## TTUHSC Bid Limits

<table>
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<tr>
<th>Amount Range</th>
<th>Process Description</th>
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| $0 - $15,000 – No Bid Required | • Use of vendor of choice, unless otherwise directed by Purchasing.  
• Departments are encouraged to use contract vendors to practice good faith to award based on best value. |
| $15,000.01 – $50,000 – Informal Bid Process | • Three (3) responsive written quotes with a minimum of two (2) certified HUB businesses (minority-owned or female-owned) required unless the Proprietary Purchase Justification form is attached to the requisition and approved by Purchasing.  
• Departments are encouraged to practice good faith and award based on best value. |
| $50,000.01 and higher – Formal Bid Process | • The formal solicitation process is completed by the Procurement Department.  
• Department assistance is required.  
• All formal solicitations are posted on the Electronic State Business Daily (ESBD) by Purchasing. |

### Rules To Be Followed for All University Purchases:

- More than $15,000 SAM Federal System for Award Management [www.sam.gov](http://www.sam.gov) document to be attached by Purchasing.
- More than $100K requires HUB Subcontracting Plan (HSP) to be attached to the requisition.
- More than $1 Million for the full term of the contract requires Board of Regents approval.
- Only TTUHSC signature authority can sign Procurement related contracts and agreements, issue Purchase Orders and conduct Formal Bids.