

TXST Guidelines Summary

For Purchases of Goods & Service

Contract/PO Amount	Procurement Method	Delegated Signature Authority	Reporting Requirements ⁱ
<\$15,000	Open Market Purchase <ul style="list-style-type: none"> TSUS Marketplace: TSUS Marketplace User Guide Co-op's: Group & Cooperative Purchasing * State of Texas Contracts** One (1) Written Quote – create REQ in TCM or SAP (Req to Check User Guide) 	Director of P&SS Office	SB20
\$15,000 - \$50,000	Informal Bid <ul style="list-style-type: none"> Submit a minimum (3) quotes total, of which (2) must be HUB vendorsⁱⁱ Proprietary Justification Form (Used when the purchase is limited to only one brand, manufacturer, vendor, or provider) – Form Instructions 	Director of P&SS Office	SB20
\$50,000.01 - \$499,999	GPO/Co-op's, State Contracts, Formal Bid-RFP/Solicitations ***	List of Approvals & Signature Authority	SB20
\$500,000 - \$999,999	GPO/Co-op's, State Contracts, Formal Bid-RFP/Solicitations ***	List of Approvals & Signature Authority -Chancellor's Approval Required	SB20
\$1,000,000 or greater	GPO/Co-op's, State Contracts, Formal Bid-RFP/Solicitations ***	List of Approvals & Signature Authority - Board of Regents Approval Required (Quarterly Meetings)	SB20

***GPO/Co-op's (approved for use):**

- [BuyBoard](#) (login required)
- [Choice Partners](#) (login required)
- [Educational & Institutional Cooperative Services\(E&I\)](#)
- [First Choice](#)
- [GoodBuy](#)
- [GSA](#)

- [OMNIA PARTNERS](#)
- [Provista](#) (login required)
- [SourceWell](#)
- [TIPS/TAPS](#)
- [TPASS](#)
- [UT Supply Chain Alliance](#)

****State Contracts:**

- [TxSmartBuy Contract Index](#)
- [Texas Multiple Contract Index \(TXMAS\)](#)
- [Department of Information Resources \(DIR\)](#)

Note: Please contact Purchasing@txstate.edu for the websites that require a login as identified above.

- Additional Helpful Resources:** General [Purchasing Forms](#) & [Contract Forms](#)
[TXST Procurement Procedures Handbook](#)
[TSUS Contract Management Handbook](#)

***ALL Formal Bids & RFP/Solicitations should be submitted to purchasing@txstate.edu.

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.

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

ⁱ [LBB Compliance Form](#) and [SB20 Requisition Documents](#)

ⁱⁱ **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](#)