

Step-by-Step Guide: How to Complete a Cost Comparison

Step 1: Confirm a Cost Comparison Is Required

If you plan to purchase from a **non-preferred vendor**, a cost comparison is required to document pricing differences between the non-preferred vendor and available preferred vendors.

Step 2: Identify the Item from the Non-Preferred Vendor

Go to the non-preferred vendor's website and locate the item you intend to purchase.

Take a **screenshot** that clearly shows:

- Product name or description
- Price
- Vendor name

Make sure all details are visible and readable.

Step 3: Find the Same or Comparable Item from a Preferred Vendor

Search a preferred vendor's website for the **same or a comparable product**.

Take a **screenshot** that clearly shows:

- Product name or description
- Price
- Vendor name

Use the closest match possible to ensure an accurate comparison.

Step 4: Compile Documentation

Paste both screenshots into a **Word document**.

Clearly label each screenshot to identify:

- Non-preferred vendor
- Preferred vendor

This helps reviewers quickly understand the comparison.

Step 5: Convert and Submit

Convert the Word document to a **PDF**.

Attach the PDF to your **CHS SharePoint order request** for review.

Example Cost Comparison for a Whiteboard

Amazon - \$66.18

Product: VIZ-PRO Magnetic Dry Erase White Board, 48 X 36 Inches, Black Aluminium Frame

Price: \$66.18 (US \$2 / 50 PD)

Dimensions: 48" x 36"

Color: Black

Size: 48 X 36 inches

18 X 12 inches	24 X 18 inches	36 X 24 inches
48 X 24 inches	48 X 36 inches	60 X 30 inches

FREE Returns

FREE delivery Wednesday, May 1

Or fastest delivery Saturday, April 27. Order within 8 hrs 55 mins

Deliver to Davis - Lexington 40319

In Stock

Quantity: 1

Add to Cart

Buy Now

Office Depot - \$90.99

Product: Realspace™ Magnetic Dry-Erase Whiteboard, 36" x 48", Silver Frame

Price: \$90.99/each

Dimensions: 48" x 36"

Also available in: Select An Option

Delivery: Next Business Day Delivery 7-9 AM

Free In-Store or Curbside Pickup

Ready in 20 minutes

100 New Circle Rd. S.E., Lexington, KY 40502

In Stock - Change Store

You may also need: DPO® Low-Odor Dry-Erase Markers, Chisel Point, Assorted...