



TEXAS TECH UNIVERSITY™

Office of Procurement Services

INTRODUCTION

This handout is designed to provide vendors with helpful information relative to Texas Tech University's (TTU) Procurement Services processes. The Procurement Services department consists of Payment Strategies, Travel Services, Payment Card Services, Business Intelligence and Support Services, Contract Administration, Supplier Services, and Strategic Acquisition Services.

RESPONSIBILITY

The Procurement Services department is responsible for the procurement, contracting, and payment of all supplies, materials, equipment, and services ("Purchases") for TTU and the TTU System. In addition, Procurement Services oversees pcard and travel services, has oversight of the HUB and Small Business program. TTU assumes no liability for payment of goods or services except those acquired in accordance with current purchasing, contracting, and payment regulations and policies and in accordance with Texas law.

POLICY

Procurement Services' policies are based on, and governed by, the Rules and Regulations of the Board of Regents of Texas Tech University System and the state of Texas. At all times, a purchase order or pcard is required prior to a vendor fulfilling any obligation. Failure to require a purchase order or pcard may result in declined payment requests.

ETHICS

State of Texas law requires that state officers and employees may not have direct or indirect interests, including financial and other interests, engage in business transactions or professional activities, or incur any obligation of any nature that is in substantial conflict with the proper discharge of the officer's or employee's duties in the public interest. An officer or employee who exercises discretion in connection with contracts, purchases, payments, claims, and other pecuniary transactions commits an offense if he or she solicits, accepts, or agrees to accept any benefit from any person or entity that the employee or officer knows is interested in or is likely to become interested in any contract, purchase, payment, claim, or transaction involving a TTU officer or employee's discretion.

TECHBID

When a formal procurement process is required, TTU uses a program referred to as "TechBid." **It is recommended that each vendor register for this program.** Vendors will be notified of any procurement opportunity relating to the commodity type(s) they registered for. Vendors may register at <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=TexasTech>.

BID REQUIREMENTS

- No bids are required for purchases less than \$15,000.01
- Informal bids (quotes) are required for purchase between \$15,000.01 and \$50,000.
- Any purchase greater than \$50,000.01 will require a formal solicitation through the TechBid system.

The dollar amounts herein are for both one-time and cumulative purchases of the same goods or services over the course of a fiscal year (September 1-August 31). Any vendor that has participated in a RFP or bid and has been awarded, have satisfied the bid requirements. This includes any cooperative purchasing cooperative (E&I, BuyBoard, Tips, Provista, US Communities, HGAC, TCPN, WSCA, First Choice, PACE, NJPA, UT Alliance, and others) or any state (TxMas, DIR, TPASS) or federal (GSA) contract. The Procurement Services department will also conduct solicitations for purchases based on the demand of TTU departments (ex. printing, promotional items, bottled water, etc.) and execute open-ended discount contracts.

NOTE: FEDERAL FUNDS MAY HAVE DIFFERENT BIDDING REQUIREMENTS.

SOURCE SELECTION

TTU utilizes the TechBid system as a master vendor list. It is recommended when vendors register in TechBid they register for as many commodity types that apply. When a solicitation is created, an electronic notification is distributed to all vendors associated with that commodity type. TTU does not maintain vendor lists outside of the TechBid. TTU does supplement our TechBid distribution with HUB vendors from the Texas Comptroller's CMBL list.

VENDOR REGISTRATION

All vendors are required to prepare a 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.

INDEPENDENT CONTRACTOR QUESTIONNAIRE (ICQ)

An ICQ is required for any vendor who is an individual or taxed as an individual performing any type of service. The form is not required for corporations, partnerships, workshop participants, research participants, judges, and athletic game officials. The form is available for download: <http://www.depts.ttu.edu/opmanual/OP62.37A.pdf>.

FEDERAL CERTIFICATIONS

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

PAYMENTS

To expedite payments, TTU encourages all vendors to register for **ACH** (Direct Deposit, net 15 terms) or **SUA** (Credit Card, net 5 terms) payments. This results in expedited payments and reduces the costs for the vendor, TTU, and the State (including taxpayers like you!). For new vendors, the enrollment is included on the Vendor Registration form. For existing vendors, email vendor.services@ttu.edu for the registration form.

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

TTU makes payments from a variety of fund types. These include institutional, grants, gifts, donations, state, and federal funds. Any payment of state of Texas appropriated funds will come directly from the Texas treasury. The payment rules for these funds may differ from other funds and may result in payments made in different cycles. This is an additional reason that the ACH or SUA payment is encouraged.

INVOICES

Invoices for payment shall be sent to the Payment Strategies office by emailing payment.services@ttu.edu. All invoices must reference the purchase order number or the invoice

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**HISTORICALLY UNDERUTILIZED BUSINESS
(HUB) PROGRAM**

It is the policy of the Texas Tech University (TTU) to promote full and equal opportunity for all potential vendors to provide materials, supplies, equipment, and services (“Purchases”) needed to support the mission of TTU. TTU’s HUB Program seeks to identify HUB’s and provide assistance to vendors on how to participate in the competitive procurement process, with the objective of increasing business opportunities and to stimulate economic growth. The Procurement Services department assures that qualified, certified HUB vendors will be considered and are provided every opportunity to participate in the competitive procurement process for purchases.

**FEDERAL SMALL & DISADVANTAGED
BUSINESS PROGRAM**

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

TAX STATUS

TTU claims an exemption from sales taxes under Tax Code § 151.309 or § 151.310, for purchases of tangible personal property, as this property is being secured for business use of the State of Texas. An exemption certificate can be requested from the Texas Tech University department making the purchase.

PHYSICAL ADDRESS:**Texas Tech University****1901 University, 408 TTU Plaza | Lubbock, TX 79409****MAILING ADDRESS:****Procurement Services****Box 41094 | Lubbock, TX 79409 | 806-742-3844****VENDOR HOURS**

9:00am to noon and

1:00 pm to 4:00pm

Monday through Friday

*By appointment only***Additional vendor information is available at:****<http://www.depts.ttu.edu/procurement/>**