

## Price Justification Form

Requestor Name

Requestor E-Mail

Requestor Department

Requestor Phone

**Price justification IS REQUIRED to explain the following about this purchase:**

- 1) The price agreed upon with this supplier is fair & reasonable to both SMU and the seller.
- 2) Show that proper consideration and analysis has been given to the selection of this supplier.
- 3) Include all estimates and back-up paperwork supporting your purchase or purchase requisition.

**Complete the section below based on dollar value of your purchase.**

### 1 Purchases \$5,000 - \$25,000

Check one or **STATE WHY PRICE IS FAIR & REASONABLE**

- |  |  |
|--|--|
| <input type="checkbox"/> Competition, 3 estimates attached | <input type="checkbox"/> SMU Preferred Provider                                  |
| <input type="checkbox"/> Historical Pricing                | <input type="checkbox"/> SMU Buying Consortium                                   |
| <input type="checkbox"/> Market Survey Performed           | <input type="checkbox"/> Single Source - <i>Detail explanation in box below.</i> |
| <input type="checkbox"/> Value Analysis Performed          | <input type="checkbox"/> Sole Source - <i>Detail explanation in box below.</i>   |

Additional information about choice above:

### 2 Purchases > \$25,000

Check one or **STATE WHY PRICE IS FAIR & REASONABLE**

**Attach a Statement of Work, specifications and all appropriate back-up paperwork that explains the purchase.**

- |  |  |
|--|--|
| <input type="checkbox"/> Competition, 3 estimates attached     | <input type="checkbox"/> SMU Preferred Provider                                  |
| <input type="checkbox"/> Purchasing to perform the competition | <input type="checkbox"/> SMU Buying Consortium                                   |
| <input type="checkbox"/> Historical Pricing                    | <input type="checkbox"/> From Price List   |
| <input type="checkbox"/> Best Value Analysis performed*        | <input type="checkbox"/> Single Source - <i>Detail explanation in box below.</i> |
| <input type="checkbox"/> Market Survey Performed               | <input type="checkbox"/> Sole Source - <i>Detail explanation in box below.</i>   |

Additional information about choice above:

**SINGLE SOURCE** – One selected supplier even though there are other suppliers that provide similar products.

**SOLE SOURCE** – There is **only one supplier** that provides the product or service.

- For unique products that cannot be found anywhere but only thru one supplier/manufacturer.
- Tasks represent a natural continuation of previous work carried out by the same contractor.
- A rapid selection is essential because of an emergency type requirement.
- The task represents a small dollar assignment (\$10,000 or less).
- Only one firm is qualified or has the experience of exceptional worth for the assignment.

**BEST VALUE ANALYSIS** – selection is based on the **best balance of price, quality & performance achieved through competition** in accordance with the stated selection criteria.