

INFORMAL BID FORM
Purchase Value \$15,000 to \$50,000

A minimum of three quotes from vendors on the Comptroller's Centralized Master Bidder List (CMBL) with at least two being Texas Certified HUB vendors

SOLICITATION FOR										
	Respondent 1		Respondent 2		Respondent 3		Respondent 4		Respondent 5	
Vendor Name										
Total Dollar Amount										
Evaluation Criteria	SEE BELOW FOR SCORING SCALE									
Texas Certified HUB	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
On CMBL	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Pricing Evaluation Score										
Specifications Score										
Total Score										

Justification for Award	Lowest Bid	Best Value Meeting Specifications	Only One Bid Received
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Comments	
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INSTRUCTIONS FOR SCORING: Modify the criteria, if necessary, according to the project. Modify the criteria, if necessary, according to the project, an example may be delivery. Assign a number based on the the quote submitted.

Pricing Evaluation Scoring Scale: Evaluate/Score each using 0-5 points. Below are examples but use any number between 0 and 5.
0=Highest Cost, **1=**Second Highest Cost, **3=** Third Highest Cost, **5=**Lowest Cost

Specifications Scoring Scale: Evaluate/Score each using 0-5 points. Below are examples but use any number between 0 and 5
0=Does Not Address Requirements, **1=** Addresses Some Requirements, **3=**Meets Requirements, **5=**Exceeds Requirements

I certified that I have read and signed the Texas State Procurement Certification Statements pertaining to: Conflict of Interest, Standard of Conduct, Code of Ethics, and Conflict of Commitment.

Printed Name: _____

Signature: _____

Date: _____