

## Price / Cost Analysis Worksheet (PUR-2)

Name of Contractor: \_\_\_\_\_

Project Worksheet Number: \_\_\_\_\_ Project Location: \_\_\_\_\_

The following worksheet is provided to ensure that appropriate documentation is obtained to support the proposed budget or quotation. This support documentation is required in accordance with Federal regulations, 2 CFR § 200.

### **Failure to Provide this Information Will Delay Issuance of the Contract.**

Simply re-stating a budget in detail is not sufficient. Please call \_\_\_\_\_<sub>name</sub> at \_\_\_\_\_<sub>phone</sub>  
\_\_\_\_\_<sub>number</sub> if you have questions about this worksheet.

**Price Analysis** was conducted based on one or more of the following (check those that apply and attach documentation).

- ☐ Written quotations from 3 or more vendors; fax acceptable.
- ☐ Documented phone quotations; indicate the name of the contact person, phone number and other pertinent information.
- ☐ Published price lists from 3 or more vendors; fax acceptable.
- ☐ Previous purchases by (\_\_\_\_\_<sub>name of agency</sub>) of same or similar item(s) from this or another vendor (attach copies of applicable quotations, bids, or purchase orders).
- ☐ Previous purchases by others of same or similar item(s) from this vendor (attach copies of applicable quotations, bids, or purchase orders). Do Not use pricing from other agencies for price comparisons.
- ☐ Comparison to in-house estimate (attach estimate).
- ☐ **The apparent low bidder was not selected for this contract because:**
  - ☐ They were unable to begin work as specified in the bid requirements.
  - ☐ They were unable to meet bonding requirements as specified in the bid.
  - ☐ They are a debarred or suspended contractor per SAM.GOV
  - ☐ The contractor was non-responsive once awarded the contract.
  - ☐ The agency determined the contractor grossly underbid the contract based on the architect/engineer's pre-bid estimate
  - ☐ Other: Specify in great detail all reasons for the non-award. Attach documentation. \_\_\_\_\_

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**Cost Analysis** was conducted based on one or more of the following (check those that apply and attach documentation). Attach a copy of Contract Cost Analysis Template (PUR-3) For Federal Disaster Assistance Grants.

- ☐ **Salaries/Wages:** Attach supporting documentation of the individual's actual base rate. If the proposed rate includes an escalation factor, identify that factor and attach the contractor's justification for its inclusion. Attach the contractor's justification for direct charging of administrative or clerical personnel. Support documentation for salaries and wages may include copies of payroll forms or reports. If such documentation is not available, the following certification signed by an authorized representative of the contractor will be required: "The salary and wage information provided is true and correct and represents the current and actual base rate of each individual proposed."
- ☐ **Fringe Benefits:** Attach supporting documentation for fringe benefits. Support documentation for fringe benefits may include a copy of the federally-negotiated fringe benefit rate agreement or a copy of the published rates. If such documentation is not available, the following certification signed by an authorized representative of the contractor will be required: "The fringe benefit information provided is true and correct and represents the current and actual fringe benefits of each individual proposed."
- ☐ **Consultants:** Identify the name, rate and number of hours/days for each consultant. Determine that the purpose and cost are appropriate. Attach supporting documentation for the rates used. Attach written justification for rates exceeding the federally authorized rate (currently \$537.00/day). Support documentation for consultant rates may include a copy of the consultant's published rates or statement signed by the consultant indicating the rate normally charged for the services provided.
- ☐ **Travel:** For each trip, provide the cost elements proposed for air fare, hotel, per diem, etc., as well as the purpose of the trip. Attach supporting documentation. Support documentation for travel costs may include a copy of the contractor's current travel policy and procedures or a statement signed by an authorized representative that states that the costs or rates proposed for travel do not exceed current state travel regulations.
- ☐ **Materials and Supplies:** Attach supporting documentation for items with unit costs of \$500 or more. Attach justification for direct charging items such as office supplies, postage, local telephone costs, and memberships, that are normally treated as indirect costs. Support documentation for materials and supplies with unit costs exceeding \$500 may include copies of published catalog prices or copies of previous expense vouchers.
- ☐ **Other Direct Costs:** Examples are computing services or time, communications, student fees, etc. Attach supporting documentation for rates and costs used. Verify the need, and attach a justification for direct charging an item, if necessary.

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- ☐ **Equipment:** Equipment means an article of nonexpendable, tangible personal property having a useful life of more than two years and an acquisition cost that equals or exceeds \$1,000. Attach supporting documentation for each item. Support documentation for equipment may include copies of published catalog prices or copies of previous expense vouchers.
- ☐ **Other Costs, Profit, or Fees:** Please explain/justify. Attach supporting documentation. Support documentation for other direct costs may include copies of published rates or copies of previous expense vouchers. Support documentation for other costs or fees may include copies of published catalog prices or copies of previous expense vouchers.
- ☐ **Indirect Costs or Overhead:** Attach a copy of the contractor's federally-negotiated indirect cost rate agreement. Support documentation for indirect costs is the federally-negotiated indirect cost rate agreement. If the contractor does not have a rate agreement, (1) sufficient information should be attached indicating how the rate used was determined and (2) if the rate was accepted and paid previously by either a federal agency or agency of the State of \_\_\_\_\_, documentation to that affect should be provided.

(NAME OF AGENCY) PURCHASING MANAGER'S RECOMMENDATIONS REGARDING  
COST:

*Sample*

## COST/PRICE REASONABLENESS CERTIFICATION

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

(Name of agency) Signature of Purchasing Manager: \_\_\_\_\_

Name of (name of agency) Purchasing Manager: \_\_\_\_\_

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

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