

The State of Texas CO-OP

Taking Advantage of Your CO-OP Membership

**Membership Training
Last Updated November 27, 2006**

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I. Membership Basics



Your TBPC CO-OP Team

Christy Havel – CO-OP Program Coordinator christy.havel@tbpc.state.tx.us Direct: 512-463-3336		Christy provides CO-OP membership training, approves membership applications and renewals, notifies members of CO-OP Program announcements and contract updates, and provides member support via phone and e-mail. Christy also presents the CO-OP purchasing options and membership benefits at conferences and other events. Please contact Christy to request a CO-OP presentation at your next event.
Richard Gamino – Account Representative Richard.Gamino@tbpc.state.tx.us Direct: 512-463-3395		Richard is responsible for processing membership applications and data entering term contract requisitions. He also provides Co-Op Member support via phone and e-mail.
Main Phone Number: 512-463-3368 Fax Number: 800-472-5463 or 512-236-6180 (Austin)	E-mail: coop@tbpc.state.tx.us Web Site: http://www.tbpc.state.tx.us/coop	
Physical Address 1711 San Jacinto Blvd. Austin, TX 78701		Mailing Address P.O. Box 13047 Austin, TX 78711

Membership Number and Status

View your five-character CO-OP membership code, primary contact information, and renewal date in the online membership list at <http://www.tbpc.state.tx.us/stpurch/coopmemb.html>

You will receive membership renewal notices at 60 days prior, 30 days prior and two weeks prior to your membership renewal date.

Updating Contact Information and Authorized Purchasers

To update any contact information, you can email or fax changes to our general email or fax number listed above. If you have multiple ship-to addresses for purchase orders, you can set up address codes. Further details on address codes will be provided in the Term Contracts section of this guide. Address Codes are posted online at http://www.tbpc.state.tx.us/stpurch/aida_index.html

For contact name changes, TBPC requests that you complete a Name Change form, so that we may have authorized purchasing signatures on file. You can download a Name Change form at <http://www.tbpc.state.tx.us/stpurch/forms/coopname.doc>

Additional Support

Contact the CO-OP team for information on the following topics:

- New CO-OP training program including weekly conference calls and monthly training with certain vendors
- Certified Purchasing Training Program classes open to CO-OP members
 —see <http://www.tbpc.state.tx.us/communities/procurement/prog/training-cert/index.html>
- Vendor Relations Support Program
- Free NIGP Code Access and Training

II. Purchasing Options Overview



Purchasing Statutes

The TBPC CO-OP offers several purchasing options to members. Specific statutes governing CO-OP purchases from TBPC contracts include the following.

1. Local Government Code, Section 271.083(4)(b) states:
A local government that purchases an item under a state contract satisfies any state law requiring local governments to seek competitive bids for the purchase of the item.
2. Government Code, 2155.062. PURCHASE METHODS
 - a) In purchasing goods and services the commission may use, but is not limited to, the:
 - 1) contract purchase procedure;
 - 2) multiple award contract procedure, including under any schedules developed under Subchapter I;
 - 3) open market purchase procedure; or
 - 4) reverse auction procedure.
 - b) Chapter 2156 provides additional information on purchase methods.
 - c) Chapter 2157 provides additional information on purchase of automated information systems.
 - d) In this section, "reverse auction procedure" means:
 - 1) a real-time bidding process usually lasting less than one hour and taking place at a previously scheduled time and Internet location, in which multiple suppliers, anonymous to each other, submit bids to provide the designated goods or services; or
 - 2) a bidding process usually lasting less than two weeks and taking place during a previously scheduled period and at a previously scheduled Internet location, in which multiple suppliers, anonymous to each other, submit bids to provide the designated goods or services.

Purchasing Options

TBPC recommends reviewing our contracts for your purchasing needs in the following order:

1. Term Contracts
2. Food Schedules
3. TXMAS Contracts
4. Clearinghouse Contracts
5. DIR Contracts

If you have not identified the item or service you seek on an existing contract, TBPC provides the following services:

1. Catalog Purchasing Method from Catalog Information System Vendors (CISVs)
2. Search for other vendors on the Centralized Master's Bidders List
3. Request TBPC support for an Open Market Purchase (school buses, etc.)
4. Coordinate with our Reverse Auction vendor service (on term contract) to competitively bid your item or service.

Additional TBPC Services:

Texas municipalities, school districts, public community/junior colleges, counties, county officers and employees, including county sheriffs, deputy sheriffs, and juvenile probation officers, traveling on official business may use the State Travel Management Program's (STMP) state contracts for travel services. –see page 26

These contracts include travel agency, travel charge card services, rental car companies, airlines, and hotels.

III. Term Contracts



TERM CONTRACTS - http://www2.tbpc.state.tx.us/cat_page/

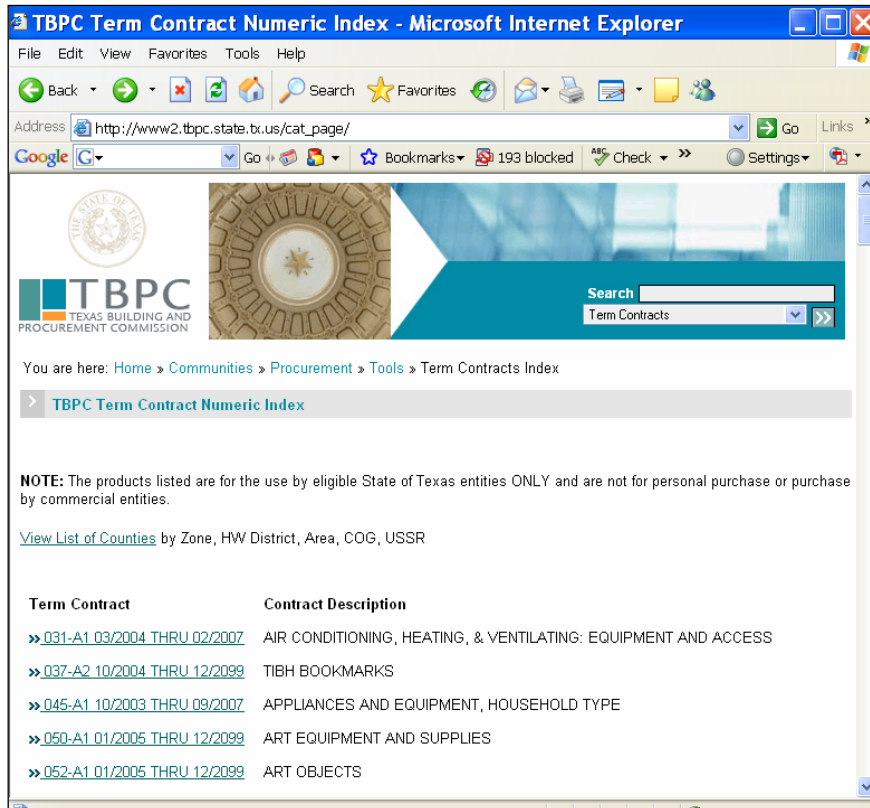
- TBPC term contracts are competitively bid and established by our in-house purchasing team, using quantity purchasing history and the state’s purchasing power to establish best value.
- CO-OP members can order items from more than 150 contracts at any quantity and dollar value. Contracted commodities include copiers, vehicles, law enforcement supplies, medical equipment, the State of Texas Procurement Card Program, and more.
- Term contracts are posted online by NIGP class number, are searchable by keyword, and are refreshed online weekly or as needed by TBPC.
- Contract types:
 - **Automated Contracts** – ex: 045-A1 Appliances and Equipment, Household Type
 - Include specific commodity codes and clauses
 - Requisitions are submitted to TBPC; purchase orders are generated by the TBPC system and mailed directly to the ordering entity and vendor.
 - **Non-Automated Contracts** – ex: 055-N1 Automobile and Truck Accessories
 - Include additional requirements that cannot be described by a specific commodity code (i.e., voting machines, business cards)
 - A Non-Automated Purchase Order form must be completed for each individual vendor with a required copy sent to TBPC for reporting purposes and to the vendor for processing.

