

Purchasing Process Manual

1.1 Introduction

The University of Texas at Dallas (UTD) Purchasing Department assists departments with the procurement of goods and services to sustain, foster, and support the educational and research missions of the UT Dallas.

Purchasing operates within the Office of Budget and Finance, under the direction of the Director of Purchasing, reporting to the Assistant Vice President of Operations.

Overview of Key Functions

Purchasing provides comprehensive leadership of the procurement processes from inception (planning of the procurement/contract) through pricing and Supplier identification.

Purchasing performs the following tasks:

- Facilitating the procurement of goods and services to support the activities of the UT Dallas departments
- Obtaining the highest quality equipment, supplies, and services at the least total cost (best value)
- Developing strategic supplier relationships
- Processing formal competitive solicitations and other complex procurements
- Ensuring compliance with The University of Texas System, State of Texas, and federal laws, rules, regulations, and procedures

1.2 Authority to Obligate

Introduction

Authority to obligate institutional funds of The University of Texas at Dallas (UTD) for purchases of supplies, materials, services, and equipment is granted to the Purchasing Office and other Administrative Officers through the President's delegation of authority pursuant to authority granted in accordance with The University of Texas System Board of Regents' *Rules and Regulations*, [Rule 10501: Delegation to Act on Behalf of the Board](#). In addition, UT Dallas Policy [UTDBP3075](#), Purchasing authorizes the primary

(chief) procurement officer to promulgate procedures to facilitate and expedite the Purchasing function. The Director of Purchasing acts as the Chief Procurement Officer (CPO) for UT Dallas Administration.

Delegated Purchasing Authority

To expedite Purchasing functions, UT Dallas departments are authorized to make direct purchases up to \$15,000. With this authorization comes the responsibility to comply with [UTS 134](#) - Code of Ethics for Financial Officers and Employees.

The following rules govern UT Dallas purchases:

- Staff members of the Office of Purchasing cannot release a purchase order or issue a contract to a supplier either verbally or in writing that exceeds his or her release authority until the order is reviewed and approved by personnel who have authority at that level of commitment.
- Purchase orders or contracts must be issued prior to the shipment of a product or the delivery of a service.
- Suppliers are not authorized to commence work prior to the receipt of an authorized purchase order or contract.
- Invoices for goods or services above \$15,000 provided without an authorized purchase order or contract require management review and approval prior to payment. The UT Dallas Administration is not obligated to pay invoices for goods and services that have not been properly authorized.
- The Office of Purchasing is responsible for reviewing and obtaining the necessary approvals for any purchase above \$15,000 (and below, if restricted).

Authorized Purchasing Methods

Purchase of goods and services requires the issuance of a purchase order, the issuance of a contract, or the use of a procurement card (OneCard). Purchases for UT Dallas made by staff using personal funds are strongly discouraged.

Noncompliant Purchases

Invoices for purchases made without using an authorized purchasing method require justification and approval by the Chief Procurement Officer prior to payment. The justification from the department's administrative officer must explain the circumstances that predicated the non-compliant purchase.

Note: Noncompliant purchases may be refused reimbursement.

UT Dallas Delegation to Issue Purchase Orders and Sign Contracts

The President of UT Dallas delegates authority to individuals or positions to enter into certain types of agreements on behalf of UT Dallas and to sign purchase orders and contracts. [The Delegation of Authority for the University of Texas System](#) identifies those individuals or positions who have been delegated this authority.

1.3 Purchasing Ethics

Introduction

The standards governing ethical behavior for all University of Texas System institutions are published on The University of Texas System Ethics website under Ethics Standards.

In addition to the UT Dallas standards, the following guidelines govern Purchasing practices at UT Dallas:

- Every effort will be made by UT Dallas to obtain the maximum ultimate value for each dollar of expenditure.
- UT Dallas Office of Purchasing, its staff, and others authorized to make purchases will not accept personal gifts or gratuities as they might result in an obligation to individuals or firms seeking business with UT Dallas.

- Honesty in sales representation is demanded by UT Dallas, whether offered through the medium of oral or written statements, an advertisement, or a sample of the product.
- All qualified, reputable bidders will be given equal opportunity to submit bids on a uniform basis when competition is possible.
- No Suppliers will receive special consideration or be allowed to revise their offers after the time set for opening bids, except in the case of Requests for Proposal (RFPs).

