

HHRI Competitive Pricing Checklist

This checklist must be completed for all purchase requests valued at \$3,000 and above. If you are seeking authorization to make a “sole source” purchase, stop here and complete an “HHRI Sole Source Justification Checklist” instead of this Competitive Pricing Checklist. All other purchase requests between \$10,000 and \$50,000 must be supported by two written competitive quotations. Purchases over \$50,000 must be handled under a competitive bidding process managed by purchasing. Forward this checklist and the two written quotations (if applicable) to HHRI Purchasing, BL240, with the Purchase Request Form for processing. Contact HHRI Purchasing at 612-873-6598 for assistance as needed.

NOTE: COMPETITIVE QUOTATION PRICING IS CONFIDENTIAL AND HHRI POLICY PROHIBITS DISCLOSURE TO THE OTHER VENDORS.

1. Briefly describe the item(s) to be purchased:

2. Which vendors (two minimum) did you shop?

3. Is the selected product made in America? If not, have you made a reasonable effort to locate domestic products which can meet your specifications?

4. The vendor/source you have selected for this purchase and why? (In the case of written competitive quotes, the order goes to the lowest bidder.)

Signature of P.I.: _____ **Date:** _____

HHRI Purchasing: _____ **Date:** _____

HHRI Administration: _____ **Date:** _____