

## GUIDELINES FOR PROCESSING TECHBUY REQUISITIONS

If after reviewing the section of this manual discussing Purchasing Methods and Processing Guidelines, you have determined that submitting a TechBuy requisition is the appropriate process for procuring the commodity or service that is required by your department, the following guidelines are provided to assist you in that process. These guidelines are not intended to provide detailed information on how to navigate the TechBuy electronic procurement system.

The training material for the TechBuy system is available at <http://webraider.ttuhs.edu> > F&A Work Tools > Purchasing > TechBuy Information > TechBuy Training Documentation.

The TechBuy electronic purchasing system can be accessed at <http://webraider.ttuhs.edu> > Purchasing > TechBuy System

Departments have been given the delegated authority to obtain quotes or bids for requests that will not exceed \$10,000.00. **However, departments may not place any order for products or services, except as allowed by section 1, paragraphs a, b, or c above. The obligation of the institution for those commodities and services for which the purchasing card cannot be used and are not covered in paragraphs 1(a) or 1(c) above will be made via the issuance of the purchase order by the TechBuy system. Purchase orders will be submitted to the vendor electronically via the TechBuy system. The ordering of products or services prior to the purchase order issuance is considered an obligation without authority.**

No employee, except those in Purchasing or Contracting who have express authority to do so, may sign a letter of intent, agreement, or contract. If a department chooses not to exercise the authority of obtaining quotes for any non-contract products or services for an order between \$5,000.00 and \$10,000.00, Purchasing will use the formal bid process to process the requisition. The department must allow at least a 3 week lead time for this process. The complexity of the purchase could require additional time.

### A. Determination of Bid Requirements

Because TTUHSC employees have the delegated authority to obtain informal quotes for purchase requests that will not exceed \$10,000.00 (including shipping), it is important to understand the bid requirements prior to making the decision to submit a TechBuy requisition.

**IMPORTANT NOTE:** There are many supplier contracts available to TTUHSC departments under which a purchase would not require bidding, regardless of the dollar amount of the requisition. These various types of contracts are discussed in the "Supplier Contracts" section of this manual.

A written vendor quotation is required on all requisitions regardless of the dollar amount unless the item(s) being purchased is included in an existing pricing contract that has previously been approved by the Purchasing Department. The requisitioning department should include a note in the Internal Notes section of the requisition that clearly identifies the applicable pricing contract by name and number.

The bid requirements are exhibited in the table below:

Total Amount of Purchase Request	Bid Requirements
\$0.00 to \$5,000	A TechBuy requisition is submitted when the item is prohibited on the purchasing card. Bids are not required but encouraged. A <b>Department must electronically attach a written vendor quote in the Internal Notes Section of the requisition.</b>
\$5,000 to \$10,000	Three (3) informal <b>responsive written quotes (defined in (3) below)</b> are required. Written quotes from HUB's are required. (See paragraph 2(b) below for HUB policy). The TechBuy requisition is submitted if the department obtained quotes. If the department wishes for Purchasing to obtain the quotes/bid, a note to this effect should be provided in the Internal Notes section of the requisition to avoid rejection or additional questions by Purchasing. If bids are not possible, the proprietary justification section of the Non-Catalog Form, HSC Standing Order Form or the Federal Equipment Purchase Form, whichever is applicable to the purchase, must be completed. . A written quote is required from the supplier even if approved as a proprietary purchase.
\$10,000 +	The competitive quote/bid process to be performed by Purchasing Department. The department must initiate the process by submitting a TechBuy requisition. If bids are not possible, the proprietary justification section of the Non-Catalog Form, HSC Standing Order Form or the

	Federal Equipment Purchase Form, whichever is applicable to the purchase, must be completed. Please refer to the Specifications Development section of this manual.

## **B. Historically Underutilized Business (HUB) Bid Requirements**

All purchase requests greater than \$5,000 require written quotes from at least three suppliers, including a minimum of two (2) quotes from Texas certified HUB businesses unless the proprietary purchase section of the appropriate TechBuy form is completed and approved by Purchasing. In the event the department is unable to locate a HUB vendor from the State of Texas Centralized Master Bidders List (**CMBL** <http://www.tbpc.state.tx.us/cmbl/cmblhub.html>); the department must provide written documentation of such.