Ethics Considerations for Staff

UT Dallas staff who have influence over Purchasing decisions should specifically be aware of the following sections from the UT Dallas Ethics website:

- **Conflicts of Interests:** Officers and employees of UT Dallas may not have a direct or indirect interest, financial or otherwise, that is in substantial conflict with the proper discharge of their job duties as defined in UTS 180 - Conflicts of Interest, Conflicts of Commitment, and Outside Activities. Potential conflicts of interest must be disclosed using the Conflict of Interest/Commitment Electronic Reporting System. Purchasing will conduct verifications on certain high-risk procurements.
- **Gifts:** An employee should not accept or solicit any gift, favor, service, or loan that might reasonably appear to influence the employee in the discharge of official duties. Note: Accepting a gift may constitute a criminal offense under certain circumstances.
- **Self-Dealing:** An employee may not transact any business in an official capacity with any business entity of which the employee is an officer, agent, or member, or in which the employee owns a substantial interest.
- **Benefits for Performing Official Duties:** An employee should not solicit, accept, or agree to accept any benefit for having exercised official powers or for having performed official duties within the scope of or while representing the duties of their UTD position.

Staff who participate in the evaluation of Supplier bids and proposals are required to sign and abide by a Conflict-of-Interest Statement and Confidentiality Agreement that applies specifically to the solicitation being evaluated. Evaluation team members must sign a separate agreement for every bid/proposal they are asked to evaluate.

Any violations of these Purchasing ethics will be reported promptly by the Purchasing department to the Vice President for Budget and Finance at UT Dallas.

1.4 Purchasing Process

The purchasing process at UT Dallas consists of the following main steps:

1. Define the specifications or develop a scope of work (SOW)
2. Solicit qualified price quotations, bids, or proposals from suppliers
3. Issue a purchase order or enter a contract
4. Accept delivery and document receipt or completion
5. Issue payment

1. Define the Scope of Work (SOW)

Before a department can begin the purchasing process, the end-user must identify the specific need for goods or services by defining the specification or scope of work (SOW). The specifications or SOW

must be sufficiently detailed for suppliers to accurately respond to requests for quotation, bids, or proposals. This should include:

- Detailed description of the good or service, such as:
 - manufacturer's part number
 - specific sizes, volumes, properties, etc.
 - full descriptions of the required service deliverables
 - description of functional requirements for a software solution
 - required quantity
 - quality requirements
- Date requirements such as:
 - due date for commodities
 - project completion dates for services
- Estimated or budgeted costs

2. Solicitation of Quotations, Bids, or Proposals

The following value thresholds govern the purchase of goods and services:

Dollar Range		Solicitation Process
\$0	\$14,999	<ul style="list-style-type: none"> • Competitive quotations are encouraged, but not required. • Departments can solicit quotations directly from suppliers.
\$15,000	\$49,999	<ul style="list-style-type: none"> • Departments can solicit quotations directly from suppliers or can request this to be performed by purchasing staff • A minimum of three (3) quotations are required.
		<ul style="list-style-type: none"> • Quotations must be received in writing (mail, email, fax). • A good-faith effort must be made to include at least two (2) quotes each from a HUB (minority-owned or woman-owned business). • On an exception basis only, an Exclusive Acquisition Justification (EAJ) may be used in situations where the good or service may be proprietary or only one (1) supplier can meet the requirement.
\$50,000	+	<ul style="list-style-type: none"> • Consult with the Office of Purchasing to determine the most appropriate procurement method. • A formal solicitation process may be required. • Use of existing contracts through the UT System, the State, Group Purchasing Organizations, or UT Dallas may be used to expedite the process and ensure best value. • An Exclusive Acquisition Justification (EAJ) may be used in situations where the good or service may be proprietary or only one supplier can meet the requirement.

3. Requisition Processing Time / Issuance of Purchase Order/Contract

Purchase orders or contracts must be issued prior to the shipment of a product or the delivery of a service to be compliant with State guidelines and UT Dallas policy and procedures.

Upon final approval of an eProcurement requisition by purchasing staff, a purchase order is created. The purchase order is a contractual document that, in addition to specifying description, price, quantity, and delivery requirements, it specifies terms and conditions that govern the transaction between UT Dallas and the supplier. If the purchase order standard terms and conditions are insufficient to govern the transaction, a contract is normally issued which will include any additional contractual requirements.

Certain purchases may require a review of terms and conditions regardless of the dollar value of the purchase. This additional review may add processing time to the purchase.

