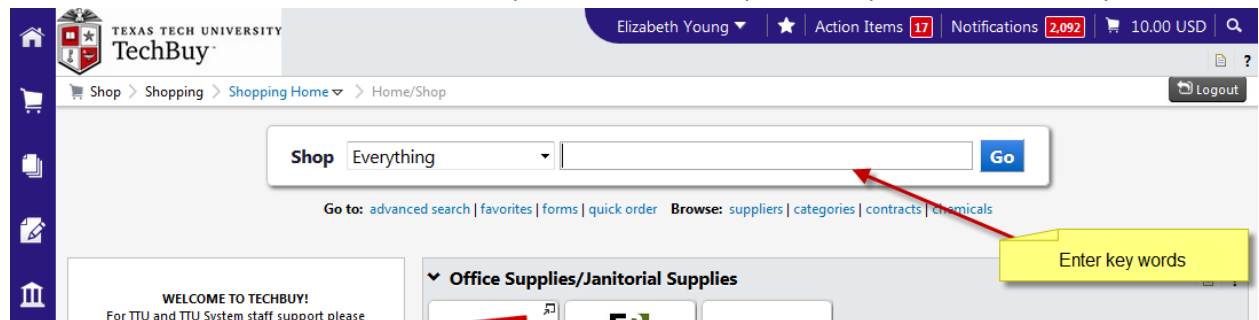## How to find contract pricing

1. Shop around on TechBuy. You can access various pricing agreements as punch-outs and hosted catalogs. Punchout vendors include: Staples, Empire Paper, Fisher, VWR, Dell, Airgas, Praxair,CDWG, Abacus, B&H Audio Visual, SHI, Apple Computers, Grainger, Fastenal, MSC, Home Depot, Supplyworks, Steelcase Furniture,IDT, Promega, Invitrogen, Perkin Elmer, Sigma-Aldrich, and Complete Book.

    Hosted catalogs include ATCC, Bio-Rad, Cell Signaling, Cambridge Isotopes, Chemglass, Clontech, Cole-Parmer, EMD, GE Healthcare, New England Biolabs, Qiagen, Roche, Santa Cruz, , Agilent, and Beckman Coulter. You can search for products at the shop at the top feature in TechBuy.

    We also have some additional negotiated contracts where you can search for products (ex. Benchmark- search for keyword "copier" or Aqua One – search for keyword "water"). There will be more information coming on negotiated contracts.

2. Use a cooperative contract vendor. By Texas law, we are allowed to join purchasing cooperative groups. These groups conduct bids and RFP's on behalf of TTU and the other cooperative members and award contracts. There is a list of the cooperative groups on the Purchasing website: http://www.depts.ttu.edu/procurement/purchasingContracting/purchasingInfo/consortiumAgreements.asp. Make sure you look to the listing on the right side of the screen. Many of the cooperatives will allow you to browse the vendors. There is a link to each Cooperative site from the above link. Some cooperatives have restricted access. In that case, contact Purchasing and Contracting for assistance.

    There is also a spreadsheet on the purchasing website which details the contract agreements: http://www.depts.ttu.edu/procurement/purchasingContracting/purchasingInfo/documents/consortium_list.xls.

3. We can also utilize the State contracts. The following link is a link to the state contracts by commodity type: http://portal.cpa.state.tx.us/txmas/. You will not need a password for this site. It will provide you pricing as well. Click on the contract number to proceed to the catalog.

You can contact the vendor and request TXMAS/Texas SmartBuy Contract (provide the contract number) pricing. There is a vendor contact on each of these information pages.

4. TTU employees may also access the DIR contract (IT equipment and services) with State pricing there. The website is: http://www2.dir.state.tx.us/ict/contracts/Pages/ProductsServices.aspx

5. GSA Advantage online shopping service is the most widely used shopping site in government.

GSA Advantage is the Federal Government's premier on-line catalog, information, and ordering system which gives Federal customers the ability to quickly search, compare, and order those products and services which best meet their needs.

Select How to Buy Through GSA – Select Finding Products and Services. The web link is http://www.gsaelibrary.gsa.gov/ElibMain/scheduleList.do . You can select the commodity you are needing. Click the red source code on the left side. On the next page, select the red category code on the left side. On the next page, you will find a listing of all contracted vendors for that commodity. Click on the red vendor name to link to the contract page.

You will need permission from each vendor to use the GSA contract.   Some vendors will not extend Federal pricing to state agencies.

If you have any trouble with any contract pricing, please email techbuy.purchasing@ttu.edu