

SFASU Purchasing & Inventory Department

www.sfasu.edu/purchasing/

Contact Information:

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Purchasing & Inventory Department
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Hours: 8:00am to 5:00pm M-F CST
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www.sfasu.edu/calendars

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Campus Map:
www.sfasu.edu/common/docs/sfasu_campus_map.pdf

Tax Exempt Status

Stephen F. Austin State University claims an exemption from taxes under Subtitle E, Chapter 151, Section 151.309 of the Tax Code, for purchases of tangible personal property as this property is being secured for the exclusive use of the State of Texas.

Purchase Order

An official purchase order contains an authorized purchase order number. Other than the procurement card, it is the only method for the purchase of goods obligating Stephen F. Austin State University.

Fraud and Ethics Statement

The University maintains policies regarding fraudulent or unethical conduct that establish examples of acceptable and unacceptable conduct as well as procedures and responsibilities for detecting, reporting and resolving instances of known or suspected fraudulent activity and prescribe a coordinated approach toward investigation and resolution of fraudulent activity. www.sfasu.edu/purchasing/fraud.asp

BEST VALUE PURCHASING

www.sfasu.edu/purchasing/

Stephen F. Austin State University purchases goods and services on a best value basis.

TIBH – Certain Purchases are mandated from Texas Industries for the Blind and Handicapped
www.purchaseplus.com

Contracts & Cooperatives – The University purchases through various state contracts and group purchasing cooperatives.

Procurement Cards – Departments have the ability to make limited purchases up to \$2,000 with a University issued Procurement Card.

No Bid Threshold – Purchases up to \$5,000 require no solicitation.

Competitive Sealed Bids or Competitive Sealed Proposals – Procurements over \$5,000 may be secured through a formal or informal solicitation process which must include a minimum number of solicitations of which 50% must be certified HUBs.

Construction – Contractor selections are made following the required process outlined in Education Code §51, Subchapter T.

HUB Subcontracting Opportunities – All solicitations \$100,000 or greater must include HUB Subcontracting Plan (HSP) requirements.
www.tbpc.state.tx.us/communities/procurement/prog/hub/hub-subcontracting-plan

HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM (HUB)

www.sfasu.edu/policies/historically_underut_bus.asp

Stephen F. Austin State University is committed to making a good faith effort to increase business with Historically Underutilized Businesses (HUBs) in contracts for construction, services, including professional and consultant services, and commodities contracts.

HUB ELIGIBILITY

www.tbpc.state.tx.us/hub/index.html

To be considered a Historically Underutilized Business (HUB), qualified vendors must be certified by the State of Texas Building and Procurement Commission. Vendors not currently certified should complete a HUB certification application, which can be provided by the SFA HUB Coordinator or down-loaded from the Texas Building and Procurement Commission (TBPC) web site. For more information, please see www.tbpc.state.tx.us/communities/procurement/prog/hub/brochure.pdf

A "Historically Underutilized Business" is an entity with its principal place of business in Texas, and is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman who reside in Texas and have a proportionate interest and demonstrate active participation in the control, operations and management of the entity's affairs.
www.tbpc.state.tx.us/communities/procurement/prog/hub

Texas Government Code Chapter 2161
<http://tlo2.tlc.state.tx.us/statutes/statutes.html>

Texas Administrative Code, Title 1, Part 5, Chapter 111, Subchapter B.
[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.viewtac](http://info.sos.state.tx.us/pls/pub/readtac$ext.viewtac)

SFASU VENDOR FAIR

www.sfasu.edu/purchasing/vendorfair

The SFA Purchasing Department co-hosts a vendor fair on the SFA campus every 18 months at which vendors across the state are invited to participate. The University campus, other Texas state agencies, Independent School District's, and city and county governments are invited to attend. Contact the Purchasing Office for more information or to register for the next vendor fair.

SFASU PURCHASING RESOURCES

www.sfasu.edu/purchasing/vendor/index.asp

All competitive solicitations are posted to the Purchasing Department web site.

www.sfasu.edu/purchasing/vendor/procurement.asp

All competitive solicitations exceeding \$25,000 are posted to the Electronic State Business daily.

<http://esbd.tbpc.state.tx.us>

The University participates in the Texas Universities HUB Coordinators Alliance, North/Northeast Chapter. www.tuhca.org

Purchasing Department buyers utilize the on-line CMBL/HUB directory provided by the Texas Building & Procurement Commission when selecting potential suppliers. www.tbpc.state.tx.us/communities/procurement/prog/cmb/

Texas Department of Information Resources.

www.dir.state.tx.us

Disclaimer

Every effort has been made to insure that this brochure is accurate and in accordance with the statutes enacted by the State of Texas Texas Government Code Chapter 2161

<http://tlo2.tlc.state.tx.us/statutes/statutes.html> and

Texas Administrative Code, Title 1, Part 5, Chapter 111, Subchapter B.

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.viewtac](http://info.sos.state.tx.us/pls/pub/readtac$ext.viewtac) and administered by the Texas Building and Procurement Commission, TBPC. www.tbpc.state.tx.us

All vendors, including Historically Underutilized Businesses, receive full and equal opportunity to participate in contracting opportunities at Stephen F. Austin State University.

Stephen F. Austin State University is a Member in Good Standing of the National Association of Educational Procurement and subscribes to the Code of Ethics.



Purchasing professionals must have a highly developed sense of professional ethics to protect their own and their institution's reputation for fair dealing. To strengthen ethical awareness, and to provide guidelines for its members, NAEP has long promoted a code of ethics.

- 1. Give first consideration to the objectives and policies of my institution.*
- 2. Strive to obtain the maximum value for each dollar of expenditure.*
- 3. Decline personal gifts or gratuities.*
- 4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.*
- 5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.*
- 6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.*
- 7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.*
- 8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.*
- 9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.*
- 10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.*
- 11. Foster fair, ethical and legal trade practices.*
- 12. Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.*

Members are also encouraged to participate in continuing open discussions of ethical principles with their colleagues and with others.

Stephen F. Austin State University

A GUIDE TO DOING BUSINESS WITH SFASU

www.sfasu.edu



VENDOR INFORMATION BROCHURE

www.sfasu.edu/purchasing/docs/Vendor_Info_Brochure.pdf

(REVISED APRIL 2007)