## **C. Purchase of Contract Workforce – State Appropriated Funds Only (funds beginning with 10, 11, 12, and 9F)**

When state appropriated funds are being used to purchase the services of independent contractors, temporary workers supplied by staffing companies, contract workers, and consultants (includes speakers, temporary clerical staffing, and hardware and software maintenance) and the requirement is \$10,000 or more, requisitioning departments must: 1) conduct a cost benefit analysis of its current contract work force prior to hiring additional contract workers; 2) document why and how this fits into the department's staffing strategies.

This information is to be submitted on the "Contracted Services Cost /Benefit Analysis" form which can be found at [www.fiscal.ttuhsc.edu/purchasing](http://www.fiscal.ttuhsc.edu/purchasing). This form must be completed and electronically attached to the TechBuy Requisition in the Internal Attachments section of the requisition.

## **D. Independent Contractors**

When a TechBuy requisition is submitted to contract with individuals, the determination must be made regarding whether or not an employer/employee relationship exists. In order for Purchasing to gather the information necessary to make this determination, the submitter must complete the "Independent Contractor Questionnaire" form which can be found at [www.fiscal.ttuhsc.edu/purchasing](http://www.fiscal.ttuhsc.edu/purchasing). This

form must be completed and electronically attached to the TechBuy Requisition in the Internal Attachments section of the requisition.

## **E. Federal Equipment Purchase Approval**

When the purchase request is for capitalized equipment to be purchased with federal grant funds, the "Federal Equipment Purchase Form" that is located within TechBuy under the "Forms" tab>Organization Forms>HSC>Federal Equipment Purchase Form must be completed.

## **F. Additional Notes**

1. Large purchases may not be divided into smaller lots in order to avoid the competitive process requirements. If needs can be anticipated (same items are purchased multiple times throughout the year) the annual expenditure estimate would govern the purchasing process.
2. When quotes/bids are obtained, the award may be split to incur maximum cost savings or to award a portion of the order to a HUB.
3. A "no bid" or "no response" from a supplier does not qualify as "responsive." Each request in excess of \$5,000 must have at least three (3) responsive quotes/bids. Failure to include at least three requires additional documentation from the submitter explaining the circumstances. If only one supplier can provide the product or service, the "Proprietary Purchase Justification portion of the Non-Catalog Form, Standing Order Form, or Federal Equipment Purchase Form" form, whichever is applicable to the purchase, must be completed.
4. Purchase orders will be submitted electronically to the supplier within the TechBuy purchasing system. **Departments should never submit copies of purchase orders to vendors or phone in orders to suppliers. Either of these actions will create a duplicate shipment since the TechBuy purchasing system electronically distributes purchase orders to the suppliers, when issued.**
5. Any information that departments need to convey to the Purchasing Department regarding a purchase request should be inserted in the "Internal Notes" section of the TechBuy requisition. This information does not pass to the supplier.
6. **Non-routine or unusual purchases** may require that the Purchasing Department obtain additional information from the department in order to insure compliance with policy and procedure and/or state or federal statute. Because it is virtually impossible to

cover every possible type of purchase or situation in this manual, it is imperative that a submitting department understand the difference between a day to day operational expense and one that might be considered unusual. Therefore, it is highly recommended that departments provide as much information as possible within the requisition. This will help avoid the rejection of requisitions in order to request additional information that may be needed before processing can occur.

For example, a requisition may be submitted for the rental of a hotel banquet room. This could be used for a seminar to provide continual medical education or it could be for a department event that would be considered food and entertainment. In this case, certain determinations have to be made for the proper coding and processing of the requisition. Some information the department can provide in the initial requisition might include:

- The purpose of the event
- The benefit to the Institution
- Whether the event was attended by departmental staff only or open to the entire Institution
- Was the event attended by non-employees
- The date of the event
- Who will attend the event