

Group Purchasing Organization (GPO)

Procedures for Accredited Group Purchasing Organization
(GPO) Purchases

Accredited Group Purchasing Organization Contracts

- Departments are encouraged to procure items from accredited GPO contracts. Current accredited GPO's can be found at the following link:
- <https://www.utsystem.edu/offices/business-affairs/group-purchasing-organization-gpo-accreditation-program>

Requirements

Only one (1) quote is required from contracted suppliers of goods and services at accredited GPOs for a procurement that is primarily of goods (e.g., software license and associated maintenance).

UT System's requirement to obtain a minimum of three (3) valid proposals (or two (2), if there are only two firms in the category) will continue to apply when the UT institution is procuring primarily services containing a Scope of Work (SOW) (e.g., consulting services) in order to identify "best value" remains valid.

HUB Requirements

- Historically Underutilized Business Subcontracting Plan (HSP)
- When the value of a purchase order or contract is expected to be \$100,000.00 or greater and there is a possibility for subcontracting, UT Tyler requires that the supplier complete a Historically Underutilized Business (HUB) Subcontracting Plan.

Or

- The UT Tyler HUB office has determined that subcontracting opportunities are not probable under the purchase order or contract. Therefore, a State of Texas HUB Subcontracting Plan (HSP) is not required, and the Determination of HUB Subcontracting Opportunities Form needs to be filled out in DocuSign.
- **STOP** – Contact hub@uttyler.edu