

Code of Ethics

Personnel with purchasing delegation shall adhere to the National Association of Educational Procurement Code of Ethics found at:

<http://agrilifeas.tamu.edu/documents/code-of-ethics.pdf>

Purchasing Card Program

For detailed information, please visit the website below or check with your Unit Purchaser:

<http://agrilifeas.tamu.edu/fiscal/disbursements/disbursements-payment-card-resources/>

HUB Program

The Agencies and the Texas A&M University System are committed to increasing access for and utilization of Historically Underutilized Businesses (HUBs). State Law mandates that we make a good faith effort to attain the state goals for HUB utilization. It is your responsibility to provide access to HUBs throughout the procurement process, regardless of the source of funding or the dollar amount.

Units are strongly encouraged to utilize HUB vendors when making small dollar purchases. Contact the AgriLife HUB Coordinator if you need assistance locating a competitive HUB vendor for your purchase.

Units have specific procedure responsibilities:

- Units will access the CPA Centralized Master Bidder's List (CMBL), and/or the CPA Texas Certified HUB Directory to identify HUB vendors who offer necessary goods or services.
- Small dollar purchases may be awarded to HUBs when they represent the best value to the Agency.
- Units will monitor these commitments as needed according to the System HUB Program.

All Funds

The following apply to all purchases regardless of source of funds or dollar amount of the purchase:

- **Tax Status Check** - Units must check the State Comptroller's Tax Status on FAMIS screens 171 and 172.

- **Debarred Vendors Check** – Units must check the following website prior to purchasing to see if vendor is debarred:
<https://www.comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>
- **Federal System for Award Management Check** – Units must check the following website prior to purchasing to see if vendor has any active exclusions:
<https://www.sam.gov/>

Federally Funded Purchases

Effective 9/1/18

New purchasing policies and procedures were implemented 9/1/18 to comply with the Procurement sections ([2 CFR 200.318-326](#)) of the Office of Management and Budget's "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" (Uniform Guidance). See Texas A&M AgriLife Uniform Guidance Procedures-Federal and Federal Flow-Thru Awards Overview, or contact the AgriLife Purchasing Director for more information.

Preferences

The following preferences exist for all purchases:

- **WorkQuest (formerly TIBH)**
The current list of WorkQuest commodities and services can be found online at <https://workquesttx.com/services-and-products/>. If an item is available from WorkQuest, you must purchase it from WorkQuest unless you can provide a justification stating how the item from WorkQuest does not meet your needs. Units shall submit a monthly Exception Report online at <https://comptroller.texas.gov/purchasing/publications/state-use.php>. At the bottom of this website there are links to instructions and a login portal.
- **Existing Contracts**
Various contracts are available for departmental use where **best value** has been established. Units are encouraged to take advantage of the deep discounts that have been established. Frequently used contracts include:

- Department of Information Resources (DIR)
<http://dir.texas.gov/>
- CPA State Term Contracts
<http://comptroller.texas.gov/purchasing/contracts/search.php>
- CPA TXMAS Contracts
<http://www.txsmartbuy.com/contracts?filterBy=TXMAS>
- TAMU Contracts/Master Agreements
<http://purchasing.tamu.edu/purchasing/contract/>
- Educational & Institutional Cooperative (E&I)
<http://www.eandi.org/>

Emergency Purchases

Contact Texas A&M AgriLife Purchasing for guidance on emergency purchases.

Sole Source Purchases

A product or service available from only one manufacturer requires a sole source justification form, even if available from multiple sources. Units are required to use the AG-601 and AG-602 forms. Forms should be attached to the requisition when submitted in AggieBuy.