All requisitions are processed on a first-in-first-out basis and purchasing makes every effort to begin processing transactions within two business days of receipt. Processing time will depend on the required documentation, the dollar amount, and the complexity of the requisition. Campus departments should allow sufficient time for the Purchasing Office to review requisitions, obtain the required approvals, and follow the appropriate procurement procedures.

4. Delivery and Receipt

Documentation of the receipt of the good or service is required to support making payments to the supplier for purchases over \$5,000. Documentation of the receipt of goods (such as packing slips) or verification of service delivery on invoices is required.

5. Payment

Invoice payments are managed by UT Dallas Payment Services. Payments require a 2-way match for purchases less than \$5,000 and a 3-way match for purchases greater than \$5,000 between the:

1. Purchase order
2. Delivery receipt or verification of service completion
3. Invoice from the supplier

Payments can be made via check or electronic deposit. All UT Dallas payments are governed by the *Texas Prompt Pay Act*.

6. Pre-Payment

As a Texas State agency, UTD's payment timeframes are specified by Texas law, per the TX Prompt Payment Act (Chapter 2251, Texas Government Code, <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2251.htm>) specifically the section below:

Sec. 2251.021. TIME FOR PAYMENT BY GOVERNMENTAL ENTITY. (a) Except as otherwise provided by this section, a payment by a governmental entity under a contract executed on or after September 1, 1987, is overdue on the 31st day after the later of:

- 1) the date the governmental entity receives the goods under the contract;*
- 2) the date the performance of the service under the contract is completed; or*
- 3) the date the governmental entity receives an invoice for the goods or service.*

When a prepayment to a Supplier is required and approved on a purchase order, the Department sponsor is responsible for ensuring the goods are delivered in their entirety or services rendered to their satisfaction. The Department sponsor's responsibility includes but not limited to necessary follow ups with the Supplier to pursue credit or recuperate any outstanding balances. After the purchase order is processed, the Department sponsor would need to complete the receiving on the purchase order so that the prepayment can process without further delay, by sending the necessary invoice(s) to Accounts Payable at accountspayable@utdallas.edu for purchase order voucher processing as well as contact Accounts Payable to ensure payment is processed by requested deadline.

1.5 Solicitation Procedures - General Information

This section provides information about the various methods for purchasing goods and services.

1.5.1 Informal Bids - Purchase Value of \$15,000 - \$49,999

Guidelines

Informal bidding is used to procure goods or services when the expected value exceeds \$15,000 but is less than \$50,000. The following guidelines apply to informal bids:

- The bidding opportunity is not required to be publicly posted
- Suppliers may submit their bids to departments via mail, email, or fax
- Departments must forward bids to the Office of Purchasing via a non-catalog requisition in the eProcurement/EProcurement system
- Departments must obtain a minimum of three (3) written bids. If there are less than three (3) written bids available, the department must supply a business justification as a comment in the requisition and attach the rejection emails from suppliers.
- Departments should make a good-faith effort to include at least two (2) bids from certified HUB suppliers
- Office of Purchasing staff may recommend additional contracted suppliers if they are available

Procedure

1. The department solicits bids from suppliers for the required good or service
2. The department prepares a requisition in the eProcurement/eProcurement system 3. Departmental selection of the winning bid is based on best value to the university.
3. Office of Purchasing staff review the requisition and contact the department if any additional information is required.
4. The Office of Purchasing buyer issues a purchase order to the supplier
 - a. In some cases, it may be more appropriate to enter a contract
 - b. If so, purchasing staff will initiate the contracting process
 - c. Purchase of software often requires a EULA (End User License Agreement) that are handled as contracts

1.5.2 Request for Information (RFI)

Guidelines

A Request for Information (RFI) is used to collect additional information about features and specifications of a product or service. This process is used when the department and Purchasing do not have sufficient information to develop an appropriately detailed scope of work (SOW) to be used in a subsequent solicitation. The solicitation is open to all prospective Suppliers and is publicly posted on the Texas Comptroller of Public Accounts

Electronic State Business Daily (ESBD) website so that any supplier may submit a response. A supplier is not required to respond to the RFI to submit a proposal on a subsequent solicitation.

