

**UCOP PROCUREMENT SERVICES
SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION FORM**
For federally funded purchases ≥\$10,000 and non-federally funded purchases ≥\$25,000

This document must be completed by the requesting Department for *all federally funded purchases ≥\$10,000* (including tax and shipping) & *non-federally funded purchases ≥\$25,000* (excluding tax, but including shipping), to substantiate the appropriateness of source and price reasonableness. **Locations are strongly encouraged to seek competition even in cases where the goods and/or services are exempt from the requirement to competitively bid.**

Requisition #: _____ Dollar Amount: _____
Desired Supplier: _____ Campus Department: _____

I. SOURCE SELECTION (REQUIRED): Check the applicable box from one of the funding sections below. For mixed funding, check Federal side only.

Federal Funds

- New or Existing Formal Competitive Bid# _____
- Non-Formal Quotes if ≤\$100K (Complete II & VIII)
- Sole Source (Complete III, IV, & VIII)
- Registered Small Business (Only <\$100K; Complete III & VIII)

Non-Federal Funds

- New or Existing Formal Competitive Bid#
- Sole Source (Complete III, IV & VIII)
- Professional/Personal Services (Complete III, V, & VIII)
- Unusual & Compelling Urgency (Complete VI & VIII)
- Non-Formal Quotes if ≤\$100K (Complete II & VIII)
- Registered Small Business (Only <\$100K; Complete III & VIII)

II. NON-FORMAL QUOTES (Complete only if Non-Formal Quotes is checked in Section I): Please use price or rate quotations from three (3) qualified sources. (This section is required by 2 CFR § 200.320(b).)
NOTE: If you are selecting the lowest-priced supplier, skip Sections IV-VI. If selecting a higher-priced supplier, state your justification in Section III.

Please obtain three (3) competitive quotes and attach copies to the requisition in BearBuy. If unable to provide three quotes, please explain why.

III. PRICE REASONABLENESS (Complete only if Sole Source, Small Business, Professional/Personal Services is checked in Section I): This section is required by the CA Public Contract Code and FAR provision Subpart 15.4.

- 1) **How did you determine this is a fair and reasonable price?** Base price reasonableness on pricing/quotes of comparable/similar goods/services or compare the price to historical prices paid over the past year for the same or similar items. Pricing identified by the use of a competed UC System-wide, State of California, or GPO agreement, may be able to be used to demonstrate Price Reasonableness.

- 2) **(Complete only for Federal grant and cooperative agreement orders ≥ \$250,000** for which there is no price competition.) Per CFR § 200.323 requires Supplier profit be discussed with Supplier and documented. This can be documented with the Supplier Profit form (located on UCOP website) or by attaching copies of email communications with Suppliers. Check box if documentation is attached.
- 3) **Complete only for sole-sourced Federal non-commercial contract orders ≥ \$750,000:** FAR subsection 15.403-4 requires Suppliers to submit certified cost or pricing data. Check the box if you have attached the [UC Certified Cost or Pricing Data for Federal Contract Purchases form](#).

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IV. **SOLE SOURCE** (Complete only if **Sole Source** is checked in Section I): Check the applicable box from one of the funding sections below. For mixed funding, check Federal side only.

Federal Funds

- One-of-a-kind
- Emergency
- Awarding Agency Approval
- No Competition (Grant Funds Only)

Non-Federal Funds

- One-of-a-kind/Unique
- Match existing - list UC PO# _____

Detail the unique circumstances and/or specifications that make this the only supplier capable of meeting your requirement and why other suppliers were not selected (i.e. specifications that didn't meet performance requirements) and include documentation. **NOTE:** *Pre-work with the selected supplier to customize the equipment, thereby excluding competition, is not an allowable justification.* Price and brand names are not allowable justifications. For Federal funds only, geographical preferences are not an allowable justification. Attach additional page(s) as needed.

V. **PROFESSIONAL OR PERSONAL SERVICES** (Complete only for **non-Federal Funds**): Highly specialized functions, typically of a technical nature or unique ability, performed by a supplier that is distinctly qualified to render the services. Services are of a nature that the University would consider the supplier's experience, qualifications and skills to be more important than comparative cost when selecting a supplier. Define the unique qualifications that the selected supplier will provide. Attach additional page(s) as needed.

VI. **UNUSUAL AND COMPELLING URGENCY** (Complete only for **non-Federal Funds**): Failure to act immediately on this purchase might result in: significant bodily harm, significant property loss or damage, violations of law or University policies, or cause significant liability to the University or to members of the University community. Describe how you determined that this is an Urgent and Compelling situation, if checked above. Attach additional page(s) as needed.

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VII. **EQUIPMENT SOURCE SELECTION (REQUIRED)** for all equipment purchases):

Federally-funded equipment is subject to all UG and FAR requirements regardless of dollar amount. Please attach supporting documentation, as applicable.

1) Is this purchase prior to the ninety (90) day expiration, as required? Yes No

VIII. **CONFLICT OF INTEREST STATEMENT (REQUIRED)**: To the best of my knowledge, no UC employee or near relative of a UC employee is the supplier or holds more than a 10% ownership or controlling interest in the supplier OR the UC employee is exempt because he/she has teaching or research responsibilities and the goods or service is not commercial. In addition, to the best of my knowledge, no former UC employee is the supplier and s/he engaged in any part of the decision-making process while a UC employee for a period of 24 months after having left the UC OR was employed in that department in a policymaking position in the same general subject area within the 12 months period prior to his or her retirement, up to a period of 12 months after such retirement. I am the individual who has gathered and provided this detailed information and any further questions regarding these details can be directed to my attention.

a) I certify that this purchase will not present a conflict of interest as defined by university policy and that I have received no income, gifts or gratuities from or have an investment in this supplier. **Agree**

b) If you do not agree with the above statement, please provide an explanation:

IX. **REPRESENTATION (REQUIRED)**: By signing below, I hereby certify the foregoing is true and correct to the best of my knowledge.

Person Responsible for the Funding and the Purchase Decision Signature: _____

Person Responsible for the Funding and the Purchase Decision Name: _____

Email and Phone number: _____

Date: _____