AG-601:

<http://agrilifeas.tamu.edu/library/pdf/forms/ag-601.pdf>

AG-602:

<http://agrilifeas.tamu.edu/library/pdf/forms/ag-602.pdf>

Printing & Copying

- **Printing (Offset Press/Screen Printing over \$10,000)**
 - Contact AgriLife Purchasing - Jonie Bulich, 979-845-0839
 - University of Texas-Printing Services
<https://documentsolutions.utexas.edu/printing>
- **Copying**
On-Campus (B/CS) Based Units:
Copy Services Center
<https://communications.agrilife.org/>

State Contract Guidelines

For orders \$10,000 and less, Units will process State Contract Orders via “**TxSmartBuy**”, and then process a requisition in AggieBuy. Requisitions should be marked “Confirming”.

For orders \$10,000.01 and greater, Units should process a requisition with contract details and submit to the AgriLife Purchasing for processing via “**TxSmartBuy**”.

Independent Contractors

For the services of an individual, an AG-106 form, must be submitted to, and approved by, AgriLife Contracts prior to any commitment to the individual. See form at: <http://agrilifeas.tamu.edu/library/pdf/forms/ag-106.pdf> (If using SRS funds, Units must submit the SRS Independent Contractor form to SRS for approval.)

For Independent Contractor Agreements with a total value of \$10,000.00 and less, the Unit Purchaser can issue a Purchase Order after the AG-106 has been approved.

For Independent Contractor Agreements with a total value that exceeds \$10,000.00, a requisition and a Scope of Work must be submitted to AgriLife Purchasing for processing. A guide for developing a Scope of Work is located at: <http://agrilifeas.tamu.edu/documents/services-scope-of-work.pdf>.

Failure to process the form and request the appropriate Purchase Order could result in the voucher not being paid.

Vendor Contracts/Agreements

Individual employees of the Agencies are not authorized to sign contracts or vendor agreements because they include terms and conditions that the State of Texas and the Agency cannot agree to. All contracts/agreements must be reviewed and approved by AgriLife Contracts prior to signature. After approved, document can be processed in compliance with the previously stated guidelines.

Spot Purchase Guidelines

0-\$10,000.00

For purchases less than or equal to \$10,000.00 with a vendor requiring a PO, Unit shall process a requisition/PO in AggieBuy.

If the vendor does not require a PO, order may be placed outside of AggieBuy, and a non-PO based invoice processed once the invoice is received from the vendor.

Preferences apply to Spot Purchases, but no bids are required, with the following exceptions:

- Copier leases, rentals or purchases
- Maintenance Service/Agreements that need formal written bids or include vendor contracts/agreements that need a signature.

Purchasing Guidelines

\$10,000.01 and up

Units shall submit a requisition to AgriLife Purchasing and provide at least the following:

- Minimum requirements to be met or specific features needed
- Minimum essential characteristics and standards to which the item or service must conform if they are to satisfy the intended use
- Quantity to be procured and Dates of Service
- Special requirements, delivery (inside/dock), installation, special terms, blanket order, maintenance, warranty
- Suggested sources with sales rep contact information
- Ship to information
- Any quotes already obtained by the unit
- Sole Source Justification form, if applicable



Purchasing Guidelines
Texas A&M AgriLife Research
Texas A&M AgriLife Extension Service
Texas A&M Veterinary Medical
Diagnostic Lab
(hereafter referred to as the Agency)
June 2019

All purchases made using Agency funds shall follow these guidelines. Failure to comply with Texas A&M AgriLife Purchasing Guidelines could result in loss of delegated Authority.

Purchasing/HUB Office Staff

Dee Ann Schneider, Director	979-845-4771
Chris Chamberlain, Asst. Dir.	979-845-4786
Lindsay Weber, Buyer II	979-845-2898
Noel Mason, Buyer II	979-845-4513
Jonie Bulich, Buyer I	979-845-0839
Jaime Vykukal, HUB Coordinator	979-458-5988
Fax:	979-458-1217

Purchasing Website:
<http://agrilifeas.tamu.edu/fiscal/purchasing/index.php>

HUB Website:
<http://agrilifeas.tamu.edu/fiscal/hub/index.php>

Address:
2147 TAMU, College Station, TX 77843