Departments Guide and Checklist for Informal Bids

Informal Bids – Purchase Value of $15,000 - $50,000

Processing Guidelines:
Informal bidding is used to procure goods or services when the expected value is from $15,000 up to $50,000. The following guidelines apply to informal bids:

- The bidding opportunity is not required to be publicly posted.
- Departments shall solicit a minimum of three quotes from vendors on the Comptrollers Centralized Masters Business List (CMBL), with at least two being Texas Certified HUB suppliers from the CMBL. (How to Search CMBL). You can add additional vendors not on the CMBL, if necessary.
- Suppliers may submit their quotes to departments via mail, email, or fax.
- The P&SS Office may solicit additional bids if it determines that there are University preferred vendors capable of providing the goods or service.
- For assistance in searching the CMBL, please contact the Hub Specialist at HUB@txstate.edu or 512.245.2521.

Procedure:
1. The department solicits bids from suppliers for the required goods or service. (See below for sample email verbiage)
2. The department prepares a requisition or TCM Contract Request (if the vendors bid includes terms and conditions), attach the solicitation documentation, as well as all quotes received, and a bid tab.
3. The P&SS Office will review the requisition and attachments. If additional bids are required, the P&SS Office will notify the department.
4. The P&SS Office has the right to make final decision based on best value determination.

*** Checklist for Departments to attach to requisition and/or contract request***
- PDF of email that shows invitation for bid showing all recipients.
- All responses received from Vendor
- Bid Tab

*** Sample Email Template: ***

Subject: Texas State University – Invitation for Bid – (Summary of Items Being Solicited) – Bid Due: (Insert Date)

Email Body: Texas State University is requesting bids for (list items or services being requested. If you have a scope of work, then attach it to the email). Please respond back to this email by (Insert Date and Time). If a response is not received by the deadline, it will not be accepted. Please contact the University with any questions or concerns.

NOTE: If you are sending the email from a department email account, please include your contact information.

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