An RFI adds time to the overall solicitation process, but can be valuable in situations where:

- additional information about a product or service is necessary before a SOW can be developed for the project
- potential suppliers for the goods or services need to be identified

Procedure

1. The decision to use the RFI process is generally made through discussions between the department and purchasing. **Note:** Since the RFI process does not conclude with a contract award, suppliers are not asked to provide pricing and delivery information.
2. Purchasing staff and the department develop a general description of the product or service that is required. Suppliers are asked to submit full descriptions and specifications of the goods or services they provide.
3. The department identifies the team of end users / subject matter experts (SMEs) to review supplier submissions. RFIs are not scored, and evaluation team members are not required to sign Non-Disclosure / Conflict of Interest statements.
4. The RFI is posted for a minimum of two (2) weeks.
5. The department and Purchasing staff review the submissions and use the information to develop a SOW for the subsequent solicitation.
6. When the RFI is concluded, UT Dallas may or may not issue a solicitation.

Review Team Membership and Responsibilities

Technical Evaluation Team – Evaluate each Supplier's ability to provide the requested good or service. The review team will evaluate proposals based on the evaluation criteria below.

- 1-3 Subject Matter Experts (SME)
- 1 stakeholder
- 1 financial analyst as needed

Purchasing Evaluation Team – Facilitate the issuance of the materials and evaluation of Supplier qualifications.

- 1 buyer
- Director of Purchasing as needed

Estimated Timeline (Not all steps may be necessary)

Process Step	Description / Action	Business Days to Complete	Total Days Elapsed	Total Weeks Elapsed
1	Purchasing review requisition, determine if RFI is necessary and make contact with department.	2	2	0.4
2	Purchasing and the department compete scope of work	5	7	1.4
3	Compile RFI solicitation materials	3	10	2
4	Advertise RFI.	20	30	6

5	Proposal opening	1	31	6.2
6	Make all relevant materials available to the review committee	1	32	6.4
9	Vendor Presentations (if applicable)	5	37	7.4
15	RFI process completed, transition to RFP.			

1.5.3 Request for Proposal (RFP)

Guidelines

When the expected value of the goods or services exceeds \$50,000, a formal solicitation process is required. The following guidelines apply to the Request for Proposal (RFP) solicitation method:

- A Request for Proposal (RFP) is a formal solicitation method that requires evaluation of proposals based upon best value criteria established in Texas Education Code
- 51.9335(b).
- The best value criteria that will be used to score proposals are weighted and must be approved by the Director of Purchasing before the RFP can be publicly posted. The evaluation criteria and weights are clearly identified in the
- RFP. Depending on the complexity and scope of the RFP, best value criteria may include, but are not limited to:
 - installation costs
 - life cycle costs
 - quality and reliability of the goods and services
 - delivery terms
 - indicators of probable supplier performance under the contract, such as past supplier performance, the supplier's financial resources and ability to perform, the supplier's experience and demonstrated capability and responsibility, and the supplier's ability to provide reliable maintenance agreements and support
 - cost of any employee training associated with the purchase
 - effect of a purchase on the university's productivity
 - other factors relevant to determining the best value for the university in the context of a particular purchase
 - any other factor that a private business entity would consider in selecting a supplier
- RFP opportunities are sent to known suppliers who provide the goods or services, Suppliers suggested by the department and posted on the Texas Comptroller of Public Accounts Electronic State Business Daily (ESBD) website so that any supplier may submit a response.
- Draft terms and conditions that will govern a resulting contract may be included within the RFP. Proposers can note exceptions to certain terms and conditions; however, UT Dallas is under no obligation to accept proposed exceptions and may disqualify a proposer for not accepting posted terms.
- If UTD's terms and conditions are not included with the RFP, UT Dallas will accept proposed terms and conditions from the proposers.

