yes. No. If no, explain why:

(6) Were disabled veteran-owned small business concerns solicited?
Yes. No. If no, explain why:

(7) If applicable, explain the reason award was not made to a small business concern:

(8) Prior to selection of this vendor, buyer conducted a search of the Central Contractors Registration (<http://www.ccr.gov/>) to identify potential vendors, and results of the search are attached to PO file. Yes. No.