

INFORMAL BID

Purchase Value \$15,000 to \$50,000

BEST VALUE PROCUREMENT

*Solicit a minimum of three quotes from vendors on the Comptrollers Centralized Masters Business List (**CMBL**), with at least two being Texas Certified **HUB** suppliers from the CMBL.

PROJECT										
	Respondent 1		Respondent 2		Respondent 3		Respondent 4		Respondent 5	
Vendor Name										
Evaluation Criteria										
Texas Certified HUB (MIN 2)	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
On CMBL	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Cost of Product/Service										
Qualifications										
Total Score										
Awarded to Justification										

Modify the evaluation criteria, if necessary, according to the project.

Evaluation/Scoring Points Criteria: Evaluate/Score each using 0-10 points. Below are some examples but use any number between 0 and 10.

0=Does Not Address Requirements, 1=Minimally Addressed Requirements, 3= Addresses Some Requirements, 5=Meets Requirements, 7= Exceeds Requirements,10=Significantly Exceeds Requirements

Conflict of Interest Statement: I certified that I have no actual or potential conflicts of interest resulting from the evaluation and scoring for the above mention project.

Signature: _____

Date: _____

Need further assistance? Please email purchasing@txstate.edu or hub@txstate.edu for more information.