



<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 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.