

## General Procurement Thresholds

These thresholds apply to all purchases to include Professional Services (Accounting, Architecture, Landscape, Land Survey, Medicine, Optometry, Engineering, Real Estate Appraising, and Professional Nursing) and Construction. Please see specially listed items that have specified thresholds, which are detailed in the next section.

While quotes are not required for Spot Purchases, Departments are encouraged to seek quotes from HUB vendors.

Procurement Vehicle	Procurement Type	Funding Source	Dollar Range	PO Business Unit	Purchase Requisition and Purchase Order Required	Quotes Required
Purchase Order (i.e., no terms and conditions)	Spot Purchase	State	\$0 – \$14,999.99	N/A	No	No
		Local	\$0 – \$14,999.99	N/A	No	No
		Federal	\$0 – \$9,999.99	N/A	No	No
	Informal Solicitation	State	\$15,000 – \$25,000	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Local	\$15,000 – \$25,000	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Federal	\$10,000 – \$249,999.99	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
	Formal Solicitation (RFP, RFQ, RFO, ITB)	State	\$25,000 +	00730, 00783	Yes	Formal offers will be solicited
		Local	\$25,000 +	00730, 00783	Yes	Formal offers will be solicited
		Federal	\$250,000 +	00730, 00783	Yes	Formal offers will be solicited
Contract	Spot Purchase	State	\$0 – \$14,999.99	CN730, CN783	Yes (regulatory requirement)	No
		Local	\$0 – \$14,999.99	N/A	No	No
		Federal	\$0 – \$9,999.99	N/A	No	No
	Informal Solicitation	State	\$15,000 – \$25,000	CN730, CN783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Local	\$15,000 – \$25,000	CN730, CN783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Federal	\$10,000 – \$249,999.99	CN730, CN783	Yes	3 Quotes, 2 must be from a HUB Vendor
	Formal Solicitation (RFP, RFQ, RFO, ITB)	State	\$25,000 +	CN730, CN783	Yes	Formal offers will be solicited
		Local	\$25,000 +	CN730, CN783	Yes	Formal offers will be solicited
		Federal	\$250,000 +	CN730, CN783	Yes	Formal offers will be solicited

## Procurement Thresholds for Specific Items

WorkQuest  
 Environmental Health and Safety Hazardous/Regulated Materials  
 Leased Items  
 TXMAS Cooperatives  
 Dell (via HiEd)  
 HP (via reseller)  
 Subrecipient Agreements And Sponsored Project Contractual Agreements

## WorkQuest (formerly TIBH - Texas Industries for the Blind or Handicapped)

Procurement Vehicle	Procurement Type	Funding Source	Dollar Range	PO Business Unit	Purchase Requisition and Purchase Order Required	Quotes Required
Purchase Order (i.e., no terms and conditions)	Spot Purchase	State	\$0 – \$14,999.99	00730, 00783	Yes (regulatory requirement)	No
		Local	\$0 – \$14,999.99	N/A	No	No
		Federal	\$0 – \$9,999.99	N/A	No	No
	Informal Solicitation	State	\$15,000 – \$25,000	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Local	\$15,000 – \$25,000	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Federal	\$10,000 – \$249,999.99	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
	Formal Solicitation (RFP, RFQ, RFO, ITB)	State	\$25,000 +	00730, 00783	Yes	Formal offers will be solicited
		Local	\$25,000 +	00730, 00783	Yes	Formal offers will be solicited
		Federal	\$250,000 +	00730, 00783	Yes	Formal offers will be solicited
Contract	Spot Purchase	State	\$0 – \$14,999.99	CN730, CN783	Yes (regulatory requirement)	No
		Local	\$0 – \$14,999.99	N/A	No	No
		Federal	\$0 – \$9,999.99	N/A	No	No
	Informal Solicitation	State	\$15,000 – \$25,000	CN730, CN783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Local	\$15,000 – \$25,000	CN730, CN783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Federal	\$10,000 – \$249,999.99	CN730, CN783	Yes	3 Quotes, 2 must be from a HUB Vendor
	Formal Solicitation (RFP, RFQ, RFO, ITB)	State	\$25,000 +	CN730, CN783	Yes	Formal offers will be solicited
		Local	\$25,000 +	CN730, CN783	Yes	Formal offers will be solicited
		Federal	250,000 +	CN730, CN783	Yes	Formal offers will be solicited

