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Office of Finance



Procurement Guide Change memorandum #1

Date: July 29, 2020

To: All Department Requestors, ePro Coordinators and Approvers

From: Mike Abernethy, Senior Director for Procurement and Payment Services

Purpose: This memorandum Change Order updates the UNT System Procurement Guide dated October 3, 2018 which may be found at <https://www.untsystem.edu/procurement-guide> and serves as interim guidance until the Procurement Guide is formally updated or superseded by other guidance.

Changes: The Procurement Guide is hereby changed as follows:

1. Reference Section 1.3, The Procurement Services Process paragraph 2: Effective September 1, 2020 all purchases under \$5,000 shall be performed on a UNT System Purchasing card rather than a requisition (current listing of allowable and restricted purchases still applies regardless of dollar amount).
2. Reference Section 1.6, paragraph 3, Government Funds: All references to OMB Circular A110 Circular A-21 shall be changed to CFR200, Sections 317 to 326 Appendix II (“Uniform Guidance”).
3. Reference Section 2.00, Solicitation of Price Quotes: Effective September 1, 2020 purchases from \$0 to \$15,000 may be made by obtaining one (1) verbal quote. It is highly encouraged that that a historically underutilized business (HUB) be utilized for purchases in this expenditure category. Purchases from \$15,000.01 to \$25,000 shall be made by soliciting at least three written quotes (of which 2 must be from certified HUBs). Procurements \$25,000 and above shall be facilitated through a formal competitive solicitation (Request for Proposals (RFP), Invitation for bids (IFB), or Request for Qualifications).
4. Effective October 1, 2020, utilization of an approved cooperative agreement shall satisfy the requirement for competitive pricing except for procurements \$25,000 and above. For procurements in this category, pricing must be supported by price offers from two additional contractors who have awarded contracts through an approved cooperative unless the contracts are through State of Texas agencies such as the State of Texas Department of Information Resources (DIR) or through the State of Texas Comptroller of Public Accounts office such as SmartBuy of TXMAS. Buyers shall try to avoid whenever possible having vendors who are in strategic partnerships competing against each other.