



Carnegie Mellon University
Source & Price Justification Form

To comply with University Purchasing Policy, Office of Management and Budget 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and Federal Acquisition Regulations (FAR), completion of this Source & Price Justification Form **is required for research and development subcontracts of \$5,000 and over**. This form must be completed and uploaded to SPARCS with all supporting documentation in conjunction with the SPARCS proposal routing – failure to do so may cause delays in the processing of your subcontract paperwork.

SPARCS PROPOSAL #: _____ DATE: _____

PRINCIPAL INVESTIGATOR: _____

DEPARTMENT & TELEPHONE: _____

PROJECT TITLE: _____

SPONSOR: _____

As supporting documentation, please attach preliminary “Statement of Work” or project description and budget for the Subrecipient

NAME OF SUBRECIPIENT: _____

Source and Price Justification – Reason for selecting Subrecipient:

For audit purposes the university must provide a source and price justification for all subcontracts over \$5,000.

Please review the list below and check the reason you chose your supplier or Subrecipient:

- _____ Supplier was the low bidder.
- _____ Supplier specifically identified within proposal/award documentation – provide copy of award, when available (single source).*
- _____ Supplier establishes or maintains an essential engineering, research or development capability (single source).*
- _____ Supplier provided the best evaluated responsible offer (other than low bidder) – provide evaluation criteria.*
- _____ An unusual and compelling urgency precludes full and open competition – provide rationale (single source).*
- _____ Compatibility with other components of a system already in operation – identify existing items (single source).*
- _____ Only supplier that meets pre-established performance characteristics – provide characteristics (single source).*
- _____ Supplier/consultant is the only manufacturer/provider of this good or service (sole source).*
- _____ Other.*

(* Requires explanation; attach supporting documentation): _____



Note: If federal government funds are being used and the subcontract is over the then current Simplified Acquisition amount, FAR Part 19.702 requires that the university document for audit purposes its use of certain types of small businesses (i.e., disadvantaged, women-owned, veteran-owned, service disabled veteran-owned and HUBZone). If your subcontract is over the then current Simplified Acquisition amount, please indicate if any of the following groups were solicited and/or answer the questions below.

If not solicited, explain why not: _____

If solicited and not chosen, explain why not: _____

If project was competitively bid, please complete the following table. *Please attach copies of original quotes/proposals from each supplier if \$10,000 or more:*

	Supplier/Name	Item/Services Price (including shipping costs)	Payment &/or Discount Terms	Total Order Price
1.				
2.				
3.				

Department Name:_____ Phone No.:_____



For Completion by OSP Subcontracts Team:

FEDERAL PRIME AGREEMENT NO. _____

Subcontract No: _____

Reviewed by: _____

Date: _____