Informal Bids/Quotes

Procedures for $15,000.00 - $50,000.00 Procurements
Requirements

• Procurements $15,000.00 - $50,000.00 including freight and all additional service charges shall require a minimum of three (3) informal bids/quotes. At least two (2) bids/quotes must be obtained from certified Texas HUBs, if available.

• Fill out the Informal Bid/Quote Intake Form in DocuSign and attach all supporting documents (supplier email correspondence, bids/quotes, etc.).

• If the department chooses not to go with the lowest bid/quote, then an Exclusive Acquisition Justification Form must be filled out in DocuSign to justify why.