



TTUHSC Purchasing Office, has the responsibility of assisting departments in making the best value acquisition of quality materials and services in accordance with Texas procurement laws. Any purchase \$50,000.01 and higher may require a competitive, formal solicitation.

The solicitation process requires active engagement from the requesting department. The department designated Point of Contact, will be responsible to communicate and work in tandem with the Purchasing Office Solicitation Manager assigned to the solicitation.

Note: The Solicitation Process may take anywhere from 30 to 90 days (or more) dependent on the complexity of the product or service TTUHSC is seeking and timeliness of actions required of the department.

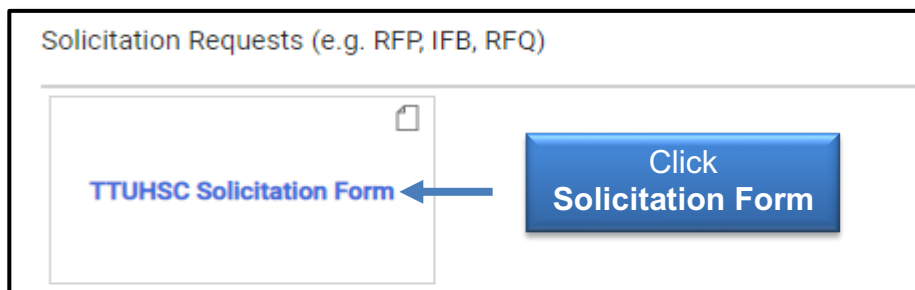
Compile in Advance

1. Estimated Budget for Purchase
2. **FOAP Information** – Funds will be set aside for purchase
3. **Service and/or Product Need** – Specifications required by the department for purchase
4. **Assign a Departmental Point of Contact** – This person will project manage the entire solicitation project and work directly with Purchasing for all solicitation needs
5. **Optional:** Vendors (names and email address) the department wishes to invite to participate in solicitation

Create a Solicitation Requisition

Write down the requisition number (to be used later in process). The requisition will evidence workflow approvals (i.e., Fund Manager Approval).

Step 1: Navigate to the **TechBuy – Shopping Homepage**



Step 2: Click **Solicitation Form** located under Solicitation Requests at the bottom of the homepage.

Steps to Requesting a Solicitation

The screenshot shows the 'TTUHSC Solicitation Form' interface. On the left, there are navigation icons and a sidebar. The main content area is divided into 'Instructions' and 'Solicitation Information'. The 'Instructions' section includes 'SOLICITATION REQUEST INSTRUCTIONS' with a highlighted link: <https://www.fiscal.ttuhscc.edu/contracts submission/solicitation/new>. The 'Solicitation Information' section has fields for 'Purchase Budget \$*' and 'Description of Need *'. A blue callout box 'Enter Solicitation Form Information' points to the 'Solicitation Information' section. Another blue callout box 'Click Add and Go to Cart' points to the 'Add And Go To Cart' button in the top right corner.

Step 3: Fill-out Solicitation Information then click **Add and Go to Cart** > click **Proceed to Check-out** > **Update Requisition Information** > **Submit Requisition**.

Step 4: Write down Requisition Number.

Formalize Solicitation Request to Purchasing – Submit to Solicitation System

Step 1: Navigate to: <https://www.fiscal.ttuhscc.edu/contracts submission/solicitation/new>

The screenshot shows the 'New Solicitation' form. It is divided into several sections: 'TechBuy Requisition', 'General Information', 'TTUHSC Department Request Details', and 'TTUHSC Departmental Contact Information'. The 'TechBuy Requisition' section has a field for 'TechBuy Requisition #' with a callout 'Insert Requisition Number'. The 'General Information' section has a 'Specification Document*' field with a callout 'Upload Word Document'. The 'TTUHSC Department Request Details' section has fields for 'Short Description of Need*', 'Vendors to be Notified', 'Approved Budget Allocation*', 'Preferred Posting Date*', and 'Preferred Closing Date*', with callouts 'Enter Statements on Departmental Purchase', 'List Vendors to Notify of Solicitation', 'Enter Approved Budget Allocation', and 'Select Preferred Posting and Preferred Closing Dates'. The 'TTUHSC Departmental Contact Information' section has a 'Requestor' field with a callout 'Enter Point of Contact'. A 'Submit' button is at the bottom left.

Steps to Requesting a Solicitation

Step 2: Fill-out requested information. Required detail fields on the solicitation form are indicated by red asterisks.

- **TechBuy Requisition #:** Insert the required requisition number.
- **Specification Document:** Upload a word document outlining the Service and/or Product details the department requires. Only one file can be attached. Contact contracting@ttuhsc.edu if you need to submit additional required documentation.
- **Short Description of Need:** Write one to two sentences stating what the department wishes to purchase.
- **Vendors to be Notified:** This field is optional. List the vendor(s) (name and email address) that the department would like to ensure is notified of the solicitation.
- **Approved Budget Allocation:** Enter the Fund Manager Approved Budget.
- **Preferred Posting Date:** The Preferred Posting Date is 1 to 2 weeks after solicitation is requested.
- **Preferred Closing Date:** The Preferred Closing Date is minimum 21+ days for vendors to respond.
- **Point of Contact:** Enter or search for the Department Point of Contact. This person will work with the Purchasing Office Solicitation Manager.

Step 3: Click **Submit**.

Once these steps have been completed, the Procurement Team will be in touch within 48 hours to assign a Solicitation Manager to your request.

If you have additional questions, contact Contracting at contracting@ttuhsc.edu.