



Comparison of proposed pricing with historical pricing from previous purchases of the same item. Changes in quantity, quality, delivery schedules, the economy, and inclusion of non-recurring costs such as design, capital equipment, etc., can cause price variations. Each situation must be analyzed. Also ensure that the previous price was fair and reasonable. Documentation should be a copy of the previous purchase invoices or quotes.

A written analysis of price components against current published standards, such as labor rates, dollars per pound, etc., to justify the price reasonableness of the whole.

Established market prices are based on the same principle as catalog prices except there is no catalog. A market price is a current price established in the usual or ordinary course of business between buyers and sellers free to bargain. These prices must be verified by buyers and sellers who are independent of the offeror. If you cannot determine other commercial buyers and sellers, you may obtain this information from the offeror. Documentation could be advertisements, catalog pages or invoices from other buyers and sellers.

Other (provide explanation):

**Step 3:** Negotiation – Required for A & E procurements and may be appropriate for some RFP procurements.

For RFP procurements – were negotiations conducted with the selected vendor?

- Yes
- No, If No, why not?

For all A & E and those RFP procurements that conducted negotiations, describe the negotiations that occurred.

NAME		
SIGNATURE	TITLE	DATE