



**UCSB Procurement Services**  
**SOURCE SELECTION & PRICE REASONABLENESS FORM**

Form A-Non Federal

FOR:

**NON-FEDERALLY FUNDED GOODS/COMMERCIAL SERVICES\* EXCEEDING \$99,999.99**

This document is to be completed by the requesting Department for all purchases on non-federal funds in excess of \$99,999.99 (excluding tax), to substantiate the appropriateness of source selection and price reasonableness. UC Agreement suppliers are listed at <http://www.ucop.edu/purchserv/access.php>.

Campus Department		Requisition #	
Justification Prepared By		Date	
Desired Supplier		Dollar Amount	

**I. SOURCE SELECTION – REQUIRED - CHECK the applicable box**

<input type="checkbox"/>	UCOP OR UCSB SOURCED AGREEMENT	UCOP AGREEMENT/BID #
<input type="checkbox"/>	SOLE SOURCE (Complete Sections II and III, below)	

**II. PRICE REASONABLENESS – REQUIRED for sole sources**

How did you determine this is a fair and reasonable price?

(Helpful ideas for your narrative: Do you have any comparison of the offered price to historical prices paid the same or similar items? Are the prices set by law? Did you perform market research or verify the pricing on a published price list/catalog?)

**III. SOLE/SINGLE SOURCE – (complete only if Sole Source is checked above)**

When there is only one supplier that can meet your product/service requirements, the California Public Contract Code, Section 10508, allows sole sources using the below criteria:

<input type="checkbox"/> (1) One-of-a-kind	The product or service is proprietary and is the only one which will properly meet the needs of the University.
<input type="checkbox"/> (2) Match Existing	The product matches existing equipment. Enter UCSB PO # _____

Please describe the rationale behind your selection in Section III above. Detail the unique circumstances and/or specifications that makes this product or service a sole source (attach additional pages if needed).

**Pre-work with the selected supplier to customize the equipment, thereby excluding competition, is not an allowable justification. Price, brand names, and/or geographical preferences cannot be part of this justification.**