



**UC PROCUREMENT SERVICES**  
**SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION FORM**  
 For Federally-funded purchases ≥\$10,000 and non-Federally-funded purchases ≥\$100,000

This form is required for all federally funded purchases ≥\$10,000 (including tax and shipping) & non-federally funded purchases ≥\$100,000 (excluding tax, but including shipping), to substantiate the appropriateness of source selection and price reasonableness.

When completing this form, you must provide **detailed facts and explanation. Do not merely restate the question as a conclusion.** Please reference the [SSPR instructions](#) and [FAQs](#) for assistance understanding each section of this form.

Requisition #: \_\_\_\_\_ Dollar Amount: \_\_\_\_\_  
 Desired Supplier: \_\_\_\_\_ Campus Department: \_\_\_\_\_

**I. SOURCE SELECTION: (This Section is Required in all cases)** Check the applicable box from one of the funding sections below. For mixed funding where the federal portion exceeds \$10,000, check Federal side only.

- |  |   |
|--|---|
| <p><b>Federal Funds:</b></p> <p><input type="checkbox"/> Formal Competitive Bid/Contract# _____</p> <p><input type="checkbox"/> Certified Small Business \$10K to \$250K (Complete III, VII, VIII)*</p> <p><input type="checkbox"/> Competitive Proposals &lt; \$100K (Complete II, VII, VIII)</p> <p><input type="checkbox"/> Sole Source (Complete III, IV, VII, VIII)</p> | <p><b>Non-Federal Funds:</b></p> <p><input type="checkbox"/> Formal Competitive Bid/Contract # _____</p> <p><input type="checkbox"/> Certified Small Business or DVBE \$100K to \$250k (Complete III, VII, VIII)*</p> <p><input type="checkbox"/> Sole Source (Complete III, IV, VII, VIII)</p> <p><input type="checkbox"/> Professional Services; Personal Services (Complete III, V, VII, VIII)</p> <p><input type="checkbox"/> Unusual &amp; Compelling Urgency/Emergency (Complete VI, VII, VIII)</p> |
|--|---|

\*For Certified Small Business option, you must obtain a quote from two or more certified small businesses. Upload the quote and small business certification for each company to the requisition.

**II. COMPETITIVE PROPOSALS: (Complete if Federal Funds Competitive Proposals is checked in Section I.)** Obtain price or rate quotations from three (3) qualified sources (including your selected supplier). This section is required by 2 CFR § 200.320(a)(2)(i).

Please obtain a **total of 3 informal, competitive quotes. Attach copies of quotes, and complete the following:**

Supplier A: _____	Price: _____
Supplier B: _____	Price: _____
Supplier C: _____	Price: _____

If selecting a supplier *other than the lowest-priced supplier*, explain your justification for selecting a more expensive supplier in the box below. (If you are selecting the lowest-priced supplier, skip Sections III-VI.)

**III. PRICE REASONABLENESS: (Complete if Sole Source, Certified Small Business/DVBE, Professional Services or Personal Services is checked in Section I.)** This section is required by the CA Public Contract Code 10508 and FAR provision Subpart 15.4.

- In the box below provide detailed facts (not conclusions) how you determined the price/fees are fair and reasonable.**
- For Federal grant and cooperative agreement orders ≥ \$250,000** include profit negotiations you had with the supplier **if** such purchase has no price competition (see CFR § 200.324(b)).
- For sole-sourced Federal non-commercial contract orders ≥ \$2M**, FAR subsection 15.403-4 requires Suppliers to submit certified cost or pricing data (TINA). Use the 'UC Certified Cost or Pricing Data for Federal Contract Purchases' form (located on UCOP website) and include with this Form.



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**IV. SOLE SOURCE:** (Complete if Sole Source is checked in Section I) **\*NOTE\*** - Sole sourcing means there is literally no other company in existence to provide the goods or services. Sole sourcing is not one selection option among many, it is a last resort when there is literally no other option.

Check the applicable box from one of the funding sections below. For mixed funding where the federal portion exceeds \$10,000, check Federal side only.

**Non-Federal Funds**

- One-of-a-kind/unique - only one supplier in existence that can provide the goods/services
- Match existing - Prior PO # \_\_\_\_\_ (This is only for equipment purchases where new equip must connect to existing equip.)

**Federal Funds**

- One-of-a-kind/unique – only one supplier in existence that can provide the goods/services
- Emergency – poses immediate risk of harm to persons or property.
- Awarding Agency Approval (to dispense with a competitive selection) – Read the [SSPR instructions](#) for required documentation. Naming a supplier in your funding proposal does NOT meet this justification.
- No Competition (Grant and Cooperative Agreement Funds Only) – when other companies exist but are unwilling or unable to provide a quote.

Explain your selection above with detailed facts. For “one-of-a-kind/unique,” and “No competition,” you must state the detailed specifications of the goods or services you need. Then state the efforts you undertook to search for possible suppliers. Explain why this supplier alone is the only option available. If you located other suppliers, explain why they were unable to meet the specifications or refused to provide a quote. (**NOTE:** Pre-work/discussions with a supplier giving them special information allowing them to customize equipment or services, to the exclusion of others, is not a valid justification.)



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**V. PROFESSIONAL SERVICES; PERSONAL SERVICES (Complete only for non-Federal Funds):**

Professional services are highly specialized services that typically require a professional license to perform (examples – doctor, lawyer, accountant, engineer, architect).  
Personal services are technical services that require special skill, unique experience, or qualifications that are not easily capable of comparison (examples – technical editing, appraisals, real estate transaction valuation, interior decorating, artists, actors, musicians, and others in the performing arts).

Please state detailed facts explaining why the services are **professional** or **personal**.

**VI. UNUSUAL AND COMPELLING URGENCY/EMERGENCY (For non-Federal Funds only):** Explain how this purchase is needed to avoid significant bodily harm, significant property loss or damage, violations of law or University policies, cause significant liability to the University, or to members of the University community. Lack of planning/time management is not an emergency.

**VII. CONFLICT OF INTEREST STATEMENT: (This Section is required in all cases.)** To the best of my knowledge, no UC employee or near relative of a UC employee is the supplier or holds more than a 10% ownership or controlling interest in the supplier OR the UC employee is exempt because he/she has teaching or research responsibilities and the goods or service is not commercial. I am the individual who has gathered and provided this detailed information and any further questions regarding these details can be directed to my attention.

I certify that this purchase will not present a conflict of interest as defined by university policy and that I have received no income, gifts or gratuities from or have an investment in this supplier. **Agree**

If you do not agree with the above statement, please provide an explanation:

**VIII. REPRESENTATION: (This section is required in all cases.)** By signing below, I hereby certify the foregoing is true and correct to the best of my knowledge.

Dept. Responsible Party Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dept. Responsible Party Name: \_\_\_\_\_

Email / Phone: \_\_\_\_\_