TXST Required Forms per Procurement

**Procurement Thresholds:** determine what forms are required based on the cost of the procurement.

**How do I determine if the procurement needs a Requisition vs Contract in TCM?**

**Requisitions:**
- No terms and conditions (T&C’s) on quote/bid from Vendor.
  - **Under $15K**, or **Informal Bid**, or **Proprietary** ([Proprietary Justification Form])
- Departments only have signature authority to sign quotes/bids under $15,000, with **no terms and conditions**.

**Contracts:** TCM Contract Request Instructions - [How to Create and Submit a Contract Request]
- Agreement or Contract (whether vendor or TXST document) required to be in TCM.
- Quote or bid with terms and conditions (T&C’s), regardless of dollar amount.
- If departments are using their own Agreement/Contract template, it must be reviewed/approved by P&SS before sending onto the vendor.

**Contract Term:** Means a fixed term period and shall be the period from the Start Date to the End Date, including any renewals. TXST is limited to a term not to exceed five (5) years.

**Contract Not to Exceed Amount:** This clause covers the costs of the entire procurement, from the Start Date all the way to the End Date. If paying annually for a multiyear agreement, then you calculate the cost throughout all years to determine the contract not to exceed amount.

<table>
<thead>
<tr>
<th>Required Forms/Procurement Thresholds</th>
<th>Vendor Setup in PaymentWorks/SAP</th>
<th>SB20 Documents (attach in requisition)</th>
<th>Informal Bid Template</th>
<th>HUB Determination Form (HDF)</th>
<th>Proprietary Justification Form (Required for Proprietary or Sole Source Procurements only)</th>
<th>FS-07 – Contract Close-Out Form (required in TCM)</th>
<th>FS-01 – Risk Assessment Form (Processed by P&amp;SS, Facilities, FPDC, VPIT, ALERRT)</th>
<th>FS-02 – Enhanced Contract Monitoring (Processed by P&amp;SS, Facilities, FPDC, VPIT, ALERRT)</th>
<th>FS-1295 (Processed by P&amp;SS, Facilities, FPDC, VPIT, ALERRT)</th>
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<tbody>
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Forms shaded in gray will be completed by the P&SS Office, Facilities, FPDC, VPIT, or ALERRT
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Other documents that may be needed, but not based on threshold:

FS-03 Contracted Services Payment Voucher - (Form Instructions) Accounts Payable requires an invoice to issue payment against a PO/e-NPO. This form is used in lieu of vendor invoice(s).

FS-06 Independent Contractor Determination Form - When is this form required?
• If vendor is an Individual or Doing Business As (DBA), and registered in PaymentWorks using their Social Security number, this form is required.
• If vendor is a Company Inc., LLC, etc., and registered in PaymentWorks with a Federal Tax Identification number, this form is not required.

Attachment Z (Link to request form is here P&SS Contract Forms)
Is required when using a vendor’s Contract/Agreement/Quote/Bid that contains terms and conditions. The majority of the terms and conditions covered in the Attachment Z are required by the Texas Legislature. ANY and ALL changes to this documents MUST be made using the “Track Changes” feature on the Microsoft Word version.