

Texas A&M AgriLife Extension Service Procedures

25.07.03.X0.01 | Acquisition of Goods and/or Services

Revised: October 8, 2019

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PROCEDURE SUMMARY

This procedure establishes the purchasing authority for Texas A&M AgriLife Extension Service (AgriLife Extension) purchasing and departmental/unit purchases as processed by purchasing staff and the department/unit personnel. It allows the purchasing department personnel and AgriLife Extension units to procure goods and/or services according to sound business practices and best value, and to comply with applicable state of Texas statutes relating to the Historically Underutilized Business (HUB) Program and purchasing from persons with disabilities.

This procedure is required to ensure all AgriLife Extension procurement transactions are processed according to the Texas A&M University System (System) Regulations, and applicable State and Federal laws.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

The responsibility for administering purchasing procedures for AgriLife Extension in accordance with System Regulations and State and Federal laws lies with the primary procurement officer (PPO) for AgriLife Procurement. The PPO shall establish Procurement's Standard Operating Procedures (SOPs) and Unit guidelines. AgriLife Procurement personnel will follow the internal office SOPs, which provide for the agency's procurement strategies, responsibilities, processes, and best practices. The AgriLife Procurement guidelines set forth the specific department/unit procedures and processes for procurement of goods and services. Department/Unit guidelines may be found on the [AgriLife Administrative Services Web site](#).

The PPO has the authority to delegate specific procurement authority to individuals(s) or departments for the acquisition of goods and/or services, and shall establish a maximum dollar limit for those individual(s) or departments to acquire goods and/or services. The PPO may withdraw delegated procurement authority in whole or in part.

The PPO will establish and maintain a list of the types of goods and services that are exempt from the established SOPs. The list may be found on the [AgriLife Administrative Services Web site](#).

In addition to and in conjunction with System Policy *07.01, Ethics*, agency employees who perform purchasing functions under the delegated authority granted by the PPO shall adhere to the same ethical standards established by the PPO and required of the PPO employees and shall avoid all conflicts of interest in their procurement activities.

2.0 DELEGATION AND DOLLAR THRESHOLDS

2.1 Dollar thresholds and delegation of authority to department/unit and department/unit staff as determined by the PPO are as follows:

- Department/Unit Purchases \$10,000 and less—no bids required
- Construction/renovations projects as processed by Construction Engineering \$10,000 and less—no bids required

- Other delegations as requested and approved by PPO.

2.2 Delegated purchasing authority and dollar thresholds as stated above do not apply for the following:

- Contracts for external consultants and professional services;
- Construction projects on property owned by Texas A&M University;
- Acquisition, lease, sale, transfer, disposal or any other transaction involving interest in real property;
- Purchase of insurance;
- Lease purchase or installment purchases;
- Revenue-producing contracts; or
- Employment contracts.

3.0 ACQUISITION (OR PROCUREMENT) OF GOODS AND/OR SERVICES

3.1 Best Value

The agency shall acquire goods and/or services through best value. In determining best value, the agency may consider the best value methods and factors as identified in Sections 51.9335 and 51.941 of the Education Code, as well as the system *Contract Management Handbook*.

3.2 The HUB Program and the Purchase of Products and Services from People with Disabilities

All acquired goods and/or services shall comply with Chapter 2161, Texas Government Code, and System Policy 25.06, *Participation by Historically Underutilized Business*, relating to making a good faith effort to procure goods and/or services with historically underutilized businesses, and Chapter 122, Human Resource Code, relating to the purchases of products and services from people with disabilities.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[Tex. Educ. Code § 51.9335 – Acquisition of Goods and Services](#)

[Tex. Educ. Code § 51.9337 – Purchasing Authority Conditional; Required Standards](#)

[Texas Government Code Chapter 2161—Historically Underutilized Businesses](#)

[Texas Human Resources Code §122.003—Texas Council on Purchasing from People with Disabilities](#)

Texas Workforce Commission's [Purchasing from People with Disabilities](#) Program

[System Policy 07.01, Ethics](#)

[System Policy 25.06, Participation by Historically Underutilized Business](#)

[System Policy 25.07, Contract Administration](#)

[System Regulation 25.07.03, Acquisition of Goods and/or Services](#)

[System Regulation 41.01.01, Real Property](#)

[System Policy 51.04, Delegations of Authority on Construction Projects](#)

[AgriLife Extension Procedure 25.07.01.X0.01, Delegation of Authority and Contract Administration](#)

DEFINITIONS

See System Regulation 25.07.03, [Acquisition of Goods and/or Services](#) for procurement definitions.

CONTACT OFFICE

Questions regarding this procedure should be referred to AgriLife Procurement at 979-845-4513.

REVISION HISTORY

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