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)

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