

LSCPA LSCO LIT Procurement Overview – Solicitation Method

The solicitation method is generally determined by the estimated *TOTAL* dollar value of the product or services being purchased.

Dollar Range		Solicitation Method
\$0	<\$15,000	<u>Open Market</u> : Competitive quotes are encouraged, but not required. A purchase order can be issued after a written quote is solicited from a single source. A good faith effort should be made to include quotes from a certified Texas HUB vendor.
≥\$15,000	<\$50,000	<u>Informal Bid*</u> : A minimum of three written quotes are required. A good faith effort must be made to include quotes from certified Texas HUB vendor. Award is generally based on cost & delivery. Non-competitive methods may also be used, if appropriate.
≥\$50,000	+	<u>Formal Bid*</u> : A competitive solicitation may be required. A good faith effort must be made to include quotes from certified Texas HUB vendor. Non-competitive methods may also be used, if appropriate.

*Note: The utilization of existing contracts that have been competitively awarded eliminates the need for bidding at the institution level.