

Delegation of Authority

Personnel with purchasing delegation shall adhere to the National Association of Educational Procurement Code of Ethics.

<http://agrifeas.tamu.edu/library/pdf/purchasing/code-of-ethics.pdf>

HUB Program

Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, and Texas A&M Veterinary Medical Diagnostic Laboratory of 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. The goal for commodities is 12.6%, and for other services 33%. 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. The HUB Office maintains an on-line directory of HUB vendors at <http://agrifeas.tamu.edu/fiscal/hub/index.php>. Contact the Texas A&M AgriLife HUB Office if you need assistance locating a competitive HUB vendor for your purchase.

Under Section 2.03, <http://agrifeas.tamu.edu/fiscal/hub/index.php>, Units have specific procedure responsibilities:

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

Sections B, C, and E of the Procedures are under revision due to the change in purchasing delegation. Units shall document their Good Faith Efforts to identify and utilize HUB Vendors. The GFE information is completed upon process of L-Doc.

Preferences

The following preferences exist for delegated purchases. To identify which preferences apply to your purchase, you must know the Commodity Class and Item for the product or service to be purchased. Use the Alphabetical Index for the NIGP Commodity Code Book version 18.
<http://www.window.state.tx.us/procurement/tools/comm-book/>

- **TIBH**
If an item is available from TIBH, you must purchase it from TIBH unless you can provide a justification stating in what way the item from TIBH does not meet your needs. Units shall submit a monthly TIBH Exception Report on-line at <https://portal.cpa.state.tx.us/>. The current list of TIBH commodities and services is online: <http://www.tibh.org/>
- **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.
 - (1) Department of Information Resources (DIR)
<http://www.dir.state.tx.us/index.htm>
 - (2) CPA State Term Contracts
http://www2.cpa.state.tx.us/cat_page/
 - (3) CPA TXMAS Contracts
<http://www.window.state.tx.us/procurement/prog/txmas/>
 - (4) TAMU Procurement Services Supplier Mall
<http://purchasing.tamu.edu/ssps/suppmall/index.asp>
 - (5) Educational and Institutional Cooperative
<https://www.eandi.org/Default.aspx>

All Funds

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

- **Tax Status Checks** - Units must check the State Comptroller's Tax Status on FAMIS screens 171 and 172.
- **Debarred Vendors**– Check website prior to purchasing to see if vendor is debarred.
http://www.window.state.tx.us/procurement/prog/vendor_performance/debarred/

- **Federal EPLS Check**- <http://www.epls.gov/>
- **Printing (Offset Press/Screen Printing)**
 - (1) TAMU Print Acquisition
<http://gsnet.tamu.edu>
 - (2) Texas AgriLife Purchasing. Contact Noel Mason, 979-845-4513
<http://agrifeas.tamu.edu/library/pdf/purchasing/copying-printing-services.pdf>
 - (3) University of Texas-Printing Services
<http://www.utexas.edu/services/printing>
- **Copying**
On-Campus (B/CS) Based Units:
 - (1) Copy Services Center- Riverside
<http://agrifeas.org/communications/services/copy/>
 - (2) Outsourcing Copying
FedEx Office, 979-846-8721
Contract Number: TXMAS-5-36020

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 encouraged to use the AG-601 and AG-602 Forms to facilitate completion of the screen 257 in FAMIS.

AG-601:
<http://agrifeas.tamu.edu/library/pdf/forms/ag-601.pdf>
AG-602:
<http://agrifeas.tamu.edu/library/pdf/forms/ag-602.pdf>

State Contract Guidelines

For orders \$4,999.99 and less, Units will process State Contract Orders via “TxSmartBuy” by processing a FAMIS “L” Doc for payment.

Orders \$5,000.00 and greater, Units process a FAMIS “R” Doc with contract details and submit to the Purchasing Department for processing via “TxSmartBuy”.

Exempt Purchases

The most current listing of Exempt Commodities and Services is the Exempt Table on Screen 306 in FAMIS. Although these items are exempt from the bidding process, they are not exempt from the requirement that a purchase order be issued prior to the order being placed. A FAMIS E-Doc shall be issued by the Trained Unit Purchaser prior to the order.

Independent Contractors

For the services of an individual, an AG-106 Form, [Determination of Independent Contractor Status/Contractual Agreement](http://agrififeas.tamu.edu/library/pdf/forms/ag-106.pdf), must be submitted to, and approved by, Contracts and Grants prior to any commitment to the individual. See Form at: <http://agrififeas.tamu.edu/library/pdf/forms/ag-106.pdf> Units should answer the twenty questions at the following web address to determine whether or not the individual qualifies for independent contractor status: <http://agrififeas.tamu.edu/library/pdf/forms/determination-independent-contractor-status.pdf> For Independent Contractor Agreements with a total value of \$5,000.00 and less, the unit purchaser can issue an L-Doc after the AG-106 has been approved. For Independent Contractor Agreements with a total value that exceeds \$5,000.00, an R-Doc and a Scope of Work must be submitted to Texas A&M AgriLife Purchasing for processing. A guide for developing a Scope of Work is located at: <http://agrififeas.tamu.edu/library/pdf/purchasing/service-s-scope-of-work.pdf> Failure to process the form and request the appropriate Purchase Order (L-Doc for \$5,000.00 and less, or R-Doc for \$5,000.01 and more) will result in the voucher not being paid.

Vendor Contacts/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 Contracts and Grants prior to signature. After which can then be submitted to Texas A&M AgriLife Purchasing in compliance with the previously stated guidelines.

Purchasing Card Program

<http://agrififeas.tamu.edu/fiscal/disbursements/payment-card/resources/index.php>

For detail information, please visit the website above or check with your Unit Purchaser.

L-Doc Guidelines 0-\$5,000.00

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

- ***Printing Services***
- ***Copier Leases, rentals or purchases***
- ***Maintenance Service/Agreements that need formal written bids or include Vendor contracts/agreements that need a signature.***

R-Doc Guidelines \$5,000.01 and up

Units shall submit an R-Doc to Texas A&M AgriLife Purchasing and provide specifications for the service or commodity to include at least the following:

- Minimum requirements to be met or specific features needed must be included
- 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 phone and fax numbers
- Ship to and Bill to information
- Sole Source Justification form if applicable

Emergency Purchases

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



**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)
September 18, 2012**

All purchases made using Agency funds shall follow these guidelines. Non-compliant purchases will not be processed by Purchasing. Failure to comply with Texas A&M AgriLife Purchasing Guidelines will result in loss of delegated Authority.

Purchasing/HUB Office Staff

Dee Ann Schneider, Director/HUB	979-845-4771
Chris Chamberlain, Asst. Dir.	979-845-4786
Lindsay Weber, Buyer	979-845-2898
Noel Mason, Buyer	979-845-4513
Kylee Garza, Buyer	979-845-0839
Fax:	979-458-1217
Mail Stop: 2147	

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

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

2147 TAMU, College Station, TX 77843