How to Search

You can access the TBPC Term Contracts from the CO-OP web page or go directly to http://www2.tbpc.state.tx.us/cat_page/

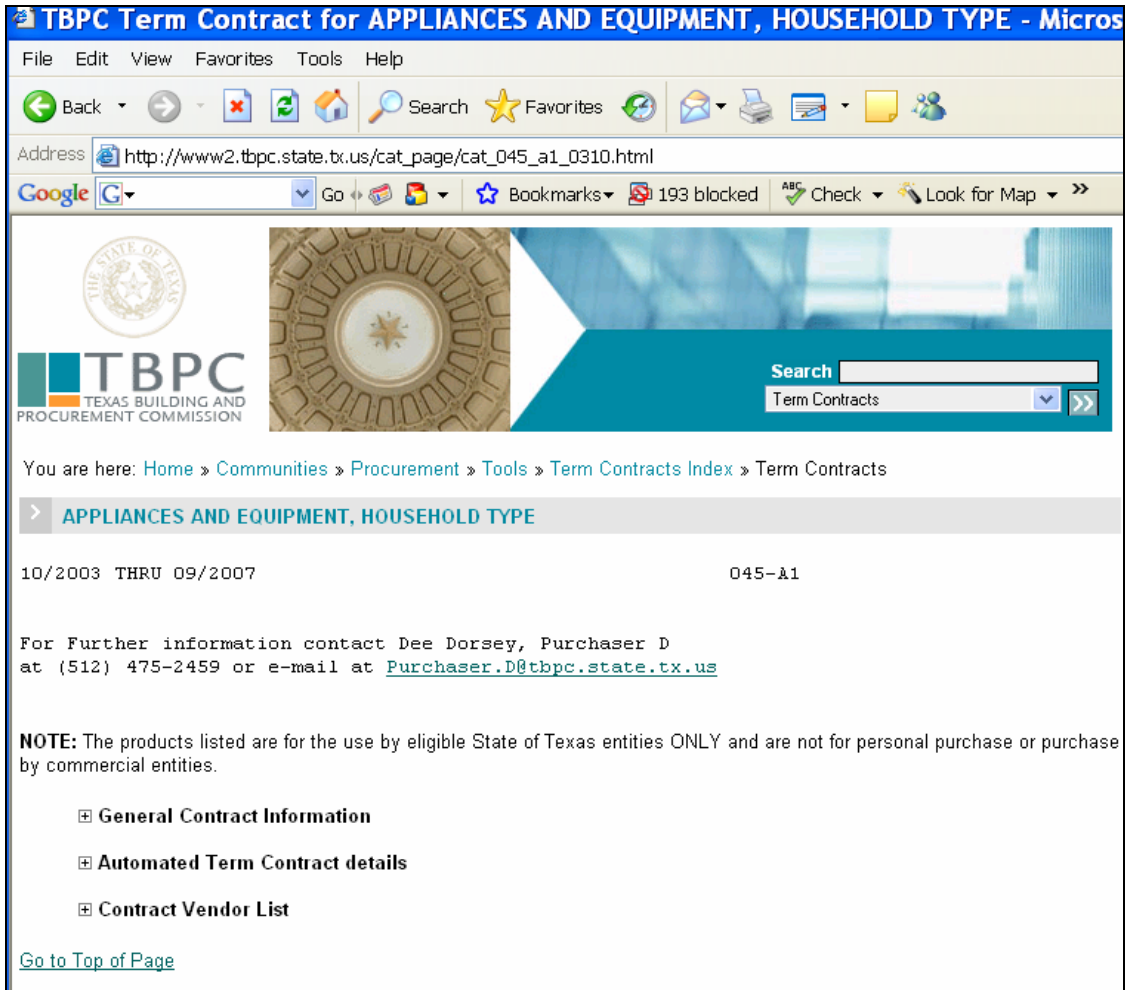
On this web page, there is a complete listing of all of the current TBPC term contracts in order of the numeric commodity class code. To access each contract, click on the contract number.

The search box is in the top right-hand corner of the contract listing. Type in a keyword to view the correct contract.

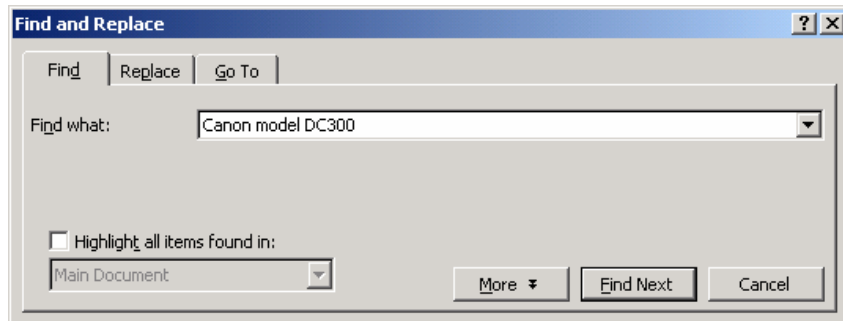


Tips:

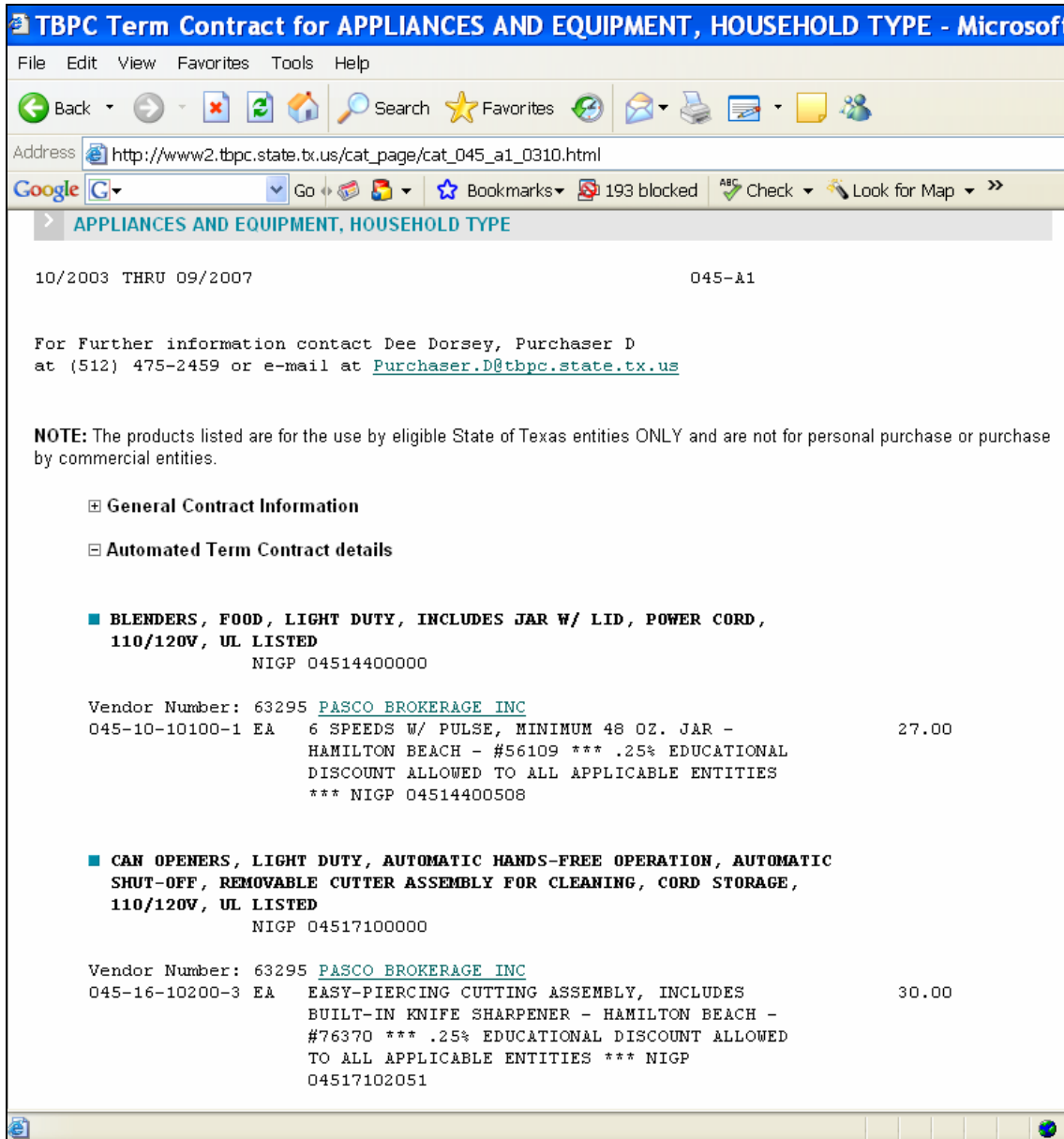
- Automated term contracts are divided into 3 sections: General Contract Information (delivery information, cancellation policy, etc), Automated Term Contract Details (goods or services listed by NIGP code with prices), and Contract Vendor List (vendor contact information). Clicking the '+' next to each title will expand that section.



