

**Price Reasonableness**

**Determination Form**

Add this form to the procurement file to document your efforts to determine price reasonableness. This is required for sole source determinations, cooperative procurements (including GSA contracts) and emergency procurements.

Today’s Date

Agency/Institution Name

Contact Name

Telephone Number

Project Name or Identifier

1. Why is competition not used for this procurement?

1. What is the product?

1. What was determined to be the market price?

1. How was the market price determined? (Select from list below.)

|  |  |
| --- | --- |
| Price Competition |  |
| Catalog or established price list |  |
| GSA contracts or pricing agreements |  |
| Price based on prior competition |  |
| Sales of the same item to other purchases |  |
| Historical prices |  |
| Independent estimate |  |
| Comparison with prior purchase of same or similar product | |  |  | | --- | --- | | Contract # |  | | Supplier Name |  | | Contract Date |  | | Quantity |  | | Unit |  | | Unit Price |  | |
| Other |  |

Signed

(Contracting Officer)