

Section 2.4

Selecting a Procurement Method

If the requirements, specification(s) or Statement of Work (SOW) meet the criteria for:	Follow the procedure in:
Emergency purchase	<i>2.12 Emergency Purchases</i>
Internal repair	<i>2.10 Delegated Purchase Procedure and Strategic Sourcing Principles</i>
Proprietary purchase	<i>2.15 Proprietary Purchases</i>
Scheduled Managed Contract	<i>Section 2.8 Scheduled Managed Contracts</i>
Professional and consulting services	<i>Section 2.14 Professional and Consulting Services</i>
Telecommunications services	<i>Section 2.11 Purchase of Automated Information Systems/Telecommunications Commodities and Services Purchases</i>

Compare the requirements and specifications, or SOW, with the commodities and services.

IF THE COMMODITY OR SERVICE:	THEN
is available through a Council on Competitive Government (CCG) contract,	purchase it according to the instructions in the CCG contract <i>See Section 2.15.1 Council on Competitive Government Contracts (CCG)</i> for more information.
is available through TIBH Industries, Inc. meets the specification(s) and other requirements,	the state agency or university must purchase it from TIBH through TxSmartBuy for commodities and direct with TIBH for services. <i>See Section 2.5.1 the Texas Council on Purchasing from People with Disabilities</i> for more information.
is available through the Texas Correctional Industries (TCI) and meets the specification(s) and other requirements,	the state agency must purchase it from TCI through TxSmartBuy for commodities and direct with TCI for services <i>See Section 2.5.2 Texas Correctional Industries</i> for more information.
is qualified as Automated Information System (AIS) or IT	consider purchasing from Information and Communications Technology (ICT) cooperative contracts through DIR. Contact the Department of Information Resources for more information.
a TPASS TxSmartBuy Term Contract	Order through the TxSmartBuy on-line system <i>See Section 2.6 Term Contracts</i> for more information on TPASS Term Contracts .
a TPASS Managed Contract	Order directly from the contractor(s) by issuing an internal agency purchase order
is available through a Texas Multiple Award Schedules (TXMAS) contract	obtain a price quote from as many TXMAS contractors as are necessary to provide a best value determination. <i>See Section 2.8.1 Texas Multiple Award Schedule Contracts</i> for more information on TXMAS Contracts.

Additions to existing TxSmartBuy and Managed contracts: Provided there is already a contract identified above with a National Institute for Governmental Purchasing (NIGP) classification, it is possible to add a particular commodity or service to the identified contract. Request additions to existing contracts by notifying TPASS Purchasing Operations at open.market@cpa.texas.gov.

Best-value comparison: Compare the collected prices from the above options if available, and select the contract which provides the best value to the State of Texas. For example, if a TPASS Managed contract provides the best value, use the process outlined in *Section 2.8.1 Term Contracts* to purchase the specified item or service. Include the following statement on the Purchase Order: “Procurement methods were evaluated and best value is provided by *insert ‘TPASS Term Contract #,’ ‘TXMAS Contract#’*”.

Note: If you were unable to find the commodity or service from one of the contract options listed above in the following order, CCG, TIBH, TCI, DIR, TPASS Automated and Non-Automated Contracts, or TXMAS Contracts, use the following procedure:

Your agency has delegated authority for items in the following categories. Follow the instructions in *2.10 Delegated Purchase Procedure and Strategic Sourcing Principles*. [34 Texas Administrative Code 20.41](#)

- A commodity or service with an estimated purchase price of \$5,000 or less,
- Emergency purchases,
- Commodity purchases of goods, including goods for resale that do not exceed \$25,000,
- Purchases of services, including services for resale, the estimated cost of which does not exceed \$100,000,
- Purchases of perishable items,
- A direct publication,
- Fuel, oil or grease,
- A distributor purchase, or
- An internal repair

If the above categories do not apply to your specifications, requirements or SOW, follow the instructions in *Non-Delegated Purchases below*.