Vendor Guide to Doing Business with the University of North Texas System and Component Institutions

The University of North Texas System is the only university system based in and exclusively focused on the Dallas-Fort Worth region. We embrace our role in creating opportunities through education and developing the workforce of tomorrow for North Texas.

UNT System Component Institutions
UNT | UNT Health Fort Worth | UNT Dallas

UNT System
1901 Main Street
Dallas, TX 75201
214-571-4800
https://www.untsystem.edu/

University of North Texas
1155 Union Circle #311277
Denton, Texas 76203-5017
940-565-2000
https://www.unt.edu/

University of North Texas Health Fort Worth
3500 Camp Bowie Blvd
Fort Worth, Texas 76107
817-735-2000
https://www.unthealth.edu/

University of North Texas Dallas
7300 University Hills Blvd
Dallas, Texas 75241
https://www.untdallas.edu/

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Vendor Guide to Business with the University of North Texas System and Component Institutions

The University of North Texas System welcomes the opportunity to do business with interested vendors and encourage all vendors to become prospective suppliers to both the University of North Texas System and Component Institutions and to the State of Texas.

The UNTS Office of Procurement serves a critical compliance and stewardship role by assisting departments in obtaining quality goods and services at the best value while maintaining compliance with federal and Texas state laws, institutional policies, and established procurement and contracting procedures.

To that end, it is essential that interested businesses become familiar with the purchasing and contracting procedures of the University of North Texas System and Component Institutions. This information will serve as a general guide. Specific questions and concerns not addressed here should be directed to the appropriate Procurement Department.

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link: Frequently Asked Questions (FAQs) & Answers

Start Here

Start with learning about our Universities:

As agencies of the State of Texas, the University of North Texas System and Component Institutions are subject to constitutional and statutory limitations.

The University of North Texas System inspires courageous discovery that empowers our students, campuses, and communities to pursue a brighter vision for tomorrow. UNT System is the only university system based in and exclusively focused on the Dallas-Fort Worth region.

University of North Texas, our flagship campus in Denton, is a Tier 1 research university with nearly 44,000 students. UNT is a place where faculty and students push creative boundaries, make inspiration part of each day, and tap into their imaginations to make an impact in the world around them. UNT is expanding its influence in our region as it builds a new, innovative campus in Frisco, Texas.

UNT Health Fort Worth is one of the nation's premier graduate academic medical centers, with more than 2,000 students and six schools that specialize in patient-centered education, research and health care. UNT Health Fort Worth is the top producer of primary care physicians in Texas and is a leader in DNA and aging/Alzheimer's Disease research.

UNT Dallas, is the only public four-year university in Dallas. The university serves more than 3,580 students annually, nearly 70% of whom are first-generation college students and many are from modest-income households. UNT Dallas' main campus is located in southern Dallas while its UNT Dallas College of Law is located in downtown Dallas.

Register as a Vendor in UNTS' eSourcing System
All vendors interested in doing business with UNTS and its component institutions can register in our eSourcing system: https://finance.untsystem.edu/vendor-resources/bid-inquiry/bid-opportunities.php. You may also access current bid opportunities here:
https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS
UNT System Planning and Construction Office maintains all documentation regarding IDIQ procedures:
https://www.untsystem.edu/offices/strategic-infrastructure/idiqjoc.php

Register on CMBL (recommended)

The Centralized Master Bidders List (CMBL) is a master database used by State of Texas purchasing entities to develop a mailing list for vendors to receive bids based on the products or services they can provide to agencies of the State of Texas. More information can be obtained from the State Comptroller website, https://comptroller.texas.gov/purchasing/vendor/cmbl/.

An active, accurate and current email address maintained on your company's CMBL profile increase the likelihood of receiving of bid opportunities.

Finding Business Opportunities

It is important to understand what drives the need for the University of North Texas System and Component Institutions purchases. University purchasing decisions are guided by the institution's mission to support student success. Purchasing needs typically arise from academic programs, research initiatives, clinical care operations, and administrative functions, with a primary focus on meeting the needs of students and advancing the University's educational mission.

NOTE: If a catalog vendor is in place in UNTS ePro (formerly UNTS Marketplace), all purchases will be made through the catalog regardless of the amount.

Under $15k – department discretion

Dollar threshold = $15,000↓ or less

- Connect with the department contacts directly.
- Purchases of $15,000 and below allow for the department to select the vendor of choice. Departments are encouraged to practice good faith and award based on best value.

In this purchasing range, departments may choose the vendor that best meets their needs after obtaining at least one price quote. Vendors interested in these opportunities should connect directly with departmental contacts, as they are typically the best source of information about upcoming purchases.

Between $15k–$100k – Informal solicitations

Dollar threshