For PO = or > $3500 on Fed funds

Department of Geography
Purchase Request

Project Code:_____

Cost Center:_____

Request Date:_____ Form # _____ Purchase Order # _____

Required Delivery Date: _____ Dept. I.D. _____

Vendor:	Requested By: (print name & sign, please) Ext.:
Address:	Authorized Signature (e.g. PI or other):
Contact:	Add'l Department Approval:
Phone: FAX:	

Item #	Qty. & Unit	Catalog #	Part Number & Description	Unit Price	TOTAL
1					0.00
2					0.00
3					0.00
4					0.00
				Subtotal:	$0.00
				Tax @ 7.75%:	0.00
				Shipping:	
				Estimated Total:	**$0.00**

Justification of Purchase & Special Instructions:

Acct/Award Name:	Acct Nickname:
Acct/Fund/Sub:	Project Code:

Complete appropriate boxes in this section for Equipment or High-Value Purchases

Date Placed:		Object Code:	Rush Order?
Ordered by:	Ext.	Custody Code:	SB or VB?
Special Delivery?		User Bldg & Room #:	User Name & Initials:

Equipment Certification: I certify that no like item is available for loan, sharing or transfer. (complete for equipment purchase only)

X_____

Department Head Signature Date

Authorized Signature for On-line (GUS or REX) Purchasing:

X_____

Signature Date

FDP Equipment Usage Assurance: The equipment is used primarily or exclusively in the conduct of research.

X_____

PI Signature: Date:

Additional Notes:

rev 1/2017

Form A

UCSB Procurement Services
SOURCE SELECTION & PRICE REASONABLENESS FORM

FOR:

FEDERALLY FUNDED PURCHASES IN EXCESS OF $3,499.99

This document is to be completed by the requesting Department for all purchases on **federal funds** in excess of $3,499.99 (inclusive of tax and shipping as it appears on the quote), to substantiate the appropriateness of source selection and price reasonableness. UC Agreement suppliers are listed at http://www.ucop.edu/purchserv/access.php.

Campus Department		Requisition #	
Justification Prepared By		Date	
Desired Supplier		Dollar Amount	

I. SOURCE SELECTION – REQUIRED - CHECK the applicable box

☐	UCOP OR UCSB SOURCED AGREEMENT (Allowable under U.G. § 200.318(e), **except** for UCOP Price Schedule Agreements)	UCOP AGREEMENT/UCSB BID #
☐	PRICE ANALYSIS **(Complete Section II. This option is NOT applicable for orders exceeding $99,999.99)**	
☐	SOLE SOURCE **(Complete Sections III and IV. Please also complete a Form A-1 if over $99,999.99)**	
☐	REGISTERED SMALL BUSINESS SUPPLIER (Under $99,999.99 only) allowable per FAR, Subparts 13 and 19.5 **(Complete Section III)**	

II. PRICE ANALYSIS (complete ONLY if Price Analysis is checked above)

Price analysis is the examination of a supplier's price by comparison with reasonable price benchmarks. To comply with the OMB Uniform Guidance, § 200.320(b), price or rate quotations must be obtained from an adequate number of qualified sources. Please obtain a **minimum** of one other quote. Attach copies of the quote(s) and complete the following table. **Skip Sections III and IV,** if you are selecting the lowest priced supplier. If selecting a higher priced supplier, please state your justification in Section III.

Desired Supplier: _____ Price: _____

Alternate Supplier: _____ Price: _____

Alternate Supplier (optional): _____ Price: _____

III. PRICE REASONABLENESS –REQUIRED if Sole Source or Small Business Supplier is checked in Section I

Per the requirements in U.S. FAR provision Subpart 15.4, **how did you determine this is a fair and reasonable price**? (Attach a separate page if needed.) For non-competitive orders over $149,999.99, OMB Uniform Guidance, § 200.323 states we must negotiate profit as a separate element of the price. Please describe how the vendor's profit was negotiated.

(**Helpful ideas for your narrative**: Whenever possible, base price reasonableness on comparable/similar quotes (FAR 13.106-3). Can you compare the offered price to historical prices paid for the same or similar items? Did you perform market research or verify the pricing on a published price list/catalog?)

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SOURCE SELECTION & PRICE REASONABLENESS FORM

FOR:
FEDERALLY FUNDED PURCHASES IN EXCESS OF $3,499.99

IV. SOLE/SINGLE SOURCE – (complete only if Sole Source is checked above) If over $99,999.99, please also complete a Form A-1.

When there is only one supplier that can meet your product/service requirements, the OMB Uniform Guidance (§ 200.320(f)) allows for Procurement by noncompetitive proposals using the below criteria:

☐ (1) One-of-a-kind	The commodity or service has no competitive product alternatives available on the market. (The item is available only from a single source.)
☐ (2) Emergency	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
☐ (3) Awarding Agency Approval	The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity.
☐ (4) No competition **(Grant Funds Only)***	After solicitation of a number of sources, competition is determined inadequate. (The efforts to solicit will need to be detailed below)

***FAR-based contracts do not allow this selection**

SOLE SOURCE DETAIL

Please describe the rationale behind your selection in Section IV above. **Detail the unique circumstances and/or specifications** that make this is the **only supplier** capable of meeting your requirements. (Attach a separate page if needed.)

Pre-work with the selected supplier to customize the equipment, thereby excluding competition, **is not an allowable justification**. Pricing, brand names, and/or geographical preferences cannot be part of the justification.