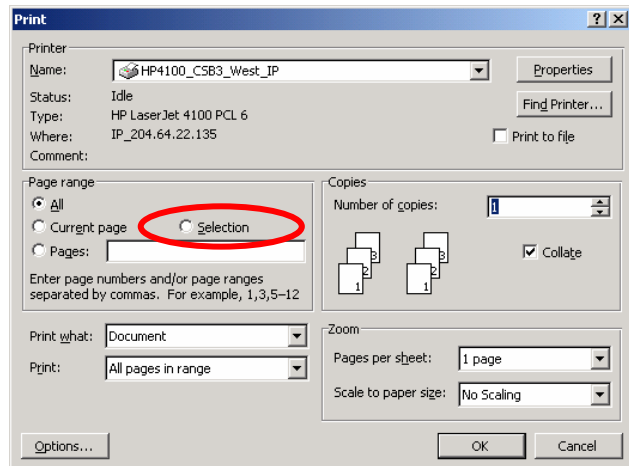
- Use CTRL-F to bring up the "Find" function and search the page for a specific model number, vendor name, commodity code, etc.



- Automated Term Contract Details are listed by NIGP code. The group description of an item(s) is listed first (ex: Blenders, Food). The awarded vendor is listed underneath that general description. Below the vendor's number and name, there is detailed line item information in the following order: Commodity Code, Unit, Description, and Price. The vendor's contact information is included in the Contract Vendor List section.



- To print only a portion of the contract that pertains to your purchase, use your mouse to highlight the relevant section. Hit CTRL-P to bring up the print window and choose "Selection" in the page range area.



How to order – Automated Contract Requisition form

- I. Use the Contract Requisition form located online at <http://www.tbpc.state.tx.us/communities/procurement/prog/coop/coopform> to order items on *automated* term contracts. Any number and any combination of items may be included on one requisition without regard to commodity relationship or vendor.
The requisition must be completed as follows before submission.
 - **Requisition No.** - Enter your account number, fiscal year designator, and order number. TBPC assigns your account number. Fiscal year designator is the last digit of the fiscal year to which the requisition applies. Example: use a 7 for FY2007 (9/1/06 through 8/31/07). The order number is a sequential number assigned by your entity. This number usually starts with 1 at the beginning of each fiscal year and has a maximum of 5 digits. Each requisition must have its own unique order number. You may also use the last 5 digits of your internal purchase order number.
Example: X1234-0-1
 - **Address codes** - Enter the address code representing your invoice and destination addresses if you have assigned any through the Texas Building and Procurement Commission. If you have not assigned address codes with TBPC, please write "special" in the invoice and destination code fields.
 - **Name and Address to Invoice** - This is only required when the invoice code is 'special'.
 - **Destination of Goods** - This is only required when the destination code is 'special'.
 - **Contact** - Enter the name and phone number of the person in your organization to contact with questions about this requisition.
 - **Accounts Payable** - Enter the name and phone number of the accounts payable person in your organization to contact with questions about payments.
 - **Quantity** - How many do you want to order? Fractions or portions of a unit cannot be ordered. For example, if the unit of measure for a commodity is DOZ. (dozen), you must order in exact dozens.
 - **Unit** - Enter the unit of measure exactly as it is shown in the term contract for the item ordered. If the unit is DOZ., you must specify the number of dozen you wish to order, For example: 1 DOZ. **not** 12 EA. *Likewise*, if the unit is EA but the item is packaged with 12 per package, you must specify the number of each you wish to order. For example: The description says 12 come in a package, but the unit of measure is EA. You enter 12 EA if you need 1 package.
 - **Commodity Code** - Enter the complete eleven (11) digit *numeric* code in the exact format shown for the item you desire.
 - **Description and specifications** - This field is optional in most instances and will only be used by TBPC's data entry staff when supplemental data for a requisitioned item is necessary as noted in the term contract. You must enter additional information when required per contract. Example: The contract says: Agency must specify color. You enter Color: White. Other information, such as rental period, may be required per the General Contract Information section of the contract. When additional information is required, the requisition will not process without it. Please enter the required information in this section of the requisition. Special instructions such as delivery or entity purchase order number can also be referenced in this area.
 - **Signature, Title, Date** - Signature and title of person authorized as the Agent of Record by resolution.
- II. Submit only one (1) copy by fax to: **800/472-5463 or to 512/236-6180 (in Austin)**
- III. TBPC Contract Purchase Order(s) will be issued by the Texas Building and Procurement Commission one day after processing for the item(s) you have requisitioned. Separate contract purchase orders will be issued for each vendor represented by a single TBPC CO-OP requisition. Each purchase order will reflect the State of Texas CO-OP requisition number and will have a unique 6-digit TBPC contract purchase order number. The Texas Building and Procurement Commission will mail (1) copy of each TBPC Contract Purchase Order to the vendor. One (1) copy will also be sent to the ordering entity to the invoice address. It is your responsibility to review your copy of the TBPC Contract Purchase Order for any discrepancies or errors (ours or yours) and immediately contact the Texas Building and Procurement Commission at 512/463-3368 if any discrepancies are found.
- IV. Requisition Reject Report - If your TBPC CO-OP requisition did not process due to errors, it will be forwarded to the Cooperative Purchasing department. Attempts will be made to contact you by phone to make the necessary corrections. If we are unable to contact you by phone, you will receive your original TBPC Co-Op requisition back along with a list of the reason(s) for the reject on a form which reads "*Please correct and resubmit requisition*". Please make the necessary corrections and resubmit the entire TBPC Co-Op requisition.

If a portion of the TBPC CO-OP requisition processed, a copy of the CO-OP requisition will be returned along with a list of items not processed and the reasons for rejection on a form which reads "*Please correct and resubmit on new requisition*". (Note: These items will not appear on any TBPC Contract Purchase Orders.) These items should be corrected, if applicable, and resubmitted using a new CO-OP requisition number.

Examples of common errors are:

- (a) Invalid commodity code
- (b) Incorrect unit of measure for item
- (c) Item not currently awarded
- (d) Quantity less than minimum
- (e) Incomplete information for commodity type (color of vehicle, lease or rental term for copiers)

- V. "Confirmation" TBPC CO-OP Requisitions (Urgent need only) - Whenever items are urgently needed, you may submit a requisition on a confirmation basis. Contact the vendor and if the vendor agrees to accept the order as a confirmation, place your requisition with TBPC. The vendor has a right to not accept confirmation orders. To place a confirmation order, follow these procedures:
1. Enter the word 'CONFIRMATION' in all *upper-case letters* above the requisition number. It is helpful to underline or asterisk this word to help it stand out on the requisition form.
 2. Enter the date that the items were confirmed ordered with the vendor adjacent to or immediately below the word 'CONFIRMATION'.
 3. Enter any vendor contact names or phone numbers for the person who accepted your confirmation request.
 4. If your internal purchasing system requires that you create an internal purchase order and if you send a copy of that purchase order to the vendor, please also reference your purchase order number.

A confirmation requisition may contain any number of items, but they all must be confirmation items. If the requisition contains items that were ordered on different dates, place the date on which each item was ordered in the 'description and specifications' column immediately adjacent to the commodity code number.

Confirmation Requisitions should be sent to TBPC within seven (7) days of the confirmation date but must be submitted no later than ninety (90) days after the emergency order was placed with the vendor.

