

HHRI Competitive Pricing Checklist

This checklist must be completed for all purchase requests valued at \$10,000 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 \$25,000 and \$124,999 must be supported by three written competitive quotations. Purchases over \$124,999 must be handled under a competitive bidding process managed by the purchasing department. Send one email containing the PO Requisition form, this checklist, and the three written quotations (if applicable) to PORequisitions@hhrinstitute.org 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 (three 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: _____

If \$25,000 or above, check here to certify that suspension and debarment checks on the chosen vendor yielded no results