**Proprietary Justification** (as defined in Texas Education Code 51.9335 b) is used when specifications or conditions of the proposed procurement do not permit an equivalent product or service to be supplied. **ONLY USE** after all other procurement methods, including *Marketplace punchouts, GPO/Co-op’s/Piggybacks, State Contracts* have proved unsuccessful.

1. **Competitive**: The specified product or service is available for purchase through more than one vendor e.g., dealers, distributors, resellers, authorized service providers, etc.

2. **Sole Source**: The specified product or service is only available for purchase through a single vendor e.g., manufacturer, publisher, service provider, software developer, etc.

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**Additional Helpful Resources**: General **Purchasing Forms & Contract Forms**

**TXST Procurement Procedures Handbook**

**TSUS Contract Management Handbook**

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**SB20 Requisition Documents**

**Processing Guidelines** for **Informal Bids – Purchase Value of $15,000 - $50,000** *(The bidding opportunity is not required to be publicly posted)*

- Departments shall solicit a minimum of three quotes from vendors on the Comptrollers *Centralized Masters Business List (CMBL)*, with at least two (2) being Texas Certified HUB suppliers from the CMBL *(How to Search CMBL)*. You can add additional vendors on the CMBL, if necessary. For assistance in searching the CMBL, please contact the HUB Specialist at HUB@txstate.edu or 512.245.2521.

- Vendors may submit their quotes to departments via mail, email, or fax.

- The P&SS Office may solicit additional bids if it determines that there are University preferred vendors capable of providing the goods or service.

**Procedure**: Use this *Bid Tab Template* to solicit vendors, see also: Department’s Guide and Checklist for Informal Bids.