

Vendor Selection and Price Justification Checklist

Instructions: SUNY Board of Trustees Policy requires that all purchases valued above \$2,500 include written documentation of reasonableness of price and selection of vendor. Please note: Purchases over \$50,000 must be advertised in the NYS Contract Reporter for 21 days.

This completed checklist should be uploaded as an internal attachment accompanying the Purchase Requisition in Jaggaer. If purchase is made by a Procurement Card, this should be attached to the P-Card Certification.

Exemptions from completing this checklist:

- Purchases from New York State Preferred Sources:
 Corcraft (NYS Department of Correctional Services)
 NYS PSP (NYS Preferred Source Program for People Who Are Blind)
 NYSID (New York State Industries for the Disabled, Inc.)
- Purchases from New York State Office of General Services (OGS) contracts where the instructions for the OGS contract use were followed (for example, request for quote, mini-bid, etc.)
- Purchases from University-wide Contracts
- Vendor pricing determined from a bid (Formal Sealed Bid)

Purchase Information:

Vendor Name: _____ Purchase Req. #: _____

Description of Merchandise/Equipment/Services Requested: _____

Method of Purchase (Select One)	
Purchase Order	P-Card

Demonstration of Reasonableness of Price

Method of Establishing Reasonableness of Price (Check method applicable to this Purchase Requisition)	Requirements for Requesting/Requisitioning Department
Comparison of quoted price with other quoted prices.	The requesting department must attach price quotes (at least 3 separate quotes)
Comparison of quoted price with price for the same/similar services within the last six months.	The requesting department must identify the previous purchase by specific purchase order number. PO#
Comparison of quoted price with prices in various industry publications.	The requesting department must attach a photocopy of the actual publication pages and identify the specific publication by name and date; the items/services must be marked.
Review of the type of work that was previously accepted by the campus at a similar price.	The requesting department must identify the previous purchase by specific purchase order number. PO#
Comparison of the quoted price with cost to other governmental entities.	The requesting department must identify the other governmental entities (at least 3 separate agencies); description of goods or services received; the purchase orders or contract numbers. Copies of the other agency documents must be included.
Other	The requesting department must provide documentation and demonstrate reasonableness of price.

Selection of Vendor:

Where the lowest cost was not selected, you must provide a written explanation to justify the selection of the vendor.

Please use the following space for explanation of other determination of reasonableness of price and/or for the selection of vendor that was not the lowest price: _____

Prepared and Completed by:

Printed Name: _____

Date: _____