

Price Justification and Competition Requirements

Requestor Name	Requestor E-Mail
Requestor Department	Requestor Phone

Complete the section below that applies to your request. Forward any and all back-up paperwork supporting your purchase to Purchasing with the Price Justification Sheet.

1 For purchase requests \$5,000 - \$10,000

Check one of the following that indicates why the price is fair and reasonable.

- Competition
- Historical Pricing
- Market Survey Performed
- Other:
- Source is a Preferred Provider
- Source is from a SMU Buying Consortiums
- Value Analysis Performed

2 For purchase requests \$10,000 - \$25,000

Check one of the following that indicates why the price is fair and reasonable.

- Three bids are attached.
- Purchasing to perform the competition.
- Selected vendor is:
 - a Preferred Provider
 - from a SMU Buying Consortium
- Other:

- Sole Source Statement*** AND state why price is fair and reasonable.

3 For purchase requests > \$25,000

Attach a **Statement of Work** or **specifications** or **lay out the requirement** in some manner for Purchasing to issue a RFI, RFP, RFQ or oral solicitation.

Selected vendor is:

- a Preferred Provider
- from a SMU Buying Consortium
- other:

- Sole Source Statement*** AND state why price is fair and reasonable.

If further coordination is required, then the buyer will contact you upon receipt of the purchase request.

***Sole Source Statement addresses:** criticality, uniqueness of the item/service or requisite capabilities required of the vendor/firm, why full & open competition is not possible, impact to your program or effort if the item is not procured from the requested source, exigency.