

# UC Berkeley Proof of Price Reasonableness & Source Justification Form

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**INSTRUCTIONS:** Complete this form for all purchases more than \$5,000.00. If **federal funds** are involved, complete this form if the purchase is more than \$3,500.00. Once completed and signed, upload it as an internal attachment on the appropriate BearBuy form. If the purchase is more than \$100,000.00, please contact your Supply Chain Management (SCM) Buyer before submitting a requisition in BearBuy. Find your department's SCM Buyer [here](#)

**NOTE:** Supporting documentation must accompany this form. Please upload all supporting documentation as *internal* attachments in BearBuy.

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BearBuy requisition # (if applicable):

Commodity/service being purchased:

Proposed purchase price: \$

Proposed supplier(s):

Requested by/Responsible PI/Project Manager Name:

E-mail address:

**Sponsored Funds?** (Select N/Y)  No  YES

Federal Prime Contract # \_\_\_\_\_

Federal Grant# \_\_\_\_\_

Cooperative Agreement # \_\_\_\_\_

Other (explain): \_\_\_\_\_

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Check the box(es) that apply:

1.  **The determination that the price is reasonable has been made by one of the following reasons:**

- a) Competitively sourced pricing – multiple vendor quotes or existing sourced agreement
- b) Historical pricing – proposed price or prices are similar based on previous purchases for the same or similar goods and/or services (quote less than 12 months old). Previous BearBuy PO# (optional):
- c) The proposed price is below or at the current published catalog or list price and/or supplier has given discounts. A web URL or documentation will be uploaded in BearBuy.
- d) The price is set by law or regulation
- e) Based on departmental industry knowledge of the market and experience with prior quotes/proposals. Documentation showing market knowledge will be uploaded in BearBuy

2.  **Sections 1 (a) through (e) do not apply and/or documentation cannot be provided. Contact [SCM Buyer](#) to discuss purchase before moving forward.**

3. Please provide the business need and a short narrative for why the supplier on this requisition was selected:
4. What other suppliers and products/services did you consider before you arrived at the conclusion that the one(s) selected are the one(s) that best meet your department's needs? Why were others not chosen? Was the pricing similar?
5. Does your purchase meet any of the following criteria? You may select one or more.
- Product or proprietary service is distinctly unique (explained in Question 3)
  - Available only from a sole source (documentation will be uploaded in BearBuy to support this)
  - Designated to match existing equipment/service required for business continuity (explained in Question 3)
6. Does your purchase have any of the following special considerations? You may select one or more.
- Supplier will have access to UC [protected information](#), [health](#), personal, and/or [credit card data](#)
  - On-site labor related services on UC owned, leased or rented properties
  - [Construction & Design](#)
  - [Restricted Items](#) (Controlled Substances, Explosives, Firearms & Ammunition)
  - [Specialized Equipment](#)
  - [Goods or services from employee or near relatives of any University employee](#)
  - Software as a Service (SaaS, Cloud Platform, etc) or embedded software
  - [IT Electronic Accessibility](#)
  - [CA Partial Sales Tax Exemption](#) for research & development equipment in biotech, engineering or life sciences
  - 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name