University of California, Berkeley - Business Services  
Basis For Award Form (for Purchase Orders $10,000 and above)

P.O.#(s): ______________________ Supplier: ______________________ Value: $______

SOLICITATION  Posted on web page___ Distributed to select suppliers___
No. of Suppliers Solicited: LBE ___ SBE ___ WBE ___ DBE ___ DVBE ___ VBE ___ HUBZone ___
No. of offers Received: LBE ___ SBE ___ WBE ___ DBE ___ DVBE ___ VBE ___ HUBZone ___
Business Type Awarded: LBE ___ SBE ___ WBE ___ DBE ___ DVBE ___ VBE ___ HUBZone ___
Other, e.g., gov./educ. inst., foreign (explain)________________________

SOURCE SELECTION
____ RFQ / Lowest Price from responsive and responsible bidder (comp-sheet attached)
____ RFP / Lowest Cost per Quality Point (comp-sheet attached)
____ Sole Source (attached justification provided by department, buyer concurs)
____ Unique Professional Service pursuant to BUS 43 & Public Contract Code Section 10508 (attached justification)
____ System-Wide Agreement / Campus Contract (Contract/Agreement # referenced on P.O.)
____ Must match existing equipment, product or software (standardized on product, research continuity)
____ Other (explain) ______________________________________________________________________

PRICE REASONABILITY/COST ANALYSIS (Cost Savings: $______)
____ Competitive bid process (comp-sheet attached)
____ Prior price history (buyer knowledge of recent price comparison(s)) PO#(s)________________________
____ Contract pricing (Contract/Agreement # referenced on P.O.): _______ System-Wide Agreement/Campus Contract
____ GSA ______ State of California (CMAS) ______ Other (Name)______________________________
____ Supplier Price List (attached) (% discount, if any ___)
____ Price comparison of similar, but not acceptable products/services (see attached)
____ Other, e.g., negotiated or promotional discount, collaboration, rebate, demo, trade-in (see attached)

CHANGE ORDER - BASIS FOR AWARD  Value: $________
____ Blanket order for Goods or Service, continuing or renewed (as allowed in original P.O. contract)
____ Other (explain) ___________________________(and/or see attached)

FEDERAL FUNDS - CLAUSES AND FORMS CHECKLIST
____ Grant or Co-operative Agreements (All): ______ Appendix A _____ Forced Labor SOC1 ___ Audit ADT2
____ Equipment: ______ NSF Title TLT4 ______ Air Force Title TLT3 ______ UC TTL1
____ $100K: ______ Supplier signed Exh.A Debarment ______ SOC2 ______ Supplier signed Exh.B Anti-lobby ______ SOC3
____ Contract (All): ______ Appendix A _____ Supplement 5 _____ Forced Labor SOC1 ___ Audit ADT2
____ Equipment: ______ UC Title TXX1 _____ Fed Title TXX2
____ $25K: ______ Supplier signed Exh.C 1st Tier Debarment ______ SOC2
____ $100K: ______ Supplier signed Exh.B Anti-lobby ______ SOC3
____ $550K Supplier completed Truth in Negotiations Act (TINA) documentation.
____ Solicitations ($100K) consulted with Supplier Diversity Administrator to identify potential bidders

SPECIAL REQUIREMENTS
____ $100K IS&T High-Cost Information Technology Acquisition Request For Review (signed by AVG for IT) attached

Comments:

Buyer Signature ______________________ Buyer Name (or initials) ______________________ Date ______
Approvals: ______________________________________________________________________
Mgr. ______________________ Date ______ Dir. ______________________ Date ______

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