Procedure

1. The department submits a non-catalog requisition and a Request for Solicitation (RFS) form through eProcurement to Purchasing to initiate the RFP process.
 2. Establishment of an evaluation team:
 - a. The department identifies end-users and business experts to serve as evaluation team members. The composition of the evaluation team must be approved by the Director of Purchasing before the RFP is publicly posted.
 - b. Assigned Buyer collects Non-Disclosure / Conflict of Interest Statement agreements from all evaluation team members. Evaluation team members need to comply with UTS180 by completing any required disclosures in the Conflicts of Interest/Commitment Electronic Reporting System.
 - c. The evaluation team members work with Purchasing staff to develop a detailed scope of work (SOW) and a list of questions that will assist the evaluation team in the proposal scoring process.
 3. Assigned Buyer prepares an RFP document based upon the current approved OGC template, which includes:
 - a. background information regarding the purpose of the solicitation
 - b. a detailed scope of work
 - c. a list of questions for proposers to complete
 - d. an Execution of Offer
 - e. instructions on how to submit proposals
 - f. if a HUB Subcontracting Plan (HSP) is required, instructions as to how to complete and submit the HSP are included
 - g. a schedule which includes:
 - i. date of pre-proposal conference, if applicable
 - ii. date for submission of written questions from the proposers to the university
 - iii. proposal submission deadline
 - h. name, phone number, and email address of the Purchasing contact
 - i. terms and conditions
 4. Generally, an RFP is posted for a minimum of 21 days. Depending on the scope and urgency of the request this timeline may be adjusted.
 5. A pre-proposal conference may be required for RFPs involving complex purchases, such as complex professional services, flexible scope of work, purchase involving multiple departments, or revenue-generating contracts. Pre-proposal conferences are conducted by the Office of Purchasing and involve SMEs, Suppliers, Supplier Diversity staff, and Contracts Administration staff. The pre-proposal conference can take 1 to 3 weeks to complete based on participants' availability.
 6. All request for proposals with an expected value above \$100,000 will be reviewed by the Office of Supplier Diversity to determine if a historically underutilized business (HUB) subcontracting plan (HSP) is required.
 7. If a HSP is required, all Supplier submissions will be reviewed by the Office of Supplier Diversity to determine if the HSP requirements are met before the review of qualifications begins. If the HSP requirements are not fully met, the proposal will be disqualified and removed from the review process. The Supplier Diversity Team may allow a "cure" for incomplete HSP submission. The HSP review can take 1 to 5 business days to complete.
 8. Assigned Buyer removes all pricing components from the proposal prior to distributing proposals to the evaluation team. Cost and pricing are scored by the assigned Buyer.
 9. Each member of the evaluation team individually reviews qualified proposals, scores them based upon the RFP criteria, and submits individual scores to the assigned Buyer via the Bonfire system.
 10. The Buyer completes scoring for cost / price and compiles the total score.
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11. The Buyer reviews the proposal scores with the evaluation team. Then the evaluation team makes a recommendation for award.
12. The Buyer reviews the scoring and recommendation for award with the Director of Purchasing, who will approve or decline the recommendation.
13. An award letter is sent to the successful proposer and is contingent upon successful negotiation of a contract. Regret letters are sent to the unsuccessful proposers.
14. The award results are publicly posted on the Texas Comptroller of Public Accounts Electronic State Business Daily (ESBD) website.
15. Assigned Buyer determines whether a purchase order or contract will be required and issues either a purchase order or initiates the contracting process.

Review Team Membership and Responsibilities

Technical Evaluation Team – Evaluate each Supplier’s ability to provide the requested good or service.

- 1-3 Subject Matter Experts (SME)
- 1 stakeholder
- 1 financial analyst as needed

Pricing Evaluation Team – Evaluate Supplier pricing and related terms and conditions.

- 1 buyer
- Director of Purchasing as needed
- 1 OCA rep as needed
- 1 financial analyst as needed

HUB Review Team – Evaluate Supplier HUB subcontracting plan and commitment to diversity metric.

- 1 HUB staff member

Evaluation Criteria

The review team will evaluate proposals based on the evaluation criteria below.

Evaluation Criteria	Weight	Responsible Party
<i>Administrative Review</i>		
HUB Suppliers or HUB Subcontracting Plan	Pass/Fail	HUB
Compliance with all RFP mandatory requirements	Pass/Fail	Purchasing
Contracts Terms	Pass/Fail	OCA / Purchasing
Commitment to Diversity	4%	HUB
Price	40%	Purchasing
	44%	
<i>Technical Review</i>		
SME Defined Criteria	30%	SME
Comprehensive proposal	10%	SME
Experience of company on similar projects	4%	SME
Supplier History with UTD	4%	SME

Proposed Implementation Timeline	4%	SME
Project Staff experience on similar projects	4%	SME
	56%	

Estimated Timeline (Not all steps may be necessary)

