



# Cost or Price Analysis (Reasonableness) Form

(Complete After Receiving Bids, Proposals, or Quotes)

**Purpose:**

Federal regulations require documentation of cost analysis or price analysis for every procurement action equal to or above \$350,000 (see 2CFR § 200.324). The Cost or Price (Reasonableness) Form is used to document the analysis showing that the offered price is fair and reasonable. This form is used to document City of Round Rock's (City) estimated range of fair and reasonable costs for the goods and/or services to be acquired, including construction costs, and to document the analysis AFTER seeking bids, proposals or quotes. This form is kept as part of the procurement file to demonstrate that the procurement process was conducted in an open and fair manner and that the City received the most advantageous price. **This form must be signed by the (1) Department Director to attest to completion of this required form, (2) Purchasing Manager to approve the Cost or Price Analysis (Reasonableness) Form, and (3) a Grants Compliance Team Member who is responsible for grant oversight and implementation of internal controls to meet the grant requirements.**

**Instructions:**

1. Complete a Cost or Price Analysis (Reasonableness) form for every federal grant procurement action equal to or above \$350,000. Please complete all sections.
2. Provide documentation to support the reasonableness test (referenced below in Part II) and/or a detailed discussion of the cost or price analysis. A Determination of Cost or Price Analysis (Reasonableness) form that lacks sufficient detail cannot be approved.
3. Sign and date the form.
4. Submit completed form, along with detailed discussion and required supporting documentation, to the Purchasing Manager, or designee, for approvals.
5. Once approved by Purchasing, submit packet to the Grants Compliance Team for retention with the Grant file.

**Project/Program/Grant Name:** \_\_\_\_\_

### PART I: PROCUREMENT TYPE

**Check those that apply and attach supporting documentation:**

- Interlocal Agreement or Purchasing Cooperative
- Professional Services
- Request for Proposals or Competitively Sealed Proposal or Invitation for Bid
- Other (please explain)

### PART II: REASONABLENESS STANDARD

**Estimated cost or price is considered fair and reasonable for the following reason(s), and if applicable, is supported by attached documentation and/or a detailed discussion of the cost or price analysis (select at least one applicable situation):**

- Comparison of previous purchase order and contract prices with current proposed price, for the same or similar items. Both the validity of the comparison and the reasonableness of the previous price(s) have been established. *Attach the referenced purchase orders/contracts, amounts, issuance dates, and how they are similar to the current purchase.*
- Comparison with Vendor's published price lists, market prices, pricing indexes, and discount or rebate arrangements. *Attach published price list or other published pricing information used (a vendor's quotation or correspondence does not qualify as a published price list).*



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- Comparison of proposed price with independent cost estimate performed BEFORE receiving bids or proposals, or BEFORE receiving quotes or proposals from other governmental entities through an interlocal contract or a purchasing cooperative. *Attach Independent Estimate Determination Form and underlying documentation.*
- Comparison of proposed price with prices obtained through market research for the same or similar items. *Attach documentation of research conducted.*
- Analysis of Offeror's cost information. *Attach cost information.*
- The order is priced in accordance with existing City Purchase Order No. \_\_\_\_\_ and/or City Contract No. \_\_\_\_\_, which was competitively established.
- Other (*please specify source and attach supporting documentation*):

## CERTIFICATION

*I certify that I developed this independent estimate AFTER (1) seeking bids or proposals as required by 2CFR § 200.324 or AFTER (2) seeking quotes or proposals from interlocal agencies or a purchasing cooperative (2CFR § 200.318(e)). I further certify that, to the best of my knowledge and belief, the information provided above and attached hereto is true and correct and that the independent estimate reflects a necessary, fair, and reasonable range of costs or prices for the future procurement.*

### Prepared By:

\_\_\_\_\_  
Name and Title (Please Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Approved By:

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature of Purchasing Manager/Supervisor

\_\_\_\_\_  
Date

**(This section to be completed by the Finance Department. Complete)**

\_\_\_\_\_  
Received by Purchasing (Purchasing Contact)

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Received by (Grants Team Member)

\_\_\_\_\_  
Date Received:

Note: Complete and signed form is required for grant file.