



TTUHSC Bid Limits

<u>\$0 - \$50,000 – No Bid Required</u>	<ul style="list-style-type: none">• 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.
<u>\$50,000.01 – \$100,000 – Informal Bid Process</u>	<ul style="list-style-type: none">• 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.
<u>\$100,000.01 and higher – Formal Bid Process</u>	<ul style="list-style-type: none">• 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 document to be attached by Purchasing.
- More than \$100K requires a 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.