**Syracuse University Procurement - Pricing Analysis**

Instructions

Complete this form for purchases using comparative pricing (multiple quotes) from all suppliers that are not a University Preferred Supplier or are over $10,000 (goods, services, professional services, and consulting). For single quote purchases, complete the Non-Competitive Justification Form.

**Comparative Pricing Method**

**Select one of the following statements to indicate the method of comparative pricing (same Item priced differently by several suppliers) utilized.**

[ ]  Submission of 2 or more new quotes: *quote documentation can include a supplier price list, an internet search of supplier websites to determine market and published prices, or prices provided in writing directly from the supplier.*

[ ]  Competitive bidding process: *bids/quotes are compared for reasonableness and responsiveness from Procurement publicly soliciting requests for bids wherein SU identifies all evaluation factors and their importance. SU considers all proposals, conducts a technical evaluation, and awards a procurement contract to a supplier whose proposal is most advantageous. Note: The Procurement Department assists in performing the competitive bidding process. Please contact* purchasing *to initiate a competitive bidding process.*

[ ]  Comparison of recent quotes: *quotes previously received may be compared* as *long* as *they are for the* same *service/product and are within the previous 36 months.*

[ ]  Other *(explain):*

**If the price cannot be shown to be reasonable, contact purchasing to discuss price negotiation.**

**Comparative Pricing Documentation**

**Indicate quotation details below, as well as the selected supplier. Attach copies of quotation documentation to the requisition.**

|  |  |
| --- | --- |
| Supplier Name | Total Price |
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|       |  |

**Name of Selected Supplier:**

**Please explain why this supplier was selected:**

The above reasons and explanations justify the supplier selection.

[ ] Yes/[ ] No