

Title:		Contents:	PP-2100
MARKET TEST (SURVEY)		Submitted By:	Purchasing Division
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Market Test/Survey – Definition

The process of comparing County pricing against those available from other vendors and manufacturers, or for testing the market to determine whether potential bidders exist in the market place for commodities or services claimed to be sole source.

Benchmarking – Definition

A process designed to compare County pricing to that of other cities, counties, state and federal agencies.

Procedure

Market Test/Survey should be performed when:

1. There is a requirement to determine if pricing is fair, reasonable and competitive.
2. Agreements are extended.
3. Justifying sole sourcing of commodities or services.
4. A single bid is received on an Invitation for Bid.
5. Justifying price increase on an agreement.