

CITY OF NORTH RICHLAND HILLS

PURCHASING DIVISION

4301 City Point Drive, North Richland Hills, Texas 76180

Phone 817-427-6150 Fax 817-427-6151

COST OR PRICE ANALYSIS (REASONABLENESS) FORM

Purpose: Federal regulations require documentation of cost analysis or price analysis for every procurement action at or above \$250,000 (see 2 C.F.R. § 200.323 and 2 C.F.R. § 200.88). 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 NRH's estimated range of fair and reasonable costs for the goods and/or services to be acquired 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 NRH received the most advantageous price. **This form must be signed by the Grant Manager 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 at or above \$250,000. Complete all sections.
2. Provide a detailed discussion of your price analysis or cost 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 to the Purchasing Manager, or designee.
5. Maintain a copy in the purchasing/contract file along with other procurement files, subject to retention schedules.

Prepared by: Rowlette Williams

Date: 11-2-2022

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Phone Number: 817-427-7078

Department: Police

Subject: Cost or Price Analysis (Reasonableness)

Project Name: Purchase of 160 Flock Cameras using TAG grant funding

Note: As approved and authorized by the Texas Governor's Office under grant 2848908, upon receipt and inventory, Regional Asset Transfer Forms will be executed transferring ownership between NRH and the City of Arlington for 60 cameras and between NRH and the City of Dallas for 80 cameras

PART I: PROCUREMENT TYPE

Check those that apply and attach supporting documentation:

☐ Interlocal Agreement or
Purchasing Cooperative

☐ Request for Proposal or
Competitively Seal Proposal

☐ Request for Quotations

☐ Professional Services

☐ Price Adjustment for
PO/Contract #

☒ Other (please explain)

Sole provider of items compatible with existing equipment,
inventory, systems, programs or services

PART I: PROCUREMENT TYPE

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).*
- ☐ Comparison of proposed price with independent cost estimates. *Attach estimates used.*
- ☐ 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 NRH Purchase Order No. _____ and/or NRH Contract No. _____, which was competitively established.
- ☒ Other reason (specify):

_____ Sole provider of items compatible with existing equipment, inventory, systems, programs or services

CERTIFICATION:

I certify that I developed this independent estimate after (1) seeking for bids or proposals as required by 2 C.F.R. § 200.323 or seeking quote from inter local agency or purchasing cooperative (2 C.F.R. § 200.18 (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.

Signature of Project Manager: _____

Printed Name and Title of Project Manager

Date

APPROVED:

Purchasing Manager

Date