

Texas A&M AgriLife Extension Service Procedures

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

Revised: September 14, 2023

Next Scheduled Review: September 14, 2028

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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.

Click [here](#) to view **Definitions**.

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 website](#).

- 1.1 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.
- 1.2 The PPO must promulgate guidelines for the Procurement office under its direction to include, but not limited to, the establishment of dollar thresholds for purchases that do not require competitive bidding, purchases that require informal bids, and purchases that require a formal solicitation.
- 1.3 The PPO has the discretion to exempt the acquisition of any goods and/or services within the PPO's delegated purchasing authority from the established SOPs. The PPO must keep a list of the types of goods and/or services that are exempt.
- 1.4 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 \$25,000 and less—no bids required
- Construction/renovation projects as processed by AgriLife Facilities & Construction \$25,000 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 State Use Program

All acquired goods and/or services must comply with statutes related to the HUB Program and State Use Program.

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 – 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](#)

[AgriLife Extension Procedure 25.06.01.X0.01, Contracts with Historically Underutilized Businesses](#)

[System Contract Management Handbook](#)

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

Approved:	May 21, 2010
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