

## UC Berkeley Proof of Price Reasonableness & Source Justification Form

This Proof of Price Reasonableness & Source Justification Form is required for all Federally Funded orders that are ≥\$3,500 & State funded orders that are ≥\$10,000. When required, it should be attached to the applicable Bear Buy requisition in order to be compliant with audit requirements.

**Is your purchase more than \$99,999.99?** Please contact your Supply Chain Management (SCM) Buyer **before** submitting a requisition in BearBuy.

INSTRUCTIONS: Complete, sign and upload this form along with supporting documentation as **internal attachments** in the requisition.

Find your department's SCM Buyer [here](#).

BearBuy requisition #:

Selected supplier(s):

Commodity/service being purchased:

Proposed purchase price: \$

Requested by/Responsible PI/Project Manager Name:

E-mail address & Phone #:

**If a federal funding source is involved, select the applicable box and provide the prime number.**

Federal Prime Contract #

Federal Grant#

Cooperative Agreement #

Other (explain):

**Price Reasonableness: the pricing need not be the lowest price available, but is one which offers the highest total value to UC Berkeley. There is value in purchases which best meet UC Berkeley's needs, such as quality, quantity, delivery and service.**

1. The determination that the selected supplier's price is reasonable has been made by one of the following reasons:
  - a. Competitive/Comparable – department solicited multiple suppliers for quotes (supporting documentation will be uploaded in BearBuy).
  - b. A sourced agreement has been established with the Supplier. Examples of sourced agreements include UC Berkeley, UCOP, State, or GSA contracts. **List Agreement#**
  - c. The proposed price is at or below the current published catalog/list price or the supplier has given UC Berkeley special discounts (supporting documentation will be uploaded in BearBuy).
  - d. Prior price history with the same vendor, the same commodity and/or the same services. **List Previous BearBuy PO#**
  - e. The price is set by law or regulation (supporting documentation will be uploaded in BearBuy).
  - f. Price analysis (determination can only be selected for *federally funded* purchases) – the examination of the supplier's price has been made by comparison with reasonable price benchmarks. To comply with OMB § 200.320(b), price or rate quotations were obtained from an adequate number of qualified sources (uploaded in BearBuy).



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5. Does this purchase have any of the following special considerations? **Select all that apply.**
- a. On-site labor related services on UC owned, leased or rented properties? If so, what percentage (best estimate) of the labor will be performed on site? To the best of your knowledge are University employees providing the same service currently?
  - b. [Capital Strategies](#) - campus facility services, alteration or construction
  - c. Goods or services from a UC employee or near relatives of any UC employee. If selected, [please fill out this conflict of interest form](#).
  - d. Intellectual Property that the UC should retain?
  - e. [Use of the UC names and marks](#) - merchandise or services will use a derivative of the UC name and/or logo
  - f. Select the UC data types the Supplier will have access to:
    - [Protected information](#)
    - [Health](#)
    - [FERPA](#)
    - [Credit card data](#)
  - g. Software as a Service (SaaS, Cloud Platform, etc) or embedded software
  - h. [IT Electronic Accessibility](#)
  - i. [Environment, Health and Safety](#) - hazardous materials, radioactive, research & medical lasers
  - j. [Restricted Items](#) - explosives, firearms, ammunition
  - k. [Specialized Equipment](#) - with a useful life of one year or more and an acquisition cost of \$5,000 or more
  - l. [CA Partial Sales Tax Exemption](#) for research & development equipment in biotech, engineering or life sciences (If selected, a filled out [certificate](#) must be uploaded in BearBuy as an external attachment- UC Berkeley permit number is SR-CH-21-135302 - list the name of purchaser as "The University of California, Berkeley")
  - m. **None** of these special considerations apply

As the authorized department official, I certify that the above justification is accurate and complete to the best of my knowledge and belief.

### Approval

Signature of Authorized Department Official

Title

Printed name

Date