Note: Confirmations must never be done on a regular basis or without a true urgent need. Though a state confirmation purchase order will contain the verbiage "Confirmation Do Not Duplicate" on the PO, duplicate shipments may occur and you may be held responsible for any return freight charges and/or applicable restocking fees.

- VI. Payment- The TBPC CO-OP member entity accepts sole responsibility for payment to the vendor and will make payment directly to the vendor in accordance with the provisions of the state purchase order. It is understood that the state shall incur no responsibility in connection with payment.

Contract Purchase Requisition

CONTRACT PURCHASE REQUISITION
to the
TEXAS BUILDING AND PROCUREMENT COMMISSION
PO Box 13047
Austin, TX 78711-3047

Name and Address to Invoice:	Address Code
City of Anytown PO BOX 123 Anytown, TX 71234	100
Ship to (if different):	Address Code
City of Anytown City Hall-City Manager/Secretary 100 Main Street Anytown, TX 71234	Special

Requisition #:	<u>M1234-7-27</u>
	<small>(Acct No) - (FY) - (Order #)</small>
Date:	<u>09-15-06</u>
<small>Name and phone # of person to be contacted regarding this request:</small>	
Name:	<u>John Doe</u>
Phone:	<u>123-456-7890</u>
<small>Accounts Payable Name and phone # of person to be contacted regarding this requisition:</small>	
Name:	<u>Jane Fiscal</u>
Phone:	<u>123-456-7895</u>

Quantity	Unit	Commodity Code	Description and Specifications
2	EA	985-01-68200-3	<p>NEW DIGITAL PHOTOCOPIERS – CONFIGURATION 10 CLASSIFICATION G (50 COPIES PER MINUTE)</p> <p>BRAND: KYOCERA/COPYSTAR MODEL: KM/CS-5035 DESCRIPTION: 50 CPM DIGITAL COPIER/SRDF – 2 DOCUMENT FEEDER/PF-75 3000 SHEET PAPER TRAY/DF – 71 3000 SHEET FINISHER WITH HOLE PUNCH/AK-71C ATTACHMENT KIT/PRINT SCAN SYSTEM U/SURGE PROTECTOR – ENVIRONMENTALLY FRIENDLY – FIRST CHOICE</p>
64	MO	985-01-68210-2	<p>MONTHLY RENTAL RATE (INCLUDES INSTALLATION, REMOVAL AND SUPPLIES) INCLUDES 25,000 COPIES/MO; ALL ADDITIONAL COPIES AT \$0.0075 EA – ENVIRONMENTALLY FRIENDLY – FIRST CHOICE</p> <p>NOTE: 32 MONTHES PER MACHINE X'S 2 = A TOTAL OF 64 MONTHS</p> <p>RENTAL PERIOD: DECEMBER 1, 2005 TO AUGUST 31, 2008</p>

The above Local Government hereby requests that the Texas Building and Procurement Commission purchase the items specified above under provisions of Local Government Code - V.T.C.S., Sections 271.081 - .083. The above Local Government accepts sole responsibility for payment to the vendor, and will make payment directly to the vendor in accordance with provisions of the purchase order. It is understood that the state shall incur no financial responsibility in connection with this purchase.

YOUR SIGNATURE HERE	<u>Purchaser</u>	<u>9/15/06</u>
Signature (Authorized by Resolution)	Title	Date

How to order – Non-Automated Contract PO form

- I. The Non-Automated Purchase Order form must be completed for items on non-automated term contracts. The ordering entity forwards the **original to the vendor** and a copy to Texas Building and Procurement Commission (TBPC) for the history database and is retained in the TBPC's files. Send the TBPC copy to:

Texas Building and Procurement Commission
PO Box 13047
Austin TX 78711-3047

Fax to:
1-800-472-5463
or 512/236-6180 (Austin only)

Email to: coop@tbpc.state.tx.us

- II. A Non-Automated Purchase Order form must be completed for each individual vendor.
- III. The purchase order must be completed as follows:

Item	Explanation
1. Date of order	Enter the date the order is prepared.
2. Name and address of contractor	Found in the non-automated term contract.
3. Agency invoice address	The vendor's invoice will be mailed to this address.
4. Agency destination address	Address to which the vendor will ship goods. If this is the same as Item 3, write "same."
5. Requisition number	Composed of entity's account number, fiscal year designator and the ordering entity's assigned number.
6. Commodity class, item and sub-item numbers	Found in the non-automated term contract.
7. Description of material	Include product code and brand. Must include name of price list and page number from which item was taken. (Example: Fall/Winter, 1995 Catalog, page 7, Kodak Ribbon #45FC98).
8. Quantity	Enter the amount ordered and unit of measure (i.e., each, pkg., doz., etc).
9. Unit price	Found in the non-automated term contract or in the price list referred to in the term contract. <u>Do not include discount at this point.</u>
10. Extensions	Quantity times (X) unit price.
11. Discounts	Any applicable discount will be found in the non-automated term contract. Compute and deduct the discount and show the net amount for each item or sub-item.
12. Order Total	Sum the net amounts, if more than one, and enter the grand total for the order.
13. Signature	Orders must bear the signature of a person recognized by the TBPC as being authorized to place orders.
14. Agency accounting information	For state agencies, this line may bear the information required by TPFA.
15. Zone	Enter the zone to which the materials are being shipped. (see Zone section)
16. Vendor #	5-digit number found in the vendor list on last page of the non-automated term contract.

CONFIRMATION ORDERS

A confirmation order is a purchase order issued for materials that have been requested from the vendor. Such an order is placed verbally with the vendor with the understanding that it will be “confirmed” by issuance of a Non-Automated Purchase Order shortly thereafter. Confirmation orders must bear an identifying statement such as:

Confirmation of order placed on ___/___/___

Contact name:_____

Contact Phone #:_____

DO NOT DUPLICATE SHIPMENT!!!

PRICING

The price in effect on the date the confirming order was issued is the correct contract price.

DELIVERY

In general, delivery of the ordered material should occur within twenty (20) days of the date the vendor receives the non-automated purchase order. If this is not the case, the non-automated term contract will indicate the delivery terms.

PRICE LISTS

Vendors are obligated to furnish standard current price lists to using entities on the discount-from-list contracts. Entities must request these price lists from the vendors listed in the non-automated term contracts. These price lists should be properly identified and dated.

NON-AUTOMATED CONTRACT

VENDOR #

PURCHASE ORDER

ON ALL PAPERS
AND PACKAGES
SHOW THIS NO.

**Texas Building and Procurement Commission
PO BOX 13047, AUSTIN, TX 78711-3047**



Contractor & Shipper

Address

City

REQUISITION NO. _____

DATE _____

All items must meet all applicable OSHA standards & regulations, and bear the appropriate listing from UL, FMRC or NEMA.

STATE SALES TAX EXEMPTION CERTIFICATE:
The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised civil Statutes of Texas, for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

Agency Accounting Information

Agency Invoice Address

Agency Destination Address

ITEM	ZONE	QUANTITY	CATALOG UNIT PRICE	EXTENSION

Purchase Order Change Notification

CANCELLATIONS

Notify the vendor by telephone of intent to cancel. Cancellation of purchase orders should be requested on a "Purchase Order Change Notice" (see Form). The reason for the cancellation must be stated. *If the vendor is not in default, the cancellation request must indicate that the vendor has agreed to the cancellation.*

CORRECTIONS

If the correction could result in an incorrect delivery of merchandise, notify the vendor and TBPC immediately of the intended correction. After an order has been issued, any correction must be requested on a "Purchase Order Change Notice" (see Form). The reason for the correction request must be stated.

