

Procurement Services Top Ten Tips

1. Timeframe required for Competitive Bidding and RFP's.

According to State law, purchases that exceed \$50,000 are considered formal and require a minimum of 14 days advertisement on the Electronic State Business Daily (ESBD) if the entire solicitation is posted. If you are only posting a notice, you must allow 21 days on the ESBD. The entire process from start to finish will take from 6 to 8 weeks. A 30-day solicitation period is typical for most RFPs. Formal IFB's usually require 14 or 21 days, depending on any applicable ESBD requirements. However, if the procurement is very complex and requires respondents to submit significant documentation and/or complex pricing, additional time for the solicitation period should be allowed. In addition, if the scope of work is unusual or complex, there may be many questions – in which case an RFP is recommended.

2. What specifications are required from you to successfully advertise and purchase an item?

SIMPLE, CLEAR, ACCURATE, COMPETITIVE, & FLEXIBLE

3. What qualifies for HEF?

Go to: http://www.tamuc.edu/facultyStaffServices/purchasing/references/documents/HEF_Guidelines.pdf to find information related to HEF purchases.

4. Paypal and Ebay Purchases.

This type of transaction is strictly prohibited because their terms and conditions are in violation of State Law.

5. How do I apply for a Procard?

Go to: <http://www.tamuc.edu/facultyStaffServices/purchasing/proCard/default.aspx> for the University Procurement Card Program.

6. Purchasing Deadlines...why we have them?

To close out the year-end and have time to work on renewal contracts.

7. Non-Compliant Purchase Requisition.

You will receive a comment and a link to the Non-Compliant form if you commit to a purchase without an approved purchase order first and/or for purchases that exceed your delegated authority.

8. Historically Underutilized Business Initiative.

Our University Goal is 20% of all expenditures. The State HUB goals defined in 1 TAC §20.13 are:

- 10.00% - Building construction, including general contractors and operative builders' contracts
- 37.00% - Special trade construction contracts,
- 24.00% - Professional services contracts,
- 24.00% - Other services contracts, and
- 27.00% - Commodities contracts

9. How can I obtain training for Basic Purchasing Procedures?

Go to: <https://sso.tamuc.edu> and sign in. Click on the TrainTraQ tab, then click on "search" and type in Course Number 2111126

10. Why we have Purchasing Rules...Open Records.

All Purchases are subject to the Texas Open Records Act and can be viewed by vendors or the media and end up on the evening news or in the newspaper; exposing the University to legal and political repercussions should any fraudulent or questionable purchases be viewed.

Procurement Services Contacts:

<http://www.tamuc.edu/facultyStaffServices/purchasing/default.aspx>

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