



Cost/Price Analysis for Contracted Services

Purchasing Office
MSN 3C1
4400 University Drive
Fairfax, VA 22030
Phone #: (703) 993-2580
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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? If yes, attach a copy of the page from the grant denoting the vendor specified.
4. What is the exact dollar value for this engagement? What will the duration be? Is there a chance that this vendor will be hired for similar work in the future? Is it possible that the total value for all current and future work will exceed \$50,000? (If Yes, unless the vendor is named in the grant, 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. What is the basis for your belief that the proposed cost of the deliverable is fair and reasonable? (Hourly rate comparison, market comparison, cost to perform level of effort yourself, value analysis, etc.) 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".

Signature

Date

Name