

Purchasing & Accounts Payable

Date: _____

To: Purchasing & Accounts Payable Office

From: _____

Re: Demonstration of Reasonableness of Price
and Selection of Vendor
for Purchases:
All Goods and Services (non-construction) \$2,500 to \$50,000
Construction \$2,500 to \$20,000
Construction-related consultant services \$2,500 to \$25,000
(for example, architectural, engineering, surveying)

Prepared and Completed by:

Signature: _____

Printed Name: _____

Purchase Requisition No: _____

Vendor: _____

Description of Merchandise/Equipment/Services Requested: _____

Demonstration of Reasonableness of Price:

Methods of Establishing Reasonableness of Price
(Check method applicable to this Purchase Requisition)

- Comparison of quoted price with other quoted prices.
- Comparison of quoted price with price for the same/similar services within the last six months.
- Comparison of quoted price with prices in various industry publications.
- Review of the type of work that was previously accepted by the campus at similar price.
- Comparison of the quoted price with cost to other governmental entities.
- Other: _____

Requirements for Requesting/Requisitioning Department

- The requesting department must attach price quotes (at least 3 separate quotes)
- The requesting department must identify the previous purchase by specific purchase requisition and purchase order.
- The requesting department must attach a photocopy of the actual publication pages and identify the specific publication by name and date; the items/services must be marked.
- The requesting department must identify the previous purchase by specific purchase requisition and purchase order.
- The requesting department must identify the other governmental entities (at least 3 separate agencies); description of goods or services received; the purchase orders or contract numbers. Copies of the other agency documents must be included.
- The requesting department must demonstrate reasonableness of price.

Justification of Vendor:

Where the lowest cost was not selected, the department is required to provide a detailed written explanation as to why and how the chosen vendor was selected.

Exemptions from completing this form:

- Purchases from New York State Preferred Sources: Corcraft (NYS Dept of Correctional Services)
NYSPSP (NYS Preferred Source Program for People Who Are Blind)
NYSID (New York State Industries for the Disabled, Inc.)
- Purchases from New York State Office of General Services (OGS) contracts where the instructions for the OGS contract use were followed (for example, Request for Quote mini-bid, etc.)
- Vendor pricing determined from a Bid