Memorandum		
То:		
	Name of Fiscal Officer	
From:	Name of Principal Investigator, Department Head, Administrator	
Subject:	Determination of Cost or Price Reasonableness	
	Item or Service to be Acquired	
	Vendor	
	Amount \$ Purchase Order/Contract No	
This expendit	ture is being made under the following condition:	
Sole Source (OPRPM Form 65 should also be attached)		
Emergency procurement where only one quote is received		
Competitive bidding where only one bid is received		
Solicitation of competitive proposals where only one proposal is received		
Price adjustment to Contract No.		
Requ	Request for quotations where only one quote received	
Requ	est for quotations where lowest quote NOT selected	
Exem	pt Procurement (Section A8.220)	
Profes	ssional Services Procurement (Section A8.245)	
Other		
	above purchase falls within the Fiscal Officer's purchasing authority, this form should be retained in Officer's files and not submitted to OPRPM.)	

Cost or price offered or fee negotiated is considered fair and reasonable for the following reasons:

Comparison of previous UH purchase order and contract prices with current proposed price for the same or similar items. Both the validity of the comparison and the reasonableness of the previous price(s) have been established. The referenced UH purchase orders/contracts and issuance dates are:

Comparison with Vendor's published price lists, market prices, pricing ind rebate arrangements. Attach published price list or other published pricing	
Comparison of proposed price with independent cost estimates. Attach e	stimates used.
Comparison of proposed price with prices obtained through market research similar items. Attach documentation of research conducted.	rch for the same or
Analysis of pricing information provided by Offeror. See attached pricing	information.
The order is priced in accordance with existing UH Contract Nocompetitively established.	which was
Other pricing analysis used.	
tmental Signature	Date