

UTSA Procurement Bidding Requirements

NOTE: The chart below describes the bidding requirements when utilizing the various procurement methods. The notes below the chart describe the approvals and reviews that take place after a vendor is identified.

Contract Value or PO Amount	Accredited GPO UTSSCA	Accredited GPO Vizient	State Contract (DIR/TXMAS)	Other Accredited GPOs	Informal Bid	Formal Bid/Proposal (ITB/RFP)
<\$14,999	Dept obtains one quote	Dept obtains one quote	Dept obtains one quote	Dept obtains one quote	Only one bid/quote needed	Use Informal Bid
\$15,000 - \$49,999	Dept obtains one quote	Dept obtains one quote	Dept provides one quote/SOW Purchasing completes sourcing event ¹	Dept provides one quote/SOW Purchasing completes sourcing event ¹	Dept provides one quote/SOW Purchasing completes sourcing event ¹	Use Informal Bid
\$50,000 - \$1M	Dept obtains one quote	Dept obtains one quote	Dept provides one quote/SOW Purchasing completes sourcing event ¹	Dept provides one quote/SOW Purchasing completes sourcing event ¹	Not allowed	Dept provides scope, Purchasing completes ITB/RFP
\$1M - \$2.5M	Dept obtains one quote	Dept obtains one quote	Dept provides one quote/SOW Purchasing completes sourcing event ¹	Dept provides one quote/SOW Purchasing completes sourcing event ¹	Not allowed	Dept provides scope, Purchasing completes ITB/RFP
>\$2.5M	Dept obtains one quote	Dept provides one quote/SOW Purchasing completes sourcing event ¹	Dept provides one quote/SOW Purchasing completes sourcing event ¹	Dept provides one quote/SOW Purchasing completes sourcing event ¹	Not allowed	Dept provides scope, Purchasing completes ITB/RFP

- ¹ If only one supplier is found in a category, Purchasing will request end user to complete Exclusive Acquisition Justification (EAJ).
If multiple vendors are available or HUB vendors are required as part of the bidding requirements, then Purchasing will conduct a sourcing event.

Special Approval Requirements for All Purchases

These requirements (if applicable) are facilitated by the Purchasing team once a vendor has been identified. These requirements must be completed before a purchase order can be released to a vendor.

1. Historically Underutilized Business (HUB) Subcontracting Plan req'd for purchases >\$100k
2. OIT Risk Assessment (Required for all purchases that contain cloud computing) – please allow up to 30 days for data gathering and assessment.
3. Purchase is submitted to the UT System Office of Business Affairs (OBA) if utilizing GPO/State Contract with a value > \$2.5M
 - (Alliance submits for their contracts)
4. Board of Regents (BOR) Approval (Consent Agenda)
 - ITB/RFP/EAJ: >\$1M with exceptions as identified in Regents Rule 10501
 - All Accredited GPO/State Contracts: >\$2.5M with exceptions as identified in Regents Rule 10501 section 2.2.7

Acronyms

SOW: Scope of Work
 UTSSCA: University of Texas System Supply Chain Alliance
 ITB: Invitation to Bid
 RFP: Request for Proposal
 GPO: Group Purchasing Organization

Quote/Proposal Notes for End Users

1. When obtaining quotations, request a quote to be valid for 20 days.
2. If the vendor is on a GPO, request they put GPO Contract number on the quote.
3. Even if your purchase only requires one quote, please note that your purchase may require additional special approvals (see Special Approval Notes).
4. Purchasing can answer your questions regarding EAJ justifications or applicability.

Links

- [Accredited GPO Listing](#) – Links to each of the accredited GPOs on this page
- [Purchasing Website](#)

Tasks	Responsibility	Business Days to Complete	
Procurement Options to Dept	Purchasing	Tasks in green assume active, ongoing partnership with the Purchasing Department. Minimum of 2-4 week lead time is necessary to complete those steps if not engaged in proactive partnership with Purchasing.	
Decision made to Procure	Department		
Scope Developed	Department		
Requisition submitted/approved ⁽¹⁾	Department		
Tasks	Responsibility	FORMAL	Competitive GPO
Timeline/Scope Refinement	Purchasing/Department	5	2
Identifying T&C's/Sample Agreement (if applicable)	BCO/Risk Mgmt/OGC	Up to 30 days	Up to 10 days
Sourcing Event Creation	Purchasing	3	3
Final Solicitation Approval	Department	5	5
Solicitation Advertised	Purchasing	3	3
Response Period (from advertised)	Vendor	21-35 Calendar days	Up to 10 Calendar days
Preproposal Meeting/walkthroughs ⁽²⁾	Purchasing	5	n/a
Solicitation Questions Sent to Dept ⁽²⁾	Purchasing	1	n/a
Official Responses to Questions ⁽²⁾	Department	5	n/a
HSP Evaluation ⁽³⁾	HUB Manager	3	3
Purchasing responsiveness review ⁽³⁾	Purchasing	5	2
Evaluation of Responses ⁽³⁾	Evaluation Committee	10	2
Interview/Presentations (if necessary)	Evaluation Committee	10	n/a
OIT Risk Assessment (if necessary)	Purchasing Department/BCO	Up to 30 days	Up to 30 days
Contract Negotiation (if allowed)	Evaluation Committee/BCO	Varies	n/a
OBA Approval (See Special Approvals on pg 1)	OBA (Purchasing routes)	n/a	3
BOR Approval (See Special Approvals on pg 1)	BOR (BCO routes)	Dependent on BOR meeting schedule	Dependent on BOR meeting schedule
Execution (all signatures obtained)	BCO routes	5	5
Performance begins	Contract effective date	1	1
<p>Once requisition is received a specific timeline will account for the steps that are necessary based on the unique characteristics of the solicitation</p> <p>⁽¹⁾ Assumes scopes, schedules, drawings, specification book, etc. is attached to Requisition</p> <p>⁽²⁾ Events that happen while the solicitation is available to the public – generally included in the Response Period</p> <p>⁽³⁾ Review time varies by number of responses received</p> <p>Time range for vendors, internal/external depts (listed under Responsibility) and evaluation committee – 36-126 business days (formal), 28-63 business days (competitive GPO)</p> <p>Time for Purchasing to process – 19 business days (formal), 16 business days (Competitive GPO)</p>			