

**RIT PROCUREMENT SERVICES
COMPETITIVE SOURCING PRICE SUMMARY FORM**

Purchase Requisition #

Requestor

Purchase Description

Equipment and Materials Costs

Supplier Name(s):

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Equipment and materials Price

Transportation/Delivery

One-Time Services (design, installation,
integration, training etc.)

Recurring Services (maintenance, support etc.)

Discount Provided

Total Landed Price

Professional Services Costs

Supplier Name(s):

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Hourly Rate

Fixed Fee

Reimbursable expenses

Additional Fees

Discount Provided

Total Price

Supplier Awarded PO/Contract

Supplier MWBE Status
(Veteran, Woman, Disadvantaged, etc.)

Awarded to lowest cost (Y/N) Yes No *(rationale is required below)*

Additional Comments

Authorized Signature

Date