

BIDDING PROCEDURES FOR STATE FUNDS

This matrix shows bidding requirements by dollar amounts when using state funds*:

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Total Amount of Purchase Order	Most Commodity Purchases	Most Purchases of Services	Emergency Purchase	Printing	IT Commodity
\$0.01 to \$3,000	Noncompetitive Delegated to Departments (See Notes 1, 2 & 8)	Noncompetitive Delegated to Departments (See Notes 1, 2, 7 & 8)	Noncompetitive Delegated to Departments (See Notes 1, 2 & 8)	Competitive Not Delegated Requisition through Purchasing (See Note 5)	Noncompetitive Delegated to Departments. (See notes 1, 2, 6 & 8)
\$3,000.01 to \$5,000	Noncompetitive Not Delegated. Requisition through Purchasing (See Note 2)	Noncompetitive Not Delegated. Requisition through Purchasing (See Note 2, 7)	Noncompetitive Not Delegated. Requisition through Purchasing (See Note 2)	Competitive Not Delegated. Informal bids Requisition through Purchasing (See Notes 2 & 5)	Noncompetitive Not Delegated. Requisition through Purchasing. (See Note 2, 6)
\$5,000.01 to \$15,000	Noncompetitive Not Delegated. Requisition through Purchasing (See Note 2)	Noncompetitive Not Delegated. Requisition through Purchasing (See Note 2, 7)	Noncompetitive Not Delegated. Requisition through Purchasing (See Note 2)	Competitive Not Delegated. Informal bids Requisition through Purchasing (See Notes 2, 5)	Noncompetitive Not Delegated. Requisition through Purchasing. (See Note 2, 6)
\$15,000.01 to \$25,000	Competitive Informal Bids (See Note 3)	Competitive Informal Bids (See Note 3, 7)	Competitive Informal Bids (See Note 3)	Competitive Informal Bids Requisition through Purchasing (See Notes 3, 5)	Competitive Requisition through Purchasing. Requires 3 offers. (See Note 3)
\$25,000.01 and up	Competitive Formal Bids Requisition through Purchasing. (See Notes 3, 4)	Competitive Formal Bids Requisition through Purchasing. (See Notes 3, 4)	Competitive Formal Bids if possible. Requisition through Purchasing. (See Notes 3, 4)	Competitive Formal Bids Requisition through Purchasing (See Notes 3, 4, 5)	Competitive Requisition through Purchasing. Requires 3 offers. (See Notes 3, 4)

*The President, Provost or the Vice-President for Administration and Finance can authorize written exceptions to these limits on a case-by-case basis.

1. Purchases of most goods or services \$3,000 or less have been delegated to departments. Bidding is not required on these purchases, but buyer discretion should be used. The following exceptions should be noted:
 - a. Director of Facilities Services has delegated authority up to \$5,000
 - b. Operational emergencies such as hurricanes or declarations of emergency are handled on a case by case basis.

- c. The University is required to purchase on a noncompetitive basis items available from TIBH (Texas Industries for Blind and Handicapped at <http://www.purchaseplus.com/>).
 - d. All printing must be competitively bid.
2. **Departments are required to achieve the University goal of 20% of purchases from women-owned, minority-owned, and other Historically Underutilized Businesses (HUBs).**
 3. The Purchasing Department must obtain at least three (3) bids from the Centralized Master Bidders List (CMBL), including a minimum of two (2) bids from HUBs, (one bid each from a minority-owned and a woman-owned (any ethnicity) business. The ethnicity/gender of the HUB must be indicated on the bid tabulation sheet or spot purchase form for reporting purposes. You may supplement with non-CMBL bidders.
 4. When the University proposes to make a purchase that will cost more than \$25,000, bids or proposals shall be solicited from all eligible vendors on the CMBL that serve UHV's geographic region [select by city (Victoria), county (Victoria) or zip code(s) (77901 through 77905)] or Highway District (13). When there is an opportunity for competitive bids, bids must be posted on the Texas Marketplace for a minimum of 14 days.
 5. All [printing](#), paid with state appropriated funds, regardless of dollar amount requires competitive bidding in accordance with Article 16, Section 21 of the Texas Constitution. Contact Purchasing.
 6. Please refer to the IT Commodity Purchasing Program for guidelines and exceptions. [Click here for link](#).
 7. Certain services over \$3,000 are delegated to departments. [Click here for listing](#).
 8. When using State funds, a [delegated departmental order](#) form is required and must be attached to the voucher as documentation.