### $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.