Environmental Health and Safety Hazardous/Regulated Materials						
Procurement Vehicle	Procurement Type	Funding Source	Dollar Range	PO Business Unit	Purchase Requisition and Purchase Order Required	Quotes Required
Purchase Order (i.e., no terms and conditions)	Spot Purchase	State	\$0 – \$14,999.99	00730, 00783	Yes	No
		Local	\$0 – \$14,999.99	00730, 00783	Yes	No
		Federal	\$0 – \$9,999.99	00730, 00783	Yes	No
	Informal Solicitation	State	\$15,000 – \$25,000	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Local	\$15,000 – \$25,000	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Federal	\$10,000 – \$249,999.99	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
	Formal Solicitation (RFP, RFQ, RFO, ITB)	State	\$25,000 +	00730, 00783	Yes	Formal offers will be solicited
		Local	\$25,000 +	00730, 00783	Yes	Formal offers will be solicited
		Federal	\$250,000 +	00730, 00783	Yes	Formal offers will be solicited

Leased Items						
Procurement Vehicle	Procurement Type	Funding Source	Dollar Range	PO Business Unit	Purchase Requisition and Purchase Order Required	Quotes Required
Purchase Order (machines and equipment that do not require an operator)	Spot Purchase	State	\$0 – \$14,999.99	00730, 00783	Yes	No
		Local	\$0 – \$14,999.99	00730, 00783	Yes	No
		Federal	\$0 – \$9,999.99	00730, 00783	Yes	No
	Informal Solicitation	State	\$15,000 – \$25,000	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Local	\$15,000 – \$25,000	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Federal	\$10,000 – \$249,999.99	00730, 00783	Yes	3 Quotes, 2 must be from a HUB Vendor
	Formal Solicitation (RFP, RFQ, RFO, ITB)	State	\$25,000 +	00730, 00783	Yes	Formal offers will be solicited
		Local	\$25,000 +	00730, 00783	Yes	Formal offers will be solicited
		Federal	\$250,000 +	00730, 00783	Yes	Formal offers will be solicited
Contract	Spot Purchase	State	\$0 – \$14,999.99	CN730, CN783	Yes	No
		Local	\$0 – \$14,999.99	CN730, CN783	Yes	No
		Federal	\$0 – \$9,999.99	CN730, CN783	Yes	No
	Informal Solicitation	State	\$15,000 – \$25,000	CN730, CN783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Local	\$15,000 – \$25,000	CN730, CN783	Yes	3 Quotes, 2 must be from a HUB Vendor
		Federal	\$10,000 – \$249,999.99	CN730, CN783	Yes	3 Quotes, 2 must be from a HUB Vendor
	Formal Solicitation (RFP, RFQ, RFO, ITB)	State	\$25,000 +	CN730, CN783	Yes	Formal offers will be solicited
		Local	\$25,000 +	CN730, CN783	Yes	Formal offers will be solicited
		Federal	\$250,000 +	CN730, CN783	Yes	Formal offers will be solicited

TXMAS Cooperative						
Procurement Vehicle	Procurement Type	Funding Source	Dollar Range	PO Business Unit	Purchase Requisition/Purchase Order Required	Quotes Required
Purchase Order	Any	Any	Any	00730, 00783	Yes	No, Cooperative Agreement

Dell, Via HiED						
Procurement Vehicle	Procurement Type	Funding Source	Dollar Range	PO Business Unit	Purchase Requisition/Purchase Order Required	Quotes Required
Purchase Order (i.e., no terms and conditions)	Spot Purchase	All	\$0 - \$500	N/A	No	No
	Informal Solicitation	All	\$500.01 +	00730, 00783	Yes	No

HP, via Reseller						
Procurement Vehicle	Procurement Type	Funding Source	Dollar Range	PO Business Unit	Purchase Requisition/Purchase Order Required	Quotes Required
Purchase Order (i.e., no terms and conditions)	Spot Purchase	All	\$0 - \$500	N/A	No	No
	Informal Solicitation	All	\$500.01 +	00730, 00783	Yes	No

Subrecipient Agreements And Sponsored Project Contractual Agreements						
Procurement Vehicle	Procurement Type	Funding Source	Dollar Range	PO Business Unit	Purchase Requisition/Purchase Order Required	Quotes Required
Contractor Purchase Order	Any	Any	Any	RC730	Yes	As determined by Division of Research