Purchase Order Change Notice Through the Texas Building and Procurement Commission

Ordering Entity Name City of Anytown
 Date: 11/27/2006
 Address PO BOX 123
 Anytown, TX 71234

Ordering Entity Point of Contact: John Doe
 Telephone Number: 123-456-7890

To: Vendor ID No. 1-23-456-7890-1
 Vendor Name Tire Company
 Address: PO BOX 1234
 FT WORTH TX 76110

Purchase Order No.: 6-314720
 Req. No.: M0001-6-68
 Order Date: 10/17/05
 Class: 863-14

Change for: Open Market Automated Contract Non-Automated Contract

Item or Commodity Code	Change
863-14-01110-6	Change Quantity from 10 to 15. From: Quantity of 10 To: Quantity of 15

Reason: Typo on requisition form. Need 15 units

Requested by (Ordering Entity Signature)
 Date: 10/21/05
 Telephone Number: 123-456-7890

See Procurement Manual, Section 2.49 Purchase Order Change Notice
 Rev. A04 June 10, 2003

IV. TXMAS Program



How to Order from TXMAS - <http://portal.tbpc.state.tx.us/txmas/>

- **Texas Multiple Award Schedules** provide such items as tires, sporting equipment, furnishings for offices and facilities, general contractor services, and much more.
- TXMAS Purchasing Statute: Texas Government Code 2155.504. USE OF SCHEDULE BY GOVERNMENTAL ENTITIES.
 - (a) A state agency or local government may purchase goods or services directly from a vendor under a contract listed on a schedule developed under this subchapter. A purchase authorized by this section satisfies any requirement of state law relating to competitive bids or proposals and satisfies any applicable requirements of Chapter 2157.
 - (b) The price listed for a good or service under a multiple award contract is a maximum price. An agency or local government may negotiate a lower price for goods or services under a contract listed on a schedule developed under this subchapter.
- These contracts were developed from contracts that have been competitively awarded by the federal government or any other governmental entity of any state and offer access to multiple vendors with preferred State of Texas customer pricing. The schedules cover multiple commodity groups with multiple year duration (basic five years with three extension options).
- TBPC recommends CO-OP Members examine alternative TXMAS sources, if available, to make a best value purchase. If a proprietary purchase is to be made (without a best value evaluation), it is recommended that a document explaining the reason for considering only one source be prepared and placed in the purchase order file for future reference and audits.
- CO-OP members issue their own purchase order and include their five-character membership code, the TXMAS Contract Number, and the relevant NIGP Class and Item codes on their purchase order. The vendor should be able to provide their specific NIGP information to you. Members then submit their purchase order directly to the TXMAS vendor and fax a copy of the PO to TBPC for data entry to support an audit of the quarterly sales reports of the TXMAS contractor.
A TXMAS purchase order template is available for download online at <http://www.tbpc.state.tx.us/communities/procurement/prog/coop/coopform>
- To request a product or service addition to the TXMAS program or to suggest a vendor addition who is on a GSA (federal) contract or another state contract that you would like to see on a TXMAS schedule, please send an email to txmas@tbpc.state.tx.us or call 512-463-3421 or 512-463-8839.

How to Search

You can access the TBPC TXMAS Program from the CO-OP web page or go directly to

http://portal.tbpc.state.tx.us/txmas/txmas_index.asp

On this web page, TXMAS Contracts are listed by Schedule with description. To access each contract, click on the contract number. The General Contract Information including Terms and Conditions is listed first with links to the vendors' online TXMAS product list and pricing. Vendors may ask you to log in to access their TXMAS pricing.

Tips:

- Learn the vendor and/or GSA schedule number and use the Contract Listing to drill into the vendor pricing.
- Use the search function when you are searching by commodity type or service.
- Use the NIGP links on the TBPC Web site to help you complete your TXMAS Purchase Order.
 - Commodity Book Listing by Class http://www2.tbpc.state.tx.us/com_book/index.html
 - Commodity Book Alphabetical Index http://www2.tbpc.state.tx.us/com_book/alpha_index.html

Texas Multiple Award Schedules - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://portal.tbpc.state.tx.us/bxmas/>

Go + Bookmarks 189 blocked Check AutoLink AutoFill Settings




You are here: [Home](#) > [TBPC Communities](#) > [Procurement](#) > [Texas Multiple Award Schedule \(TXMAS\)](#) > [TXMAS Contracts by Schedule](#)

> **Texas Multiple Award Schedules**


- [GSA-00CORP](#) The Consolidated Schedule (formerly Corporate Contracts Schedule)
- [GSA-03FAC](#) Facilities Maintenance and Management
- [GSA-23 V](#) Vehicular Multiple Award Schedule (VMAS)
- [GSA-26 I](#) Tires, Pneumatic (new), for Passenger, Light Truck, Medium Truck, and Bus, and Retread Services
- [GSA-36](#) The Office, Imaging and Document Solution
Keywords: Photocopier
- [GSA-48](#) Transportation, Delivery and Relocation Solutions
- [GSA-51 V](#) Hardware
- [GSA-520](#) Financial and Business Solutions
- [GSA-539](#) Solutions and More (SAM)- Broad range of commodities: power distribution equipment, prefab. building
Keywords: Wireless Monitoring, Power Generator
- [GSA-541](#) Advertising Integrated Marketing Solutions (AIMS)
- [GSA-56](#) Buildings and Building Materials/Industrial Services and Supplies
Keywords: Generators, Liquid Storage, Hydraulic Lifts, Fuel Storage Tanks
- [GSA-58 I](#) Professional Audio/Video, Telecommunications, and Security Solutions
- [GSA-65 IIA](#) Medical Equipment and Supplies (includes Air Curtain Incinerators)
- [GSA-66 IIN](#) Chemistry, Biochemistry, Clinical Instruments, General Purpose Laboratory Instruments and Services
- [GSA-66 IIO](#) Geophysical, Environmental Analysis Equipment and Services
- [GSA-69](#) Training Aids Devices, Instructor-Led Training; Course Development; Test Administration
- [GSA-70](#) General Purpose Commercial Information Technology Equipment, Software, and Services
- [GSA-71 I](#) Office Furniture
- [GSA-71 II](#) Household and Quarters Furniture
- Special Use Furniture

TXMAS Contracts - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://portal.tbpc.state.tx.us/gdb2/GenericList.asp?URL=/bxmas/tbsearchcontracts.asp>

Go + Bookmarks 189 blocked Check AutoLink AutoFill Send to



TXMAS Contracts

[Back to TXMAS Program](#) [Reset](#) [Refresh](#) [Advanced Search](#)

Search For: Search Now Any of these words Exact phrase

GSA Schedule	TXMAS ContractNumber	LandingPage Approved	Payee Name	Payee City	DealerNumber	Contact Name	Contact Phone	Action 1
GSA-71 11K	TXMAS-6-7111K010	Yes	3D/INTERNATIONAL, INC.	DALLAS	0	DOREEN DENNISTON	7138717053	View
GSA-874	TXMAS-6-874010	Yes	3D/INTERNATIONAL, INC.	DALLAS	0	DOREEN DENNISTON	7138717053	View
GSA-71 111	TXMAS-4-71111060-16	Yes	9 TO 5 OFFICE PRODUCT CENTER, INC.	D/FW	16	JEFFREY L. COOK	8172558610	View
GSA-71 1	TXMAS-4-71110330-16	Yes	9 TO 5 OFFICE PRODUCT CENTER, INC.	D/FW	16	JEFFREY L. COOK	8172558610	View
GSA-71 1	TXMAS-4-71110360-16	Yes	9 TO 5 OFFICE PRODUCT CENTER, INC.	D/FW	16	JEFFREY L. COOK	8172558610	View
GSA-71 1	TXMAS-3-7111090-27	Yes	9 TO 5 OFFICE PRODUCTS CENTER, INC.	DALLAS	27	JEFFREY L. COOK	8172558610	View
GSA-71 1	TXMAS-4-71110250-10	Yes	9 TO 5 OFFICE PRODUCTS CENTER, INC.	DALLAS	10	9 TO 5 OFFICE PRODUCTS CENTER	8172558610	View
GSA-71 111	TXMAS-6-71111060-27	Yes	9 TO 5 OFFICE PRODUCTS CENTER, INC.	DALLAS	27	JEFFREY L. COOK	8172558610	View
GSA-71 1	TXMAS-3-7111010-2	Yes	A & W OFFICE SUPPLY INC	CORPUS CHRISTI	2	WES WITTNER	3618836784	View
GSA-71 1	TXMAS-6-71110240-6	Yes	A & W OFFICE SUPPLY, INC.	CORPUS CHRISTI	6	WES WITTNER	3618836784	View
GSA-71 1	TXMAS-4-71110390-7	Yes	A. BARGAS & ASSOCIATES	SAN ANTONIO	7	ALMON	8003442821	View
GSA-71 1	TXMAS-3-7111080-10	Yes	A. BARGAS & ASSOCIATES	SAN ANTONIO	10	ALMON BARGAS	2103442821	View
GSA-71 111	TXMAS-3-71111040-10	Yes	A. BARGAS & ASSOCIATES	SAN ANTONIO	10	ALMON BARGAS	2103442821	View
GSA-71 1	TXMAS-3-71110380	Yes	A.S.R.S OF AMERICA	NEW YORK	0	BOB GUM	8432512530	View
GSA-72 IA	TXMAS-4-721A020-13	Yes	A-1 FLOOR COMPANY	AMARILLO	13	MARK CHANCLER	8063739622	View
GSA-72 IA	TXMAS-3-721A050-16	Yes	A-1 FLOOR COVERING INC.	AMARILLO	16	MARK CHANCLER	8063739622	View
GSA-84	TXMAS-6-84030	Yes	A4S SECURITY, INC.	LOVELAND	0	MELISSA LEADERBRAND	9704610071 x113	View
GSA-71 1	TXMAS-4-71110240-15	Yes	AARON RENTS, INC.	DALLAS	15	FRANK BUCCHERI	6784023369	View
GSA-71 1	TXMAS-4-71110240-16	Yes	AARON RENTS, INC.	HOUSTON	16	FRANK BUCCHERI	6784023369	View
GSA-71 1	TXMAS-4-71110190-1	Yes	ABCO OFFICE FURNITRE	CHICAGO	1	TERRY TWOMEY	8174773700	View

