

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Procurement and Business Services Policy FO-PUR-06
TxSmartBuy, Automated, Managed, Term Contracts and TXMAS Contracts

Term contracts have been established by commodity/service codes as a supply source for user entities. These contracts are based on estimated quantities and may be ordered as needed through the TxSmartBuy System. There are two basic types of contract purchases, automated (TxSmartBuy and TXMAS) and non-automated (Managed). Departments choosing to use these contracts can go to the following link to view all available Statewide Procurement Division (SPD) administered contracts (both automated and non-automated): <http://www.txsmartbuy.com/contracts> . Regardless of the contract chosen, each request must begin with a BearKatBuy requisition, which upon approval and completion will be entered by Procurement into the TxSmartBuy System.

AUTOMATED CONTRACT

Automated contract orders are generated by the SPD computer entry system, TxSmartBuy, when the necessary coded information is entered by Procurement and Business Services. SHSU is online with the SPD purchasing system and therefore all information is entered online directly into their system. A purchase order is issued by SPD to both the vendor and the requesting agency. The requesting agency is responsible for reviewing the order for accuracy and if applicable, notifying the SPD Support Section of any discrepancies. The requesting agency is responsible for errors and purchase order change notices through SPD, since all information is entered originally by the requesting agency. Higher Education may utilize the term contracts but are not required to use them regardless of the type of funds utilized for the purchase.

NON-AUTOMATED CONTRACT

The non-automated contract requires manual processing by the ordering entity, usually because of the more specialized nature of the contract purchase or the contract terms. The Procurement and Business Services Office is the only department authorized to distribute these types of orders. Agencies process non-automated purchase orders directly to the vendor. The ordering entity requisition number will be the purchase order number. A copy of the purchase order must be forwarded to SPD to update purchase history files. The five (5) digit vendor number must also be included on this purchase order.

TXMAS CONTRACTS

The SPD has established the use of Texas Multiple Award Schedule (TXMAS) contracts that have been developed from contracts competitively awarded by the federal government or any other governmental entity of any state. As the responsible federal entity, the General Services Administration's (GSA) Federal Supply Service Awards Federal Supply Schedule contracts by competitive procurement procedures for more than 50 schedules that cover multiple commodities and services. The prices reflected on GSA schedule contracts are the most favored customer (MFC) prices and the maximum price allowable. TXMAS contracts take advantage of the MFC pricing and under certain circumstances, an agency or local government entity may negotiate a lower price for the goods or services offered on a schedule contract.

LEASE OF COPIERS, FACSIMILE AND SCANNERS

Due to the fact many of the copiers and scanners have a memory board capable of storing information (which could be confidential) the Procurement Department is requiring departments to contact their purchaser prior to any terminations/expiration of their lease contract. Upon notification, the Procurement Department will take proper action to ensure the company is responsible for deleting all information from the memory board.

Reviewed by: Tessy Rappé, AVP Finance & Operations
 Reneé Starns, Exec. Director Procurement & Business Services

Review Date: September 2020

Next Review Date: August 2023