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**Memorandum**

**To:** Office of Procurement, Real Property and Risk Management

**From:** \_\_\_\_\_

**Subject:** Determination of Cost or Price Reasonableness

Item or Service to be Acquired \_\_\_\_\_

Vendor \_\_\_\_\_

Amount \$ \_\_\_\_\_ Purchase Order No. \_\_\_\_\_

This expenditure is being made under the following condition:

- ☐ Sole Source
- ☐ Emergency procurement where only one quote is received
- ☐ Competitive bidding where only one bid is received
- ☐ Solicitation of competitive proposals where only one proposal is received
- ☐ Price adjustment to Contract No. \_\_\_\_\_
- ☐ Only one quote received
- ☐ Only two quotes received and the lowest quote NOT selected
- ☐ Three or more quotes received and the HIGHEST quote selected
- ☐ Exempt Procurements (APM section A8.220.10)
- ☐ Other \_\_\_\_\_

(If the above amount is within the Fiscal Officer's purchasing authority, retain in Fiscal Officer's files.  
**DO NOT SUBMIT TO OPRPRM.**)

**Cost or price offered or fee negotiated is considered fair and reasonable for the following reasons (e.g., comparison with previous purchases of similar items or with catalog prices, in-house estimates, discount from contractor's normal fee, prevailing rates in the profession):**

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Departmental Signature \_\_\_\_\_

Date \_\_\_\_\_