Records 1 to 20 of 2427 | Display: 20 per page | Jump to page: 1 | Page: << 1 of 122 >>

V. Food Schedules



For certain commodities, TBPC combines requisitions to bid on one solicitation for items that are used by many entities within a defined time frame. These purchases are called Scheduled Purchases, a form of term contract. TBPC mails out Scheduled Purchase requisitions to CO-OP members who request a copy. Entities complete the requisition based on anticipated needs and return them to TBPC on or before the specified schedule deadline date. To be placed on the mailing list to receive a Schedule Requisition, please contact your CO-OP team.

How to Order - <http://www2.tbpc.state.tx.us/sawards/index.html>

TBPC negotiates a variety of scheduled food purchases each year for agencies, school districts, and other CO-OP members. Food and delivery schedule input per agency or CO-OP member is requested by TBPC at the beginning of the calendar year. Food types offered include:

- Full Line Food for Cafeterias by regions;
- Bread and pastries; and
- Milk and dairy.

TBPC mails a Food Schedule Requisition form to each participating member. Members then submit their Requisition back to TBPC with quantities noted per food type as well as number of buildings and frequency of delivery per week.

MILK, DAIRY, ICE CREAM		to the TEXAS BUILDING & PROCUREMENT COMMISSION	
<small>AGENCY NAME AND ADDRESS</small> Giddings State School PO Box 600 Giddings, Tx. 78942		<small>AGENCY CODE</small> 0694350	<small>Reg. No</small> 198-1-2005 <small>Date</small>
<small>DESTINATION OF GOODS ONLY IF DIFFERENT</small> Giddings State School James A. Tarman Rd (CR 296) Giddings, Tx. 78949		<small>CODE</small> 0694351	<small>AGENCY USE</small> ET DEC 6 2005
<p>MILK, DAIRY, & ICE CREAM REQUIREMENTS - MARCH 2006 THRU FEBRUARY 2007</p> <p>Enter your requirements in the blank provided and return to the Texas Building and Procurement Commission by NOVEMBER 3, 2005. (Purchaser C)</p> <p>If there are firms in your vicinity which would like to submit bids on these items, please itemize their names and confirm current mailing addresses on a separate sheet attached to this requisition.</p> <p>Enter your requirements for necessary unlisted items on the last page of this estimate.</p> <p>Name and phone number of person preparing this requisition Your Name and Phone Number Here _____</p> <p>PLEASE SIGN THE FOLLOWING CERTIFICATION OF FUNDS: I certify to the need for the following merchandise and that sufficient funds are on hand for its purchase.</p> <p>Authorized Signature _____ <small>Signature of Authority Recognized by the Texas Building & Procurement Commission</small></p> <p>APPROVED BY: _____</p> <p>Date Mailed: OCTOBER 13, 2005</p>			

VI. DIR Store – IT Products & Services



The Department of Information Resources (DIR) offers state-negotiated contracts with discounts from major IT vendors. CO-OP members may order IT items from these or any other relevant TBPC contract.

Contracts include:

- Computers
- Software
- Networking Equipment
- Data Storage/Storage Area Network Equipment
- Printers
- Videoconferencing & Communications Equipment
- Graphing Calculators
- IT Equipment
- Seat Management
- Security Products
- Training
- And More...

How to Search

You can access the DIR Store Contracts from the CO-OP web page or go directly to <http://www.dir.state.tx.us> On the DIR search page, you can search by Product Type, Brand Name, Vendor and HUB Type or search by CISV class code. This is described in further detail in the Catalog Purchasing section.



How to Order

- DIR offers a Go DIRect Program, which allows customers to purchase items directly from a DIR-contracted vendor.
- Customers contact the vendor for product and pricing information and send their purchase orders and payments directly to the Go DIRect vendor, not to DIR.

Important: On your purchase order, you must reference the DIR contract number listed on the vendor's Go DIRect page. This number is on the DIR Web page for each Go DIRect vendor.

VII. Catalog Purchases



How to Order from TBPC Catalog Purchases

- Catalog Information System Vendors (CISVs) provide computer hardware, software, networking equipment and services, and more. CISVs may post discounted state rates on their web sites, which are linked from their listing on the TBPC Centralized Master Bidders List web site.
- With catalog purchases, CO-OP members and vendors can negotiate additional terms and conditions and any other details of an offer.
<http://www.tbpc.state.tx.us/cisv>
<http://www.tbpc.state.tx.us/cmbi>
- The Catalog Information Systems Vendor (CISV) Catalog Purchasing Program is governed by Texas Government Code 2157, and Texas Administrative Code 113.19. This program allows for Automated Information Systems (AIS) type products and services that are associated with computers (automation) or telecommunication systems to be purchased directly from TBPC approved CISV's. AIS type products and services that can be included are hardware, software, telecommunications and services related to AIS.
- According to Attorney General's opinion DM-350, using the catalog purchasing program meets a Co-Op member's competitive bid requirements as long as they follow the same procedures required for state agencies.

Three Offers Required On CISV Purchases

Texas Government Code 2157.0611 requires that all CISV purchases be made with a minimum of three evaluated proposals or offers. The following is the statute as approved:

A catalog purchase or lease shall, when possible, be based on an evaluation of at least three catalog proposals made to the commission or other state agency by qualified information systems vendors. If at least three catalog proposals are not evaluated by the commission or other state agency before the purchase or lease is made, the commission or other agency shall document the reasons for that fact before making the purchase or lease under Section 2157.063.

- A "Best Practice" Guideline for Catalog Purchases is offered by TBPC and is available online at <http://www.tbpc.state.tx.us/communities/procurement/pub/manual/procurement-manual>

Internal Approval and Spending Limits

The statute and rules that govern the program did not include specific guidelines for procedures or dollar thresholds. Below are areas to review and consider when a qualified ordering entity is creating and developing their own guideline.

- Internal processes for spending limits and purchasing approval may differ from department to department and entity to entity.
- This guideline should not interfere with existing internal processes or procedures (even though they may be duplicated).
- The amount of effort involved in the purchasing process should be commensurate with the amount of money involved in the total purchase and the sensitivity of the situation.
- If federal dollars are involved, there may be additional purchasing procedures that must be followed.
- Blanket purchase agreements are recommended for frequently purchased "small ticket" items in order to take advantage of volume discounts.
- If an entity attempts to negotiate with a vendor, they should determine before the process begins who will do the negotiating and how it should be handled.

How to Search for CISVs

1. Find the correct class/item code for the item you need. You'll find this on the Internet at <http://www.tbpc.state.tx.us/communities/procurement/prog/cisv/codes>. Choose the class and item numbers that best describe the items you will buy.
2. Find vendors at <http://www2.tbpc.state.tx.us/cmbl/cmblhub.html>
3. From here, scroll down to "Selection 1". Enter the class and item codes. Scroll down to the bottom of the page. You can search the entire list or at this point you can narrow your search by geographic location by entering a city name, county name or zip code. When you have chosen your search criteria, click submit.
4. At the next screen marked "Select Fields for Detail List", choose CISV and Vendor URL (CISV), and then click "go". The system will return with a list of vendors. For catalog purchases, you only want to do business with CISV certified vendors. The CISV status will be to the far right side of the screen. Choose the vendors you want to solicit offers from and then follow the guidelines above.

Search the Centralized Master Bidders List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://www2.tbpc.state.tx.us/cmbl/cmblhub.html>

Google Go Bookmarks 189 blocked Check AutoLink AutoFill Send to

TBPC TEXAS BUILDING AND PROCUREMENT COMMISSION

CMBL
Centralized Master Bidders List

[Home](#)

You are here: [Home](#) » [CMBL](#) » **CMBL, CISV, and HUB SEARCH**

Search: All Vendors, CMBL only, HUBs on CMBL, HUBs not on CMBL
 CISV only, CISV HUBs, HUB Mentor Protege

Vendor ID: ?

Vendor Number: ?

Vendor Name: begins with Name ?

Show Inactive Vendors: ? **Small Businesses Only:** Yes, No

Selection 1 Class Code: Item: District:

Selection 2 Class Code: Item: District:

Selection 3 Class Code: Item: District: ?

[Class Code](#) | [Item Code](#) | [District](#)

Texas County:

City: begins with

Zip: begins with Zip

Sort by: Vendor Name

Output as: Detail List

Results: return all matches

SEARCH >

Output may contain coded information in Hub Status and Reason Off CMBL

Working with other vendors on the CMBL

For vendors on the CMBL who are not CISVs, TBPC recommends following your internal purchasing policies or guidelines. Typically, an informal bid is required for purchases between \$5,000.00 and \$25,000.00. The CMBL can be used as a source of vendors for specific commodity types that your organization plans to bid competitively. The Centralized Master Bidders List is used by state purchasing entities to develop a mailing list for vendors to receive bid opportunities from state agencies and CO-OP members.

A vendor on the CMBL has paid a fee of \$70.00 to have their profile added under specific NIGP commodity codes related to their products or services. A vendor is not required to be on the CMBL to do business with the State of Texas.

VIII. Piggyback Contracts



This TBPC contract type allows members to place “piggyback” orders on specific state agency contracts that are negotiated by TBPC purchasers for specific open market purchases.

How to Search

The TBPC Clearinghouse contracts are linked off of the CO-OP main page, or you can visit the page directly at <http://www2.tbpc.state.tx.us/coop/clearinghouse.html>

Contracts are listed by class code and offer descriptions in the right hand column of each listing. The majority of these contracts are negotiated for the Texas Department of Transportation (TxDOT) and are very useful to counties and cities; although various state agency contracts are available on this page.

How to Order

The contracts on the Clearinghouse page have been competitively bid in accordance with state of Texas statutes, rules, policies and procedures and have been extended for the use of state agencies and active TBPC CO-OP entities.

To make a purchase using these open market purchase orders, you must send the vendor a local purchase order. The Local PO must have:

- The state of Texas open market purchase order number
- The state of Texas requisition number

No copy of the local purchase order needs to be sent to the TBPC CO-OP for this type of purchase.



TBPC Co-Op Piggyback Contracts - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://www2.tbpc.state.tx.us/coop/clearinghouse.html>

Google Go Bookmarks 189 blocked Check Look for Map AutoFill

You are here: [Home](#) » [TBPC Communities](#) » [Procurement](#) » [Programs](#) » [State of Texas CO-OP Purchasing](#) » [TBPC Co-Op Piggyback Contracts](#)

TBPC Co-Op Piggyback Contracts

The following contracts have been competitively bid in accordance with state of Texas statutes, rules, policies and procedures and have been extended for the use of state agencies and active TBPC Co-Op entities. To make a purchase using these open market purchase orders, state agencies or active TBPC Co-Op entities must send the vendor a purchase order. The state of Texas open market purchase order number and requisition number must be referenced on the state agency or active TBPC Co-Op entity's purchase order sent to the vendor. If you have any questions about this process or if you are interested in applying for TBPC Co-Op membership in order to use these contracts, please contact the TBPC Co-Op via e-mail at coop@tbpc.state.tx.us or by phone at 512/463-3368. The Texas Department of Transportation highway district location map is available [here](#).

TBPC has also established [State Emergency Contingency Contracts](#) with the piggyback clause for state agency and CO-OP member use.

Class	Requisition No.	PO. Number	Expiration	PO Description
745	60119-6-98971-A	6-000715	05/23/07	ASPHALTIC CONCRETE: HOT MIX, HOT LAID
285	60129-6-07512-B	6-001284	08/29/08	BASE, TRANSFORMER AND LUMINAIRE ACCESSORIES AND PARTS
745	60119-6-98971-A	6-000719	05/23/07	ASPHALTIC CONCRETE: HOT MIX, HOT LAID
745	60110-6-22759-F	6-001218	08/25/07	ASPHALTIC CONCRETE, HOT MIX, HOT LAID
745	60110-6-22759-F	6-001217	08/25/07	ASPHALTIC CONCRETE, HOT MIX, HOT LAID
750	60124-6-17095-A	6-000962	07/24/07	FLEXIBLE BASE, TYPE A GRADE 4
750	60113-6-95016-B	6-000489	03/09/07	HYDRATED BAG LIME TYPE A
652	696-6-85068-D	6-000923	08/31/12	PERSONAL HYGIENE ITEMS-HAIR/SKIN/BODY
745	60103-6-06391-A	6-001049	08/08/07	ASPHALT, EMULSIFIED GRADE CRS-2H
750	60117-6-17656-B	6-001155	08/21/07	AGGREGATE TYPE L, GRADE 4
745	60105-6-00847-A	6-000700	05/24/07	EMULSIFIED ASPHALT
745	60104-6-78827-B	6-000368	02/03/07	ASPHALT EMULSION
850	303-6-11742-F	6-000995	07/31/07	TOWELS, BATH - STATE EMERGENCY MGMT
745	60111-6-09330-F	6-000926	07/19/07	PATCHING MIX, ASPHALT CONCRETE
825	554-7-00013-G	7-000098	09/08/07	CATTLE INSECTICIDE/DIP
745	60111-6-09344-B	6-000953	07/21/07	ASPHALTIC CONCRETE, HOT MIX, HOT LAID
550	60144-6-21600-E	6-001276	08/28/08	TRAFFIC SIGNAL POLES, 80 MPH RATED
745	60123-6-08748-A	6-000922	07/18/07	ASPHALTIC CONCRETE PAVEMENT HM/CL TYPE F, FINE MIXTURE
745	60113-6-99666-A	6-000595	04/06/07	AGGREGATE, PRECOATED
745	60113-6-99666-A	6-000594	04/06/07	AGGREGATE. PRECOATED

Done Internet Explorer

IX. Competitive Bid Support



TBPC Process

For large purchasing requisitions, members may request TBPC's assistance to competitively bid needed items (i.e., school buses).

Requests are considered on a case-by-case basis. Your organization will be asked to complete a requisition form for Open Market Bids to which you can attach your specifications. You may request to see the bids during the process; however, TBPC purchasers will finalize the decision based on criteria determined with your purchasing team prior to posting the bid.

School Buses

TBPC works closely with the Texas Education Agency and Texas Department of Transportation on School Bus Specifications and approved vendors. TBPC also performs school bus inspections. Forms for ordering school buses and the annual specifications are available in our CO-OP Forms library at

<http://www.tbpc.state.tx.us/communities/procurement/prog/coop/coopform>

X. Reverse Auctions



TBPC offers Reverse Auction services at no cost to members for large commodity purchases. This online service encourages suppliers to compete on price, achieving such savings as 25-30% over previous sealed bid rates for the same purchase type.

http://www2.tbpc.state.tx.us/cat_page/cat_961_a2_0308.html

- Statutory Authority signed into law in 2001: Texas Government Code: Section 2155.062 (a)(4)
- Term Contract 961-A2 with Orbis Online
- Buyers post requirements and challenge multiple suppliers to offer bids.
- Suppliers can see whether they have been underbid and get the opportunity to respond with multiple counter offers.
- The best deal can be the lowest price OR best value—other factors usually enter into the decision as well

When to use

- Orbis will help you determine if your bid is suitable for reverse auction and will provide training
- Key determination criteria: competitive market, lot size, competitive specifications, sources of supply, your organization's requirements
- Orbis' fee is built into vendor pricing; no exchange of funds between you and Orbis

How to use

- Reverse auctioning is preceded by an IFB, defining the desired specifications
- Results of an event are then delivered to the buyer to make an award determination
- Sample Commodities and Services:
 - Construction/Maintenance Equipment
 - Office, Printing and Packaging Supplies
 - Food Products
 - Security and Safety Equipment
- Savings Examples:
 - TxDOT Emergency Generator – savings of 32% over previous bids
 - TxDOT Ground Boxes – savings of 24% over previous bids

XI. Travel Contracts



The State Travel Management Program (STMP) of the State of Texas was created by the 70th Texas Legislature in 1987 (Texas Government Code 2171) to provide centralized management and coordination of state travel.

The STMP of the Texas Building and Procurement Commission (TBPC) is designed to help state agencies and eligible CO-OP Members make more efficient use of taxpayer dollars by assisting them in managing state travel expenditures and by providing discounted travel services through vendor contracts and monitoring state travel activity.

Qualifying CO-OP members may use TBPC contracts for travel cards, travel agency services, and discounted rates for official travel with major U.S. airlines, rental car companies, and over 1000 hotels. Effective September 1, 2004, Texas municipalities, school districts, public community/junior colleges, counties, county officers and employees, including county sheriffs, deputy sheriffs, emergency communication districts, and juvenile probation officers, traveling on official business may use the STMP's state contracts for travel services, provided these entities are participating in the Cooperative Purchasing Program of the Texas Building and Procurement Commission.

Contract information is available online at <http://www.tbpc.state.tx.us/travel/>

XII. Electronic State Business Daily



The Electronic State Business Daily (ESBD), the bid posting website for the State of Texas, was created by Texas Government Code 2155.074 in 1998. CO-OP members have access to the ESBD to post their solicitations with an expected value exceeding \$25,000.

The ESBD is located at <http://esbd.tbpc.state.tx.us>.

Solicitations and awards are searchable by entity type, requisition number, key word, and NIGP code.

The state agency posting requirements are as follows. Your entities requirements may differ, so please consult your purchasing procedures.

<u>Estimated Procurement/Contract Amount</u>	<u>Minimum days for Advertisement</u>
Exceeding \$25,000:	
If <u>posting</u> entire bid or proposal solicitation package	14 calendar days
If <u>not</u> posting entire bid or proposal solicitation package	21 calendar days

Bid notices include the following information:

- a short title and a brief description of the goods or services to be procured and any applicable state product or service commodity codes for the goods and services;
- the last date and time on which bids, proposals, or other applicable expressions of interest will be accepted;
- the estimated quantity of goods or services to be procured;
- the estimated date on which the goods or services to be procured will be needed;
- the name, business mailing address, and business telephone number of the ordering entity point of contact to obtain all necessary information related to making a bid or proposal or other applicable expression of interest for the procurement contract;
- the agency's purchase requisition number, and
- any applicable documents, such as complete specifications, may be attached.

To gain access to the ESBD, please email esbdsupport@tbpc.state.tx.us or your CO-OP team at coop@tbpc.state.tx.us.

XIII. Glossary



- Advertise** – To make a public announcement of the intention to procure goods or services.
- Award** – The act of accepting a bid, proposal, or offer; thereby resulting in a contract between the state and a vendor.
- Best Value** – The lowest total price at the highest quality.
- Bid** – An offer to contract with an entity, submitted in response to an Invitation for Bid (IFB)
- Catalog Information Systems Vendors (CISV)** – A required catalog program for vendors who offer information systems, computer or telecommunication products or services to the state. CMBL registration is a prerequisite for CISV approval.
- Centralized Master Bidder's List (CMBL)** – A mailing list, maintained by TBPC, of vendors who have expressed interest and registered to receive notice of bid or proposal opportunities based on the products or services they provide.
- Clearinghouse Contracts** – Competitively awarded contracts in accordance with State of Texas statutes, rules, policies, and procedures, and have been extended for the use of other state agencies and active CO-OP members.
- Electronic State Business Daily (ESBD)** – A marketplace of procurement opportunities greater than \$25,000 posted on the Internet. State agencies are required to post in the ESBD procurement contract opportunities that will exceed \$25,000 in value.
- Emergency Procurement** – A situation requiring a state agency to make a purchase more quickly in order to prevent hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the state.
- Free on Board Destination** – The process in which a title for purchased goods transfers to the ordering entity as soon as the ordering entity receives and accepts the goods.
- Invitation for Bid (IFB)** – A solicitation requesting submittal of a bid in response to the required specifications.
- Life Cycle Cost** – The total cost associated with buying, owning, and using a physical product or service.
- National Institute of Governmental Purchasing (NIGP) Commodity/Service Codes** – Standardized national classification codes that identify goods and services.
- Negotiations** – A consensual bargaining process in which multiple parties attempt to reach an agreement on a disputed, or potentially disputed, matter.
- Professional Services** – Services directly related to professional practices as defined by the Professional Services Procurement Act, Texas Government Code § 2254.002.
- Proprietary** – Products or services manufactured or offered under exclusive rights of ownership; including rights under patent, copyright, or trade secret law. A product or service is proprietary if it has a distinctive feature or characteristic which is not shared or provided by competing or similar products or services.
- Proposal** – An offer submitted by a vendor in response to a Request for Proposal (RFP) intended to be used as a basis to negotiate a contract.
- Purchase Order** – A signed written acceptance of an offer from a vendor. A purchase order may serve as the legal and binding contract between parties.

- Request for Information (RFI)** – An information gathering tool used when a purchaser can not clearly identify product requirements/specifications.
- Request for Offer (RFO)** – Also referred to as a Request for Quote (RFQ); an informal or formal solicitation method used when making procurements from CISV vendors to obtain offers or quotations of prices.
- Request for Proposal (RFP)** – A solicitation requesting submittal of a proposal in response to the required scope of services that usually includes some form of a cost proposal.
- Request for Qualification (RFQ)** – A tool used to determine the most qualified person(s) to perform professional services according to the Professional Services Procurement Act.
- Requisition** – An internal document the end user completes to request goods or services.
- Reverse Auctions** – A real-time bidding procedure that is conducted at a pre-scheduled time and Internet location in which multiple suppliers, anonymous to each other, submit bids for designated goods and services.
- Schedule** – A list of multiple award contracts from which agencies may purchase goods and services.
- Scheduled Purchase** – A purchasing method used for ordering goods in bulk.
- Sealed Bid** – A formal written bid opened in public at a designated time and place.
- Solicitation** – The process of notifying prospective vendors of an opportunity to provide goods or services to the state. Solicitations may be conducted via telephone, fax, mail, e-mail, or in person.
- Specification** – A concise statement of a set of requirements to be satisfied by a product, material, or service, indicating whenever appropriate the procedures to determine whether the requirements are satisfied.
- Statement of Work** – A statement outlining the specific services a contractor is expected to perform, generally indicating the type, level and quality of service, as well as the time schedule required.
- TBPC** – Texas Building and Procurement Commission
- Term Contracts** – Competitively bid contracts for a specific time period and of indefinite quantity.
- Texas Multiple Award Schedule Contracts (TXMAS)** – Contract developed from contracts that have been competitively awarded by the federal government or any other governmental entity of any state. TXMAS contracts offer access to multiple vendors with preferred State of Texas customer pricing.
- Vendor** – A supplier of goods and/or services to the state.