



# UCSB Procurement Services PRICE REASONABLENESS FORM

Form M

**FOR USE WITH ALL AGREEMENTS FOR PROFESSIONAL OR PERSONAL SERVICES  
(EXCEPT federally funded agreements – use Form A instead)**

This document is to be completed by the requesting Department and retained as supporting documentation in connection with non-federally funded agreements for professional or personal services. Section 10508 of the California Public Contract Code requires the University of California to substantiate price reasonableness when contracting for professional or personal services. Please complete section I, or section II, or section III below. Please also complete section IV.

Campus Department		Requisition #	
Justification Prepared By		Date	

### I. UC SYSTEM-WIDE OR UCSB SOURCED AGREEMENT\*

AGREEMENT # \_\_\_\_\_

\*Using a UC-System Wide or UCSB Sourced Agreement justifies price reasonableness.

**OR**

### II. COST/PRICE ANALYSIS\*\*

Please obtain a **minimum** of two (2) quotes for similar services. Attach copies of the quotes and complete the following:

SUPPLIER A: \_\_\_\_\_ Price: \_\_\_\_\_

SUPPLIER B: \_\_\_\_\_ Price: \_\_\_\_\_

SUPPLIER C: \_\_\_\_\_ Price: \_\_\_\_\_ (optional)

\*\* Selecting the lowest cost justifies price reasonableness. If you are not selecting the lowest cost, please state your justification for using the higher cost supplier in the text box in section III.

**OR**

### III. PRICE REASONABLENESS NARRATIVE

Please indicate how you determined that the proposed price is reasonable. Please also include in your narrative any discounts you received, and attach any relevant negotiation documentation.

**AND**

### IV. QUOTE DISCOUNTS – **REQUIRED** UNLESS UC-SYSTEM WIDE / UCSB SOURCED AGREEMENT IS SELECTED ABOVE

Has the supplier applied any educational, state, or other discounts? Yes\*\*\*  No

\*\*\*If yes, what is the total dollar savings or percentage of savings? \_\_\_\_\_