

INFORMAL BID FORM
Purchase Value \$50,000 - \$100,000

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

| | |
|-----------------|--|
| Comments | |
|-----------------|--|

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: _____