Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030
Phone: 703.993.2580 | Fax: 703.993.2589
http://fiscal.gmu.edu/purchasing/

Cost/Price Analysis for Contracted Services

1. Title of Project/Grant: _____
2. Responsible GMU Office/Staff/Faculty/Principal Investigator: _____
3. What is the "Deliverable" you expect to receive from this contract? Among other things, a deliverable could be a study, report, research, analytical assistance, advisory guidance, or participation in a symposium. If this is a grant, is the vendor specifically named in the grant, grant proposal, or in the budget document (that was attached to and submitted with the grant or grant proposal) to the sponsoring agency? If yes, attach in eVA a copy of the page or budget document from the grant proposal that was submitted to and approved by the sponsoring agency, denoting the vendor specified.
4. Dollar Value of Contract & Future Work:
   a. What is the exact dollar value for this engagement? _____
   b. What will the duration be (period of contract)? _____
   c. Is there a chance that this vendor will be hired for similar work in the future? _____
   d. Is it possible that the total value for all current and future work will exceed $100,000 (If yes, unless the vendor is explicitly named in the grant proposal that was approved by the sponsoring agency, please stop and email Purch1@gmu.edu for further instructions)? _____
5. What level of effort do you expect the contractor to perform to create this deliverable? (Lab research, field research, travel, administrative support, etc.)
6. Price Reasonableness:
   a. What is the basis for your belief that the proposed cost of the deliverable is fair and reasonable? Include how the hourly rate comparison, market comparison, cost to perform level of effort yourself, value analysis, or other method was conducted/determined.
   b. Explain how negotiations were conducted. Who negotiated with the vendor? What was the price before and after negotiations?
7. Will the consultant be submitting travel expenses with their invoice(s)? Consultants typically perform travel at rates consistent with Commonwealth per diem rates and provide a line item breakdown.

All statements on this page are accurate and I understand that the contractor may begin work only upon an eVA-issued purchase order starting with the prefix "EP". If this form is being used for consulting services, I certify that the return on investment to Mason is equal to or greater than the cost of the services.

_____	_____	_____
Printed Name	Signature	Date