



Requisition #

Banner Fund #

# Procurement Analysis

All sections must be completed for each purchase in excess of \$5,000. Check all that apply.

**I. Three (3) oral bids should be obtained. Summarize bids in the space provided below. Purchase orders with a total amount exceeding \$10,000 shall have written bid requests and three (3) written competitive bids. Attach copies.**

Date	Vendor	Quoted By	Delivery Date	Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Awarded to low bidder
- Awarded to other than low bidder *Explain:*
- Small Business/Minority Owned Business
- Purchasing under GSA price schedule
- Items are on annual supply contract
- Competition was obtained previously      Reference PO#:       Date:

**II. Competitive pricing was not obtained because:**

- Single or sole source
- Urgency of delivery requirement
- Necessary to operate with or match existing purchase
- Other *Explain:*

**III. Price quoted is fair and reasonable because:**

- Comparison of price quotations from two (2) or more qualified vendors (*list in Section I above*)
- Comparison of established catalog or market prices (*list in Section I above*)
- Comparison with recent purchase price of similar products
- Comparison with GSA price schedule
- Cost analysis includes review and evaluation of leasing (*attach leasing documentation*)

**IV. Shared use:**

- Purchase item requested will be available for sharing
- No like item was found to be available for shared use

**I certify that all above information is true and correct.**

\_\_\_\_\_  
 Print Name (PI or Authorized Designee)

\_\_\_\_\_  
 Signature (PI or Authorized Designee)

Date