HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

It is the policy of the Texas Tech University System to promote full and equal opportunity for all businesses to provide materials, supplies, equipment, and services needed to support the mission of the University. Texas Tech University’s HUB Program seeks to identify HUB’s and provide assistance to vendors on how to participate in the competitive procurement process for goods and services needed by the University with the objective of increasing business opportunities and to stimulate economic growth. The Procurement Services Department assures that qualified, certified HUB vendors are considered and utilized in the procurement of goods and services.

FEDERAL SMALL & DISADVANTAGED BUSINESS PROGRAM

As a recipient of Federal funds, the University is required to make good faith effort to increase business opportunities to vendors who are classified as small and disadvantaged businesses by the Federal government and report our annual spend with these vendors. To register as a qualifying business, please see the vendor registration section.

TAX STATUS

Texas Tech University claims an exemption from taxes under Section 151.309 or Section 151.310 of the Vernon’s Tax Code, for purchases of tangible personal property, as this property is being secured for the exclusive use of the State of Texas. An exemption certificate will be furnished upon request by contacting techbuy.purchasing@ttu.edu or calling 806-742-3844.

INVOICES

Invoices for payment should be sent to the Payment Services office at Texas Tech University, Box 41094, Lubbock, Texas 79409 or emailed to accounts.payable@ttu.edu. All invoices must reference the purchase order numbers or will be returned for correction.

Additional vendor information is available at: http://www.depts.ttu.edu/procurement/purchasingContracting/purchasingInfo/documents/VENDOR%20INFORMATION.pdf
INTRODUCTION

This handout is designed to provide vendors with helpful information relative to Texas Tech University Procurement Services processes. Procurement Services consists of Purchasing and Contracting, Payment Services, Vendor Services, HUB program, Pcard, Property Surplus, and Travel Services.

LOCATION

Procurement Services is located in Texas Tech University’s Drane Hall, Room 347. Our mailing address is Box 41094 Lubbock, TX 79409 and our main telephone number is (806) 742-3844. Fax number is (806) 742-3820.

VISITING HOURS

Normal Procurement Services business hours are from 9:00 am to Noon and 1:00 pm to 4:00 pm. Vendors must make an appointment before visiting and limit your sales calls to fifteen minutes.

RESPONSIBILITY

The Procurement Services Office is responsible for the procurement and payment of all supplies, materials, equipment, and services and for Texas Tech University and TTU System. In addition, the office oversees pcard and travel programs, has oversight of the Historically Underutilized Business program, and disposes of surplus property for the University. The University assumes no liability for payment of obligations except those incurred in accordance with current purchasing regulations.

POLICY

Procurement Service’s policies are based on, and governed by, the Rules and Regulations of the Board of Regents of Texas Tech University, the state of Texas & University purchasing policy. At all times, a purchase order or pcard is required prior to any vendor fulfilling any obligation. Failure to require a purchase order or pcard may result in payments not being made to you!

PURCHASE ORDER PROCESS

TECH BUY

Texas Tech uses the SciQuest procurement program, referred to as “TechBuy” for all purchases. Orders can be customized to be sent xml, email, or fax. Please email techbuy.purchasing@ttu.edu to confirm/change your distribution method (for existing vendors).

TECHBID

When procurement is required, the University uses a program referred to as "TechBid." It is recommended that each vendor register for this program. You will be notified of any procurement opportunity relating to the commodity types that you associate with your company. Register at techbid.ttu.edu. The University will be implementing a new bid system in the summer of 2012. Information will be distributed to existing, registered vendors.

BID REQUIREMENTS

No bids/quotes are required for purchases less than $5,000. Informal bids (quotes) are required for purchases between $5,000 and $24,999. Any purchase greater than $25,000 will require a formal bid/RFP through the TechBid system. The dollar amounts herein are for both one time and cumulative purchases over the course of a fiscal year (Sept 1-August 31). Any vendor on contract with the University has already satisfied the bid requirements or the requirements of Texas Education Code 51. This includes any cooperative purchasing group (E&I, BuyBoard, Tips, Taps, Provista, US Communities, HGAC, TCPN, WSCA, First choice, PACE, NJPA, Region 19, Region 5, and UT Alliance) or any state or federal contract. The Purchasing and Contracting office will also conduct RFP’s for goods or services used frequently by the University community (ex. printing, promotional items, bottled water, etc.).

SOURCE SELECTION

Texas Tech University utilizes the TechBid system as a master bid list. It is recommended when vendors register in the system they register for as many commodities as possible (that apply). When a bid is created, an electronic notification is distributed for all vendors associated with that commodity.

VENDOR REGISTRATION

All vendors are required to prepare the Vendor Registration form before any purchase order or payment will be processed. The signed form can be scanned and emailed to vendor.services@ttu.edu. http://www.depts.ttu.edu/afism/AFISMFomRepository/ProcurementDept/Vendors/new%20vendor%20setup.pdf.

INDEPENDENT CONTRACTOR QUESTIONNAIRE

For any vendor classified as a sole proprietor performing any type of service, the University requires a completely prepared and signed Independent Contractor Questionnaire (ICQ) for each service transaction. The form is available for download at http://www.depts.ttu.edu/opmanual/OP623.77A.pdf.

FEDERAL CERTIFICATIONS

The University also encourages vendors with Federal classifications to verify their status with the University Procurement Services Area. As a recipient of federal funds, the University has contract goals for small and disadvantaged businesses that must be met each year.

PAYMENTS

To expedite payments, the University encourages all vendors to register for direct deposit services. This results in expedited payments and reduces the costs for the University and State (including taxpayers like you!). For new vendors, the enrollment is included on the Vendor Registration form. For existing vendors, the form is located at: http://www.depts.ttu.edu/afism/AFISMFomRepository/ProcurementDept/Vendors/direct%20deposit%20existing%20vendor05242012.pdf.

This form can be sent to vendor.services@ttu.edu.

The University makes payments from a variety of fund types. These include Institutional funds, grants, gifts/donations, State, and Federal. Any payment of State of Texas funds will come directly from the State treasury. The payment rules for these funds may differ from other funds and may result in payments made at different cycles. Vendors could also receive multiple checks because of this. This is an additional reason that the direct deposit system is encouraged.