

**Texas Comptroller of Public Accounts
Statewide Procurement Division
TXMAS Offer Packet Checklist**

Revised_20161011

CONTRACTOR NAME	
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Please submit the TXMAS Offer Packet to txmas@cpa.texas.gov.

During the evaluation of the submitted TXMAS Offer Packet, additional information may be requested. *If the requested information is not received within 30 days of the request, the TXMAS Offer Packet will be declined and a new TXMAS Offer Packet must be submitted.*

DOCUMENTS REQUIRED	N/A	Included
TXMAS Terms and Conditions		<input type="checkbox"/>
Base Contract Dates – Please provide the following information and indicate the location within Packet or tab the page. <ul style="list-style-type: none"> • Expiration: _____ • Renewal options remaining (if applicable): _____ 		<input type="checkbox"/>
Base Contract Award Notice		<input type="checkbox"/>
Base Contract Solicitation		<input type="checkbox"/>
Base Contract Contractor Response		<input type="checkbox"/>
Base Contract Terms and Conditions		<input type="checkbox"/>
Base Contract Price List		<input type="checkbox"/>
TxSmartBuy (TSB) Catalog – TSB Catalog must directly match the list of goods and services displayed on the Base Contract website. – <u>Only</u> Exception: A catalog is not required on service-related contracts if the base contract website does <i>not</i> list the contract services. If the base contract website does list the contract services, then a catalog is required.		<input type="checkbox"/>
Delivery/Shipping – Fee included in contract pricing (if applicable). <ul style="list-style-type: none"> ▪ Miscellaneous: _____ 	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Installation – Fee included in contract pricing (if applicable).	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Price List Verified – TSB Catalog directly matches the Base Contract website Price List. – Website link: _____		<input type="checkbox"/>
Company sales for the last year. The sales report shall include date of sale(s), customer name, item(s)/service(s) sold, and total sales sold per item/service.		<input type="checkbox"/>
Texas HUB Certification (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Justification Form provided to a Texas state agency or local government entity. The form must be directly emailed to txmas@cpa.texas.gov by the potential purchasing entity. The form will not be accepted if it is received from the potential TXMAS contractor.		
TXMAS Offer Packet Checklist		<input type="checkbox"/>