Steps (If Applicable)	Responsible Party	Business Days	
		Min	Max
RFS Review	Purchasing	1	5
Evaluation Team Setup	Purchasing / Department	1	5
SOW and RFP Questions Preparation	Purchasing / Evaluation Team	2	5
RFP Preparation	Purchasing	2	5
RFP Posting	Purchasing	15	30
Pre-proposal Conference	Purchasing / Department / OCA / HUB	0	15
Purchasing Review of Proposals	Purchasing	1	5
HUB Review of Proposals	HUB	0	5
Additional Reviews (FERPA, HIPPA, ISO, HR, legal, students)	Purchasing / Various	0	5
Proposals Evaluation and Scoring	Evaluation Team	1	10
Supplier Presentations	Purchasing / Evaluation Team	0	10
Award Recommendation	Purchasing / Evaluation Team	1	10
Best and Final Offer (BAFO)	Purchasing / Evaluation Team	0	10
Supplier Notification of Intent to Award	Purchasing	1	5
		25	125
		5 weeks	25 weeks

1.5.4 Request for Qualifications (RFQ)

Guidelines

A Request for Qualifications (RFQ) is a formal solicitation method used to solicit

Professional Services defined under Chapter 2254, Subchapter A, of the Texas Government Code. An RFQ is generally used for professional services wherein the respondents are evaluated based solely on their qualifications and skills. This solicitation method is more like an application process, where it is very clear what is expected from the vendor. Price is negotiated after the agency selects its preferred respondent based on how well the respondents met the published qualifications. Professional services procurements are usually advertised as either an RFQ or RFP.

Requests for Qualifications add time to the overall solicitation process, and is typically used:

- In connection with the professional employment or practice of a person who is licensed or registered as one of the following: a certified public accountant, an architect, a landscape architect, a land surveyor, a physician, including a surgeon, an optometrist, a professional engineer, a state certified or state licensed real estate appraiser, or a registered nurse;
- provided by a person lawfully engaged in interior design, regardless of whether the person is registered as an interior designer under Chapter 1053 of the Occupations Code.

- The award of a professional services contract is based on (1) demonstrated competence and qualifications to perform the services, and (2) a fair and reasonable price.

Procedure

1. The decision to use the Request for Qualifications process is generally made through discussions between the requesting department and purchasing.
2. Suppliers must respond to an RFQ by submitting their qualifications to perform specified work.
3. The submissions are reviewed to determine the qualified respondent(s) who are requested to prepare a proposal, including cost, to perform the specific work as may be embodied in an RFQ.
4. Price is not a factor until after the supplier is selected.

Note: Suppliers cannot be asked to provide pricing, nor can they offer pricing for consideration during the evaluation process.

5. Purchasing staff and the department develop a general scope of work (SOW) along with a set of questions that will be asked of the suppliers to determine their qualifications for the project.
6. The department identifies a team of end users / subject matter (SMEs) experts to review supplier submissions and score the responses.
7. The team develops a scoring methodology that will be used in the scoring process before the RFQ is issued.
8. Team members each sign a Non-Disclosure / Conflict of Interest statement. The designated Purchasing staff member provides the form.
9. The Request for Qualifications is posted for a minimum of two (2) weeks.
10. The evaluation team scores the responses and identifies the highest ranked supplier from whom price is requested and negotiated.

Review Team Membership and Responsibilities

Technical Evaluation Team – Evaluate each Supplier's ability to provide the requested good or service. The review team will evaluate proposals based on the evaluation criteria below.

- 1-3 Subject Matter Experts (SME)
- 1 stakeholder
- 1 financial analyst as needed

Purchasing Evaluation Team – Evaluate Supplier pricing and related terms and conditions.

- 1 buyer
- Director of Purchasing as needed

HUB Review Team – Evaluate Supplier HUB commitment to diversity metric.

- 1 HUB staff member

Evaluation Criteria

Evaluation Criteria	Weight	Responsible Party
Administrative Review		
HUB Suppliers or HUB Subcontracting Plan	Pass/Fail	HUB
Compliance with all RFP mandatory requirements	Pass/Fail	Purchasing
Contracts Terms	Pass/Fail	OCA / Purchasing
Commitment to Diversity	4%	HUB
	4%	
Technical Review		
SME Defined Criteria	40%	SME
Comprehensive proposal	20%	SME
Qualification and Experience of company on similar projects	21%	SME
Project Staff qualification and experience on similar projects	10%	SME
Supplier History with UTD	5%	SME
	56%	

Estimated Timeline (Not all steps may be necessary)

