



## Steps to Requesting a Solicitation (e.g., Bid, RFP, RFI)

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 \$100,000.01 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.

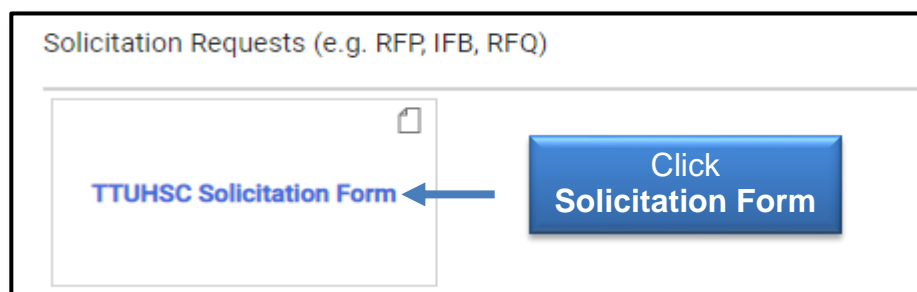
### Compile in Advance

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 'Form · TTUHSC Solicitation Form' page. On the left, under 'Instructions', it says 'SOLICITATION REQUEST INSTRUCTIONS' and lists steps: 'Complete the form information to the right.', '\*\*NOTE YOUR REQUISITION (Cart) NUMBER\*\*', and 'Upon completion of the form visit the following link to formalize your request to the Purchasing Office thru the Solicitation System.' with a link: <https://www.fiscal.ttuhs.edu/contractsubmission/solicitation/new>. The main form area is titled 'TTUHSC Solicitation Form' and has sections for 'Solicitation Information', 'Purchase Budget \$ \*', and 'Description of Need \*'. Annotations include a blue box 'Enter Solicitation Form Information' pointing to the 'Solicitation Information' section, and another blue box 'Click Add and Go to Cart' pointing 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.ttuhs.edu/contractsubmission/solicitation/new>

The screenshot shows the 'New Solicitation' form. It has sections for 'TechBuy Requisition' (with a field for 'TechBuy Requisition #\*'), 'General Information' (with a field for 'Specification Document\*' and a file upload area), and 'TTUHSC Department Request Details' (with fields for 'Short Description of Need\*', 'Vendors to be Notified', 'Approved Budget Allocation\*', 'Preferred Posting Date\*', 'Preferred Closing Date\*', and 'Point of Contact\*'). The bottom section is 'TTUHSC Departmental Contact Information' with a 'Requestor' field. Annotations include: 'Insert Requisition Number' pointing to the 'TechBuy Requisition #' field; 'Upload Word Document' pointing to the 'Specification Document\*' field; 'Enter Statements on Departmental Purchase' pointing to the 'Short Description of Need\*' field; 'List Vendors to Notify of Solicitation' pointing to the 'Vendors to be Notified' field; 'Enter Approved Budget Allocation' pointing to the 'Approved Budget Allocation\*' field; 'Select Preferred Posting and Preferred Closing Dates' pointing to the 'Preferred Posting Date\*' and 'Preferred Closing Date\*' fields; and 'Enter Point of Contact' pointing to the 'Point of Contact\*' field. 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](mailto: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](mailto:contracting@ttuhsc.edu).