

## TEXAS A&M AGRILIFE PURCHASING OFFICE STAFF

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### RESPONSIBILITY

The Texas A&M AgriLife Purchasing Office is responsible for the procurement of all supplies, materials, equipment, and services for purchases in excess of unit purchasing delegation. Unit purchasers only have the authority to issue purchase orders up to \$5,000.00.

### BIDDING THRESHOLDS

Institutions of Higher Education are allowed to establish their own bidding thresholds. For all biddable purchases, Texas A&M AgriLife requires a minimum of six bids, including four from HUBs.

No bids required - \$5000 or less  
Informal bids/offers required - \$5000.01 to \$25,000.00  
Formal written bids/offers - \$25,000.01 or more

### BID LIST

Texas A&M AgriLife Purchasing Office does not maintain a formal bid list. Although not required to utilize the TPASS CMBL, Texas A&M AgriLife continues to use the CMBL and the Certified Texas HUB List as our primary resources in identifying bidders. Additional bidders may be added at our discretion.

### BID OPPORTUNITIES

Vendors can view bid opportunities over \$25,000 on the Electronic State Business Daily under agency numbers 555, 556 and 557 at the following web address:  
<http://esbd.cpa.state.tx.us/>

### PURCHASING PROCESSES

Texas A&M AgriLife Purchasing Office utilizes the following purchasing methods:

**Statewide Contracts** – Available through TPASS and DIR. To receive an invitation for bid to fulfill State Contracts, vendors must be on the TPASS Centralized Master Bidders List (CMBL). TPASS has established several new contracts referred to as Texas Multiple Award Schedules (TXMAS). These contracts are based on federal General Services Administration (GSA) pricing and available to all state agencies.

**Cooperative Contracts** – Institutions of Higher Education have the option to utilize contracts executed by various purchasing cooperatives. No additional bidding is required to use these contracts, regardless of dollar amount.

**Request for Quote (RFQ)** – Texas A&M AgriLife solicits a minimum of six Catalogue Offers for evaluation. Although award is typically made based on lowest price, other things may be taken into account such as compatibility, delivery, service, availability, etc.

**Invitation for Bid (IFB)** – formal written bids used for items that exceed Unit delegation, or for which a formal written bid is advisable.

**Request for Information (RFI)** – used to solicit additional information about a proposed purchase prior to development of the IFB or RFP.

**Request for Proposal (RFP)** – used for complex purchases at the discretion of Texas A&M AgriLife Purchasing.

### BID OPENINGS

All bid openings are public and may be attended by anyone interested in the proceedings. Bid openings are held in the Texas A&M AgriLife Purchasing Office at the date and time indicated on the solicitation.



# Vendor Guide

Texas A&M AgriLife Extension Service and Texas A&M AgriLife Research, and Texas A&M Veterinary Medical Diagnostic Laboratory are members of The Texas A&M University System. All purchases made by Texas A&M AgriLife follow State Law, the Texas A&M University System Policies, and the Texas A&M AgriLife Purchasing Guidelines.

### TEXAS A&M AGRILIFE HUB OFFICE

Mailing Address:  
2147 TAMU

College Station, TX 77843-2147

Physical Location:

578 John Kimbrough Blvd.

College Station, TX 77843

979-845-4513, 979-458-1217 (fax)

<http://agrillifeas.tamu.edu/fiscal/hub/index.php>

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Vendors are encouraged to make appointments

## **TEXAS A&M AGRILIFE HUB PROGRAM**

HUB Program Director:

Dee Ann Schneider  
[Da-schneider@tamu.edu](mailto:Da-schneider@tamu.edu)

### **HUB POLICY**

It is the policy of the State of Texas, the Texas Procurement and Support Services (TPASS), Texas A&M University System (TAMUS), Texas A&M AgriLife Extension Service, Texas A&M AgriLife Research, and the individual units purchasing supplies, materials, equipment and services to encourage the use of historically underutilized businesses (HUBs) in our prime contracts, subcontracts and purchasing transactions. Texas A&M AgriLife initiatives and state law further dictate that the purchasing office assist our prime contractors and core suppliers to achieve these ends through race, ethnic and gender-neutral means. The goal is to promote full and equal business opportunity for all businesses in the Texas A&M AgriLife contracting and purchasing.

### **RESPONSIBILITY**

Texas A&M AgriLife HUB Office is responsible for encouraging equal access to the procurement process for Historically Underutilized Businesses (HUB) vendors. In addition, the HUB Office monitors compliance to applicable State Law, System Policy and Agency guidelines; identifies and encourages non-certified HUB vendors to become certified through TPASS; coordinates the agencies' Mentor-Protégé Program; conducts vendor outreach activities; analyzes and reports agency compliance; provides HUB training to agency personnel; and other HUB related activities.

### **CRITERIA FOR HUB CERTIFICATION**

1. Individuals who are economically disadvantaged and are U.S. Citizens with Texas residency are eligible for HUB certification provided they meet all other criteria: Asian Pacific Americans, Black Americans, Hispanic Americans, Native Americans or American Women.

2. The individual(s) who qualifies must also own at least 51% of the business.
3. The individual(s) who qualifies must be actively participating in the day-to-day operation of the business in a manner that is commensurate with their ownership interest.
4. The business must not exceed the graduation standards for their category of business.
5. The principal place of business must be located in the State of Texas.

There is no fee to be certified as a HUB. However, state agencies and Institutions of Higher Education search the CMBL by Commodity Code to identify vendors for solicitations. The TPASS Certified HUB Vendor List is not searchable by Commodity Code. HUBs are encouraged to register for the CMBL as well, so that they can be listed in the commodity codes that identify the goods or services their companies can provide.

### **TAMUS COOPERATIVE MENTOR- PROTÉGÉ PROGRAM**

It is the intent of the TAMUS Cooperative Mentor-Protégé Program to facilitate the creation of effective working relationships between leaders of mature established companies and emerging minority and women owned companies in order for the latter to benefit from the knowledge and experience of the established firms.

Participation in the TAMUS Cooperative Mentor-Protégé Program is strictly voluntary. Participation in the program is neither a guarantee for a contract opportunity, nor a promise of business. The program's intent is to foster positive long-term business relationships.

The TAMUS Cooperative Mentor-Protégé Program has three key component missions:

1. Increase the overall participation of HUBs in the State of Texas' subcontracting;
2. Foster long-term relationships between successful vendors/prime contractors and HUBs;

3. Increase the ability of historically underutilized businesses to contract with the state or to receive subcontracts under a state contract;

If you are interested in becoming involved in our Mentor-Protégé Program, please contact our office for additional information.

### **HELPFUL WEB-SITES**

Texas Marketplace (List of Bid Opportunities)  
<http://esbd.cpa.state.tx.us/>

Texas Procurement and Support Services  
<http://www.window.state.tx.us/procurement>

Centralized Master Bidders List  
<http://www.window.state.tx.us/procurement/prog/cmb/>

State of Texas HUB Program  
<http://www.window.state.tx.us/procurement/prog/hub/>

How to become HUB Certified  
<http://www.window.state.tx.us/procurement/prog/hub/hub-certification/>

Statewide list of HUB Coordinators  
<http://esbd.cpa.state.tx.us/agaddress/addresslist.cfm>