Steps (If Applicable)	Responsible Party	Business Days	
		Min	Max
RFS Review	Purchasing	1	5
Evaluation Team Setup	Purchasing / Department	1	5
SOW and RFQ Questions Preparation	Purchasing / Evaluation Team	2	5
RFQ Preparation	Purchasing	2	5
RFQ Posting	Purchasing	15	30
Pre-submittal Conference	Purchasing / Department / OCA / HUB	0	15
Purchasing Review of Responses	Purchasing	1	5
HUB Review of Proposals	HUB	0	5
Additional Reviews (FERPA, HIPPA, ISO, HR, legal, students)	Purchasing / Various	0	5
Submittal Evaluation and Scoring	Evaluation Team	1	10
Supplier Presentations	Purchasing / Evaluation Team	0	10
Award Recommendation	Purchasing / Evaluation Team	1	10
Price Negotiations with highest ranked supplier	Purchasing / Evaluation Team	0	10
Supplier Notification of Intent to Award	Purchasing	1	5
		25	125
		5 weeks	25 weeks

1.6 Use of Existing Contracts – Including Local & Approved Group Purchasing Organization (GPOs)

There is a variety of contracts available to departments for the purchase of goods or services. These contracts have already been competitively solicited and follow terms and conditions that are acceptable

to The University of Texas System Administration. A list of GPOs certified by UT System can be found at the UT System GPO Accreditation Program [webpage](#) or in the EProcurement Catalog.

Processing Guidelines

- **Departments must consult with Purchasing for any purchases above \$100K.**
- UT System, Premier, and DIR – only one quote required for up to \$2.5M.
- All other GPOs: A minimum of one quote or proposal (a good faith effort of two other quotes should be attempted) is required from suppliers for amounts between \$0 and \$500,000, 3 quotes or all for \$500K-\$1M, and 6 quotes or all for more than \$1M.
- If there are only two (2) suppliers in a category, obtain quotes/proposals from both.
- If only one (1) supplier has a contract, this must be documented in the Purchasing file, and the purchase can be made without further justification.
- UT System approval is required for amounts greater than \$2.5 million, where a letter is submitted to UT System for approval.

1.7 Exclusive Acquisition

Introduction

Most purchases at UT Dallas are made on a competitive basis. However, there may be times when competition does not exist, or it is the University's best interest to use a particular product or service. Since these purchases eliminate competition, UT Dallas requires that a justification be submitted with any purchase where only one (1) supplier is being considered for requests that exceed \$15,000. The justification does not require departments to defend the need for the product or service, but it is necessary to:

1. Identify the unique features of the product or service
2. Explain the need for the unique features of the product or service
3. Explain why other products or services are not acceptable

Types of Exclusive Acquisitions

There are four (4) categories of purchases that require exclusive acquisition justification.

1. Proprietary (as defined in *Texas Education Code* 51.9335(b) – Justification for a proprietary purchase is used when the goods or services are only available through a single source.
2. Best Value (as defined in *Texas Education Code* 51.9335(b) – Justification for a best value purchase is used when it is in the best interest of UT Dallas to use the goods or service, but there is more than one (1) source available.
3. Emergency Purchases – Justification for an emergency purchase occurs as the result of an unforeseen circumstance that requires immediate response to prevent financial or operational damage to UT Dallas. An emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, or property, or to avoid undue additional cost to UT Dallas.
4. Professional Services (as defined in *Texas Government Code* 2254.002) – Professional service providers are generally pre-qualified based upon a Request for Qualifications (RFQ). The contract award is based upon negotiations with the most qualified provider. When a professional service is required and no pre-qualification has been established, a contract award must be justified as an exclusive acquisition to establish that the selection meets best value criteria.

Professional service providers are normally licensed or certified and the scope of their services include:

- accounting
- architecture
- landscape architecture
- land surveying
- medicine
- optometry
- professional engineering
- real estate appraising
- professional nursing

A provider of professional services may not be selected based on competitive pricing, but rather on demonstrated competence and qualifications to perform the service and for a fair and reasonable price.

1.8 HUB Subcontracting Plan (HSP)

When the value of a purchase order or contract is expected to be \$100,000 or greater, the Office of Supplier Diversity will determine whether Suppliers will be required to complete a [Historically Underutilized Business \(HUB\) Subcontracting Plan](#). Suppliers are not required to be certified as a HUB, nor are they required to utilize HUB subcontractors.

HUB Subcontracting Plan submissions, when required, are part of the formal solicitation process. Failure to complete the HUB subcontracting plan completely and accurately will disqualify the Supplier and the proposal will not be considered.