

TXMAS FAQ

PURCHASERS:

1. Who is eligible to use TXMAS contracts?

Texas state agencies, Texas public universities, and members of the state of Texas Cooperative (CO-OP) Purchasing Program.

<http://esbd.cpa.state.tx.us/agaddress/addresslist.cfm>

<https://www.comptroller.texas.gov/purchasing/programs/co-op/>

2. How do eligible purchasing entities purchase items from TXMAS contracts?

All orders must be placed through TxSmartBuy (<http://www.txsmartbuy.com/>).

3. Where can I find a list of TXMAS contracts?

<http://www.txsmartbuy.com/contracts?filterBy=TXMAS>

4. How are contracted items purchased if not listed on TxSmartBuy?

The TXMAS contractor must update their TxSmartBuy catalog.

CONTRACTORS:

1. How do I get a TXMAS contract?

TXMAS contract qualifying criteria and Offer Packet documents are available at

<https://www.comptroller.texas.gov/purchasing/contracts/txmas/contract-documents.php>.

2. How do TXMAS contractors request contract changes, including price adjustments?

Send a detailed request with all supporting documentation (base contract amendment, updated official price sheet(s), updated TxSmartBuy catalog spreadsheet, etc.) to txmas@cpa.texas.gov.

3. How are “dealers” added to TXMAS contracts?

The awarded contract holder, accompanied by all the applicable required documents, must submit a request to the TXMAS Program.

<https://www.comptroller.texas.gov/purchasing/contracts/txmas/contract-documents.php>

4. How are contracted items purchased if not listed on TxSmartBuy?

The TXMAS contractor must update their TxSmartBuy catalog. The contractor shall request a copy of their catalog from the TXMAS program in order to make the necessary edits.

5. How can a “quote” item be added to TxSmartBuy?

The TXMAS program is removing generic quote line items from TxSmartBuy in exchange for more detailed ordering options. This effort increases visibility to purchased TXMAS contract items and brings all TXMAS purchases into compliance with state procurement laws.