<table>
<thead>
<tr>
<th>Contract/PO Amount</th>
<th>Procurement Method</th>
<th>Delegated Signature Authority</th>
<th>Reporting Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>&lt;$15,000</strong></td>
<td><strong>Open Market Purchase</strong>&lt;br&gt;• TSUS Marketplace: <strong><a href="https://www.txstate.edu/procurement/forms.html">TSUS Marketplace User Guide</a></strong>&lt;br&gt;• Co-op’s: <strong><a href="https://www.txstate.edu/procurement/forms.html">Group &amp; Cooperative Purchasing</a></strong>&lt;br&gt;• State of Texas Contracts**&lt;br&gt;• One (1) Written Quote – create REQ in TCM or SAP (<a href="https://www.txstate.edu/procurement/forms.html">Req to Check User Guide</a>)</td>
<td>Director of P&amp;SS Office</td>
<td>SB20</td>
</tr>
<tr>
<td><strong>$15,000 - $50,000</strong></td>
<td><strong>Informal Bid</strong>&lt;br&gt;• Submit a minimum (3) quotes total, of which (2) must be <strong>HUB</strong> vendors**&lt;br&gt;• <strong>Proprietary Justification Form</strong> (Used when the purchase is limited to only one brand, manufacturer, vendor, or provider) – <a href="https://www.txstate.edu/procurement/forms.html">Form Instructions</a></td>
<td>Director of P&amp;SS Office</td>
<td>SB20</td>
</tr>
<tr>
<td><strong>$50,000.01 - $499,999</strong></td>
<td>**GPO/Co-op’s, State Contracts, Formal Bid-RFP/Solicitations *****</td>
<td>List of Approvals &amp; Signature Authority</td>
<td>SB20</td>
</tr>
<tr>
<td><strong>$500,000 - $999,999</strong></td>
<td>**GPO/Co-op’s, State Contracts, Formal Bid-RFP/Solicitations *****</td>
<td>List of Approvals &amp; Signature Authority - Chancellor’s Approval Required</td>
<td>SB20</td>
</tr>
<tr>
<td><strong>$1,000,000 or greater</strong></td>
<td>**GPO/Co-op’s, State Contracts, Formal Bid-RFP/Solicitations *****</td>
<td>List of Approvals &amp; Signature Authority - Board of Regents Approval Required (Quarterly Meetings)</td>
<td>SB20</td>
</tr>
</tbody>
</table>

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### *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**
- **Provia** (login required)
- **SourceWell**
- **TPAS**
- **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](https://www.txstate.edu/procurement/forms.html)** 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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**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](https://www.txstate.edu/procurement/forms.html)). 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](mailto: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**.