SFASU Procurement Guidelines – (Bid, Quotes & Proposal Requirements for Goods & Services)

Contract Value or PO Amount	Informal Bid	Formal Bid (ITB/RFP)	Certified GPO (Alliance/Vizient)	Other Certified GPOs (includes State Agencies that are certified GPOs)	Exclusive Acquisition Justification (EAJ)	BOR Approval Requirement	Reporting Requirements
<$25,000	NA	NA	One (1)	One (1)	NA	NA	Transparency Report
$25,000 - $100,000	Three (3)	NA	One (1)	Three (3)[1]	One (1)	NA	Transparency Report
$100,000 - $1M	NA	ITB/RFP	One (1)	Three (3)[1]	One (1)	NA	Transparency Report LBB Report [3]
>$1M	NA	ITB/RFP	Alliance - One (1) Vizient – One (1) up to threshold below [2] Vizient – Three (3) above the threshold below [1,2]	Three (3)[1]	One (1)	Yes [2]	Transparency Report LBB Report [3]

[1] Quote/Proposal Notes

- Goods/Services ($25K-$100K): Departments may obtain quotes/proposals
- Goods/Services (>$100K): Purchasing obtains quotes/proposals (Departments provide specifications/Statements of Work)
- For GPO purchases, if only one (1) supplier exist in a category, document & proceed without further justification; otherwise, for purchases that are primarily services (SOW), obtain a minimum of three valid proposals (or two, if there are only two firms in the category) from contracted suppliers within a Certified GPO (Vizient/Alliance exemption)

[2] Board of Regent Approval Notes

- ITB / RFP / EAJ Threshold: $2.5M
  - Submit to Board of Regents (Consent Agenda)
  - Exceptions identified in Regents' Rule 10501, Section 2.2
- Certified GPO: $2.5M
  - Submit to the Office of Business Affairs (OBA) at UT System
  - BOR approval dependent on OBA review
  - Alliance submits their contracts for review ($3M)

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[3] LBB/GAA Reporting Notes

VALUE	**>$50,000**	**>$1 MILLION**	**>$10 MILLION**
Type	**All Contract Types**	**Non-competitive/Sole Source**	**All Contract Types**
Due date	Within 30 days of	Within 15 days of award	Within 15 days of award
Reporting provision	GAA, Article IX §7.04, TGC §322.020	GAA, Article IX §7.11	GAA, Article IX §7.11
Documentation requirement	Requires solicitation and contract documents*	Requires attestation letter, solicitation and contract documents	Requires attestation letter, solicitation and contract documents

*See TGC §322.020 (f) for exemptions

Rev. 11/1/2026