

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.

Required Forms/Procurement Thresholds	Vendor Setup in PaymentWorks/SAP	SB20 Documents (attach in requisition)	Informal Bid Template	HUB Determination Form (HDF)	Proprietary Justification Form (Required for Proprietary or Sole Source Procurements only)	FS-07 – Contract Close-Out Form (required in TCM)	FS-01 – Risk Assessment Form (Processed by P&SS, Facilities, FPDC, VPIT, ALERRT)	FS-02 – Enhanced Contract Monitoring (Processed by P&SS, Facilities, FPDC, VPIT, ALERRT)	1295 (Processed by P&SS, Facilities, FPDC, VPIT, ALERRT)
<\$15,000	✓								
\$15,000 - \$50,000	✓	✓	✓		✓				
\$50,000 or greater	✓	✓			✓				
\$100,000 or greater	✓	✓		✓	✓				
\$250,000 to \$499,999	✓	✓		✓	✓	✓			
\$500,000 to \$999,999	✓	✓		✓	✓	✓	✓		
\$1,000,000 or greater	✓	✓		✓	✓	✓	✓	✓	✓

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.