This memorandum must be completed for non-competitive procurements exceeding $100,000 utilizing federal funds. The purpose of this form is to create an audit record evidencing that negotiations were conducted with the vendor, the extent of such negotiations, and that the overall price offered is fair and reasonable.

I. **Subject:**
   Purchase of __________________________
   
   From __________________________

II. **Introductory Summary:**
   Negotiations for the purchase of __________________________
   Were completed on __________________________
   With __________________________
   The sole manufacturer/source of the __________________________

   The University’s estimate, the contractor’s offer, and the agreed upon price are compared below. Each figure is based on the contract being firm-fixed price.

<table>
<thead>
<tr>
<th>University’s Estimate</th>
<th>Contractor’s Offer</th>
<th>Agreed Upon Price</th>
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III. **Particulars:**
   A. Complete name and Location of company
      __________________________
      __________________________
      __________________________

   B. Quantities
      __________________________

   C. Unit prices quoted and negotiated. If many, attach as schedule.
      Quoted ______________________
      __________________________
      __________________________
      __________________________
      __________________________

   D. Dates and place of fact-finding, pre-negotiation review, and negotiation.
      __________________________
E. Names and titles of persons representing the company and the University in the negotiations, identifying any principal negotiators:

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
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IV. **Procurement Situation:**
   A. Describe what was discussed, to include any outside influences and time pressures.

   B. Show the delivery schedule or period of performance. If there is a difference between the schedule desired or required and that proposed by the company, discuss the resolution or compromise, if any.

   C. The same or similar item(s) was previous purchased.  ____ Yes  ____ No

      If “Yes”, complete the following:

      Date Purchased

      Quantity

      Total Price

      Other Similar Features
V. Negotiation Summary:

A. Summarize the company’s contract pricing proposal, the University’s negotiation objective and the negotiation results and the reasons the agreed upon price is fair and reasonable.

B. Cost or pricing data from the company were required. _____ Yes _____ No

If “Yes,” explain the extent to which these data were relied on or used in negotiating the price:

VI. Miscellaneous:

Government audit assistance was obtained in negotiating this requirement. _____ Yes _____ No

________________________
Full Name of Negotiator

________________________
Signature

________________________
Date

Note: In certain cases, e.g., where services are being acquired or equipment is being custom manufactured, additional information may be requested in order to determine the Contractor’s profit objective through the application of weighted guidelines.