

**UT System Administration Procurement Guidelines – (Bid, Quotes & Proposal Requirements for Goods & Services)**

Contract Value or PO Amount	Informal Bid	Formal Bid (ITB/RFP)	Certified GPO (Alliance/Vizient)	Other Certified GPOs (includes State Agencies that are certified GPOs)	Exclusive Acquisition Justification (EAJ)	BOR Approval Requirement	Reporting Requirements
<\$15,000	NA	NA	One (1)	One (1)	NA	NA	Transparency Report
\$15,000 - \$50,000	Three (3)	NA	One (1)	Three (3) <sup>1</sup>	One (1)	NA	Transparency Report
\$50,000 - \$1M	NA	ITB/RFP	One (1)	Three (3) <sup>1</sup>	One (1)	NA	Transparency Report LBB Report <sup>3</sup>
>\$1M	NA	ITB/RFP	Alliance - One (1)  Vizient – One (1) up to threshold below <sup>2</sup>  Vizient – Three (3) above the threshold below <sup>1,2</sup>	Three (3) <sup>1</sup>	One (1)	Yes <sup>2</sup>	Transparency Report LBB Report <sup>3</sup>

**<sup>1</sup> Quote/Proposal Notes**

- Goods/Services (\$15K-\$50K): Departments may obtain quotes/proposals
- Goods/Services (>\$50K): Purchasing obtains quotes/proposals (Departments provide specifications/Statements of Work)
- For GPO purchases, if only one (1) supplier exist in a category, document & proceed without further justification; otherwise, for purchases that are primarily services (SOW), obtain a minimum of three valid proposals (or two, if there are only two firms in the category) from contracted suppliers within a Certified GPO (Vizient/Alliance exemption)

**<sup>2</sup> Board of Regent Approval Notes**

- ITB / RFP / EAJ Threshold: \$1M
  - Submit to Board of Regents (Consent Agenda)
  - Exceptions identified in Regents’ Rule 10501, Section 2.2
- Certified GPO: \$1M
  - Submit to the Office of Business Affairs (OBA) at UT System
  - BOR approval dependent on OBA review
  - Alliance submits their contracts for review (\$3M)

**<sup>3</sup> LBB/GAA Reporting Notes**

**VALUE**

**Type**

Due date  
Reporting provision  
Documentation requirement

**>\$50,000**

**All Contract Types**

Within 30 days of  
GAA, Article IX §7.04, TGC §322.020  
Requires solicitation and contract documents\*

**>\$1 MILLION**

**Non-competitive/Sole Source**

Within 15 days of award  
GAA, Article IX §7.11  
Requires attestation letter, solicitation and contract documents

**>\$10 MILLION**

**All Contract Types**

Within 15 days of award  
GAA, Article IX §7.11  
Requires attestation letter, solicitation and contract documents

\*See TGC §322.020 (f) for exemptions