

TXST Required Forms per Procurement

Contract/PO Amount	Vendor Setup in PaymentWorks/SAP	Informal Bid Template	Proprietary Justification Form	HUB Determination Form (HDF)	FS-01 - Risk Assessment Worksheet	FS-02 – Enhanced Contract Monitoring	1295 Form <i>(Processed by P&SS office)</i>	FS-07 – Contract Close-Out Form	SB20 Documents <i>(attached in requisition)</i>	Legislative Budget Board (LBB) <i>(attached in requisition)</i>
<\$15,000	✓								✓	
\$15,000 - \$50,000	✓	✓	✓						✓	
\$50,000 or greater	✓		✓						✓	✓
\$90,000 or greater	✓		✓	✓					✓	✓
\$250,000 to \$499,999	✓		✓	✓				✓	✓	✓
\$500,000 to \$999,999	✓		✓	✓	✓			✓	✓	✓
\$1,000,000 or greater	✓		✓	✓	✓	✓	✓	✓	✓	✓

How do I determine if the procurement needs a Requisitions vs Contract in TCM?

Requisitions

-No terms and conditions (T&C's) on quote/bid from Vendor

-Under \$15K, or *Informal Bid*, or *Proprietary* ([Proprietary Justification Form](#))

- Departments only have signature authority to sign quotes/bids under \$15,000, with ***no terms and conditions***.

Contracts - TCM Form Request Instructions: [How to Create and Submit a Contract Request](#)

-Agreement or Contract (whether vendor or TXST document) required to be in TCM

- If departments are using their own Agreement/Contract template, it is required to be reviewed/approved by P&SS

-Quote or Bid with terms and conditions

Additional documents needed, but not based on threshold.

-FS-03 [Contracted Services Payment Voucher - \(Form Instructions\)](#)

- Accounts Payable ***requires an invoice*** to issue payment against a PO/e-NPO. This form is used in lieu of vendor invoice.

-FS-06 [Independent Contractor Determination Form](#) – **When is this form required?**

- If vendor is listed as an ***Individual*** or ***Doing Business As (DBA)***, this form is required.
 - Vendor is filed with the ***IRS*** using their ***social security number***
- If vendor is listed with ***Inc, LLC, etc.***, they are registered with a Federal Tax Identification number, this form is ***not*** required.

Attachment Z – What is it and when is it required. (Link to request form is here [P&SS Contract Forms](#))

- **Attachment Z** is required when using a vendor's Contract/Agreement/Quote/Bid that ***contains terms and conditions***.
 - The majority of the terms and conditions covered in the Attachment Z are required by the Texas Legislature. ANY and ALL changes to this documents ***MUST*** be made using the “Track Changes” feature on the Microsoft Word version.