### UT System Administration Procurement Guidelines — (Bid, Quotes & Proposal Requirements for Goods & Services)

<table>
<thead>
<tr>
<th>Contract Value or PO Amount</th>
<th>Informal Bid</th>
<th>Formal Bid (ITB/RFP)</th>
<th>Certified GPO (Alliance/Vizient)</th>
<th>Other Certified GPOs (includes State Agencies that are certified GPOs)</th>
<th>Exclusive Acquisition Justification (EAJ)</th>
<th>BOR Approval Requirement</th>
<th>Reporting Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;$15,000</td>
<td>NA</td>
<td>NA</td>
<td>One (1)</td>
<td>One (1)</td>
<td>NA</td>
<td>NA</td>
<td>Transparency Report</td>
</tr>
<tr>
<td>$15,000 - $50,000</td>
<td>Three (3)</td>
<td>NA</td>
<td>One (1)</td>
<td>Three (3)</td>
<td>One (1)</td>
<td>NA</td>
<td>Transparency Report</td>
</tr>
<tr>
<td>$50,000 - $1M</td>
<td>NA</td>
<td>ITB/RFP</td>
<td>One (1)</td>
<td>Three (3)</td>
<td>One (1)</td>
<td>NA</td>
<td>Transparency Report</td>
</tr>
<tr>
<td>&gt;$1M</td>
<td>NA</td>
<td>ITB/RFP</td>
<td>Alliance - One (1)</td>
<td>Vizient – One (1) up to threshold below 2</td>
<td>Three (3) (^1)</td>
<td>One (1)</td>
<td>Yes (^2)</td>
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<td></td>
<td></td>
<td></td>
<td>Vizient – Three (3) above the threshold below (^1,2)</td>
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</tbody>
</table>

1. **Quote/Proposal Notes (Specific to Certified GPOs)**
   - If only one (1) supplier exist in a category, document & proceed without further justification
   - Otherwise, obtain a minimum of three valid proposals (or two, if there are only two firms in the category) from contracted suppliers within a Certified GPO (Vizient/Alliance exemption)
   - Goods/Services ($15K-$50K): Departments may obtain quotes/proposals
   - Goods/Services (>$50K): Purchasing obtains quotes/proposals (Departments provide specifications/Statements of Work)

2. **Board of Regent Approval Notes**
   - ITB / RFP / EAJ Threshold: $1M
     - Submit to Board of Regents (Consent Agenda)
     - Exceptions identified in Regents’ Rule 10501, Section 2.2
   - Certified GPO: $1M
     - Submit to the Office of Business Affairs (OBA) at UT System
     - BOR approval dependent on OBA review
     - Alliance submits their contracts for review ($3M)

3. **LBB Reporting Notes**
   - All Fund Sources:
     - Appropriated Funds:
       - Purchases > $50K
       - EAs > $1M (requires attestation letter)
       - Purchases > $10M (requires attestation letter)
     - IT > $1M
     - Professional Services > $14K

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