Texas Tech University Health Sciences Center El Paso

**Bid Limits**

| $0 - $15,000 – No Bid Required | • Use of vendor of choice, unless otherwise directed by Purchasing.  
• Departments are encouraged to use contract vendors to practice good faith to award based on best value. |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| $15,000.01 – $40,000 – Informal Bid Process | • Three (3) responsive written quotes with a minimum of two (2) certified HUB businesses (minority-owned or female-owned) required unless the Proprietary Purchase Justification form is attached to the requisition and approved by Purchasing.  
• Departments are encouraged to practice good faith and award based on best value. |
| $40,000.01 and higher – Formal Bid Process | • The formal solicitation process is completed by the Procurement Department.  
• Department assistance is required.  
• All formal solicitations are posted on the Electronic State Business Daily (ESBD) by Purchasing. |

**Rules To Be Followed for All University Purchases:**

- Over $15,000 SAM Federal System for Award Management [www.sam.gov](http://www.sam.gov) document to be attached by Purchasing.
- Over $100K requires HUB Subcontracting Plan (HSP) to be attached to the requisition.
- Over $1 Million for the full term of the contract requires Board of Regents approval.
- Only TTUHSC EP signature authority can sign Procurement related contracts and agreements, issue Purchase Orders and conduct Formal Bids.