



The rising STAR of Texas

Departments Guide and Checklist for Informal Bids

Informal Bids – Purchase Value of \$15,000 - \$50,000

Processing Guidelines:

Informal bidding is used to procure goods or services when the expected value is from \$15,000 up to \$50,000. The following guidelines apply to informal bids:

- The bidding opportunity is not required to be publicly posted.
- Departments shall solicit a minimum of three quotes from vendors on the Comptrollers [Centralized Masters Business List \(CMBL\)](#), with at least two being Texas Certified HUB suppliers from the [CMBL](#). ([How to Search CMBL](#)). You can add additional vendors not on the CMBL, if necessary.
- Suppliers may submit their quotes to departments via mail, email, or fax.
- The P&SS Office may solicit additional bids if it determines that there are University preferred vendors capable of providing the goods or service.
- For assistance in searching the CMBL, please contact the Hub Specialist at HUB@txstate.edu or 512.245.2521.

Procedure:

1. The department solicits bids from suppliers for the required goods or service. (See below for sample email verbiage)
2. The department prepares a requisition or TCM Contract Request (if the vendors bid includes terms and conditions), attach the solicitation documentation, as well as all quotes received, and a bid tab.
3. The P&SS Office will review the requisition and attachments. If additional bids are required, the P&SS Office will notify the department.
4. The P&SS Office has the right to make final decision based on best value determination.

*** Checklist for Departments to attach to requisition and/or contract request***

- PDF of email that shows invitation for bid showing all recipients.
- All responses received from Vendor
- [Bid Tab](#)

*** Sample Email Template: ***

Subject: Texas State University – Invitation for Bid – (Summary of Items Being Solicited) – Bid Due: (Insert Date)

Email Body: Texas State University is requesting bids for (list items or services being requested. If you have a scope of work, then attach it to the email). Please respond back to this email by (Insert Date and Time). If a response is not received by the deadline, it will not be accepted. Please contact the University with any questions or concerns.

NOTE: If you are sending the email from a department email account, please include your contact information.