

SMALL PURCHASE PRICING MEMORANDUM

(Prepare when adequate price competition as defined in FAR 13.106 does not exist. See instructions on reverse)

1. PURCHASE REQUEST NUMBER(S)

SECTION I. PRICE REASONABLENESS IS BASED ON *(Mark one or more)*

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| 1. COMMERCIAL CATALOG/PUBLISHED PRICE LIST
<i>(Describe the catalog by name and/or number, date, expiration date and page(s))</i> |
| 2. ESTABLISH MARKET PRICE <i>(Specify the means of verification)</i> |
| 3. COMPARISON WITH PRIOR PURCHASE OF SAME OR SIMILAR ITEM <i>(Include the vendor, order number, date of award, quantity, unit of issue, unit price, and basis for determining prior price reasonableness)</i> |
| 4. VALUE ANALYSIS BY BUYER/USER/TECHNICAL PERSONNEL <i>(Include review of technical data, examination of sample, etc)</i> |
| 5. OTHER <i>(Describe completely the rationale and supporting information, e.g., valid purchase request estimate, minimum order quantity, high priority and/or delivery, special packaging/markings, or other information)</i> |

SECTION II. SUPPORT DATA

6. I DETERMINE THE PRICE(S) TO BE FAIR AND REASONABLE BASED ON THE FOLLOWING: *(Type or handwrite legibly. If two or more of the above criteria are used, include information from all criteria and clearly indicate when you switch from one to another)*

7. BUYER NAME, RANK, POSITION

8. SIGNATURE

9. DATE

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

INSTRUCTIONS FOR PREPARATION

(Type or write legibly)

Mark the price reasonableness options you will use to justify this purchase. More than one may be required.

Commercial Catalog/Published Priced List: *If a copy of the applicable catalog page(s) are not attached to this form, state where they are filed.*

Establish Market Price:

- 1. For commodities orders, document here information concerning prices controlled by government regulatory body or other agency.*
- 2. For service orders, document hourly labor rate comparisons here. Identify the hourly rate for this order along with the local "range" including low and high figures. State whether this vendor is within the range or provide other rationale which supports the decision to use the source. Also identify travel or transportation and per diem charges here and the rationale for reasonableness.*

Comparison with Prior Purchase of Same or Similar Item:

- 1. If the prior purchase also relied on a series of prior purchases, you need to research and justify this proposed purchase on its own merits.*
- 2. For services orders, document comparison of this job with other similar competitive repairs to justify reasonableness of the number of labor hours. How was previous job determined to be reasonable? Buyer experience of xxx jobs with various sources and same/similar amount of labor hou(ference several previous competitive orders) helps support the justification.*

Value Analysis: *Enter data furnished and verified by an Air Force (in house) military or civilian technical "expert". Ensure you have identified the person by name, rank or grade, position, and explanation of technical background or experience.*

Other: *Enter other pertinent information, including mission essential nature of the equipment, emergency situation, or other data not included elsewhere. State whether there are other supporting documents such as sole source justification or emergency justification letters.*

Buyer: *Include printed, stamped or typed buyer signature block.*

In some cases, you may solicit two or more sources but receive only one price quotation. This is technically "competition" but it is not adequate price competition. Mention the fact in your memorandum. At local option, completed justification should be reviewed by the work leader, NCOIC, or contracting officer prior to finalizing the solicitation package. For additional space, attach another sheet and write legibly or type.