

PRICE ANALYSIS WORKSHEET - SERVICES

Procurement No. _____ Procurement Description: _____

Duplicate each page as necessary to evaluate all bidders.

General

CURRENT BIDDERS

1. Proposed price is for off-shelf package or tuition-based training:
 YES NO YES NO YES NO

2. If yes, price reasonableness verified by bidder catalog/price list:
 YES NO YES NO YES NO

3. If yes, catalog/price list date is:

4. If no, other verification of price reasonableness:

5. Was discount offered?
 YES NO YES NO YES NO

6. Will discount be sought?
 YES NO YES NO YES NO

Prepared By: _____ Title: _____ Date: _____

PRICE ANALYSIS WORKSHEET - SERVICES

Procurement No. _____ Procurement Description: _____

Duplicate each page as necessary to evaluate all bidders and all elements.

Comparison CURRENT BIDDERS

(See Supplemental Worksheet for Calculations to complete this sheet.)

	_____	_____	_____
1. Price/placement: \$	_____	\$ _____	\$ _____
(Total Contract Price/Total Participants)			
2. Total fixed price: \$	_____	\$ _____	\$ _____
3. Price/instructional hour:			
(Total Contract Cost/Total Instructional Hours)			
	\$ _____	\$ _____	\$ _____
4. Price/participant/instructional hour:			
(Total Contract Cost/Total Participants/Total Instructional Hours)			
	\$ _____	\$ _____	\$ _____

Comparison PAST CONTRACTORS

1. Price/placement: \$	_____	\$ _____	\$ _____
(Total Contract Price/Total Participants)			
2. Total fixed price: \$	_____	\$ _____	\$ _____

Narrative See notes below

1. Judgment:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
2. Price objective: \$	_____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

- Judgment: Give a brief narrative about reasonableness of bidder's proposed prices. Justify your opinion. If you developed an independent agency cost estimate, describe how bidder's proposed prices compare to your estimate.
- Price objective: If price proposed is too high, develop new price objectives for negotiations and justify.