

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) ¹	One (1)	NA	Transparency Report
\$50,000 - \$1M	NA	ITB/RFP	One (1)	Three (3) ¹	One (1)	NA	Transparency Report LBB Report ³
>\$1M	NA	ITB/RFP	Alliance - One (1) Vizient – One (1) up to threshold below ² Vizient – Three (3) above the threshold below ^{1,2}	Three (3) ¹	One (1)	Yes ²	Transparency Report LBB Report ³

¹ Quote/Proposal Notes (Specific to Certified GPOs)

- If only one (1) supplier exists in a category, document & proceed without further justification
- Otherwise, 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)
- Goods/Services (\$15K-\$50K): Departments may obtain quotes/proposals
- Goods/Services (>\$50K): Purchasing obtains quotes/proposals (Departments provide specifications/Statements of Work)

² 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)

³ LBB/GAA Reporting Notes

VALUE

Type

Due date
Reporting provision
Documentation requirement

>\$50,000

All Contract Types

Within 30 days of award or amendment
GAA, Article IX §7.04
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