

UT System Procurement Guidelines – Effective September 1, 2016 (Bid, Quote & Proposal Requirements for Goods & Services)

Contract Value or PO Amount	Informal Bid	Formal Bid/Proposal (ITB/RFP)	Certified State Contract DIR/TXMAS/TPASS	Certified GPO (Alliance/Premier)	Certified GPO Other (See Page 2)	Exclusive Acquisition Justification (EAJ)	BOR Approval Requirement	Reporting Requirement
<\$15,000	NA	NA	One (1)	One (1)	One (1)	NA	NA	Transparency Report
\$15,000 - \$50,000	Three (3)	NA	Three (3) ¹	One (1)	Three (3) ¹	One (1)	NA	Transparency Report
\$50,000 - \$1M	NA	ITB/RFP	Three (3) ¹	One (1)	Three (3) ¹	One (1)	NA	Transparency Report LBB Report (State Funds)
>\$1M	NA	ITB/RFP BOR Approval Required ²	Three (3) ¹ OBA Approval Required ² BOR Approval Required ²	Alliance - One (1) Premier – One (1) up to threshold below ² Premier – Three (3) above the threshold below ² OBA Approval Required ² BOR Approval Required ²	Three (3) ¹ OBA Approval Required ² BOR Approval Required ²	One (1) BOR Approval Required ²	Yes ²	Transparency Report LBB Report (IT or State Funds) BOR Quarterly Report

¹ **Quote/Proposal Notes (Specific to State Contract & GPO Purchases other than Alliance)**

- If only two suppliers in a category, document & proceed without further justification
- If only one supplier in a category:
 - EAJ not required for Premier, E&I, State Contracts
 - All other GPO contracts:
 - Confirm & document that valid procurement was completed, or
 - Complete EAJ
- Commodities (\$15K-\$50K) – Schools/Departments may obtain quotations (valid for 20 days)
- Commodities (>\$50K) – Purchasing obtains quotations (Schools/Departments provide specifications)
- Services (>\$15K) – Purchasing obtains proposals (Schools/Departments provide SOW)

² **Board of Regent Approval Notes**

- Submit to the UT System Office of Business Affairs (OBA)
 - State Contract, Other GPO: >\$1M
 - Alliance & Premier: Per thresholds below (Alliance submits for their contracts)
- Board of Regents Approval (Consent Agenda)
 - ITB/RFP/EAJ: >\$1M with exceptions as identified in Regents Rule 10501
 - GPO/State Contracts: Per threshold below with exceptions as identified in Regents Rule 10501
- Group Purchase thresholds:
 - Tier I - \$1.0M (UTPB, UTRGV, UTT, UTHSCT)
 - Tier II - \$2.0M (UTA, UTD, UTEP, UTSA)
 - Tier III - \$3.0M (UTAUS, UTHSCH, UTHSCSA, UTMB, UTSWMC, UTMDA, UT System)