

PROCUREMENT COST / PRICE ANALYSIS WORKSHEET

Background

As part of CASD Procurement Best Practices, and as required by federal purchasing guidelines, any potential contract or purchase order that exceeds \$250,000, requires a cost *or* price analysis **prior to** procurement. Please reach out to the CASD Business Office before beginning this process.

Complete Steps 1 and 2 prior to soliciting a bid or gathering competitive proposals

Step 1: Purchase Description and Estimated Cost:

1. Purchase Description: _____
2. Estimated Purchase Cost: _____

Step 2: Establish cost reasonableness / analysis before requesting sealed bids or competitive proposals:

1. What is the estimated fair market price for the good(s) or service(s) that will be procured? _____
2. Indicate source of information used in establishing estimate (i.e. previous pricing, industry pricing resources, etc.):

Complete Steps 3, 4, 5, and 6 after soliciting a bid or gathering competitive proposals

Step 3: Is there adequate competition (at least two vendors) responding to the procurement solicitation?

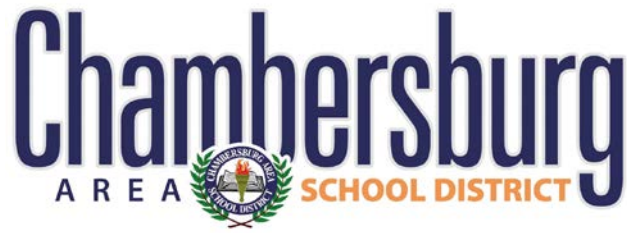
- Yes-A Price Analysis must be performed and indicate which procurement method used below and proceed to Step 4
- Sealed Bid # _____
 - Competitive Request for Proposals (RFP) # _____
- No-A Cost Analysis must be performed and indicate which procurement method used below and proceed to Step 5
- Sealed Bid # _____
 - Competitive Request for Proposals (RFP) # _____
 - Sole Source _____
 - Cooperative Purchasing Program _____

Step 4: Conduct a Price Analysis:

Document all responding vendors and their proposed pricing below. Indicate the recommended vendor to be awarded.

If lowest priced vendor is not recommended for award, please attach the RFP Evaluation Spreadsheet.

Vendor / Price _____



Vendor / Price _____

Vendor / Price _____

Vendor / Price _____

Vendor / Price _____

Step 5: Conduct a Cost Analysis:

Reach out to vendor to provide the following cost element breakdown. Check all that apply

- Labor
- Materials
- Other Direct Costs
- Indirect Costs
- Overhead
- Markup and Profit

Evaluate vendor cost elements versus previously estimated fair market price from Step 2.

Negotiate elements as applicable to establish a fair and reasonable price as determined in Step 2. Document extent and result of negotiations below:

Step 6: Cost / Price Reasonableness Approval:

I have reviewed and compared the price and cost data provided by the vendor and have determined that the costs proposed are necessary and reasonable for the work to be performed by the vendor.

CASD Administrator _____
Signature Date

CASD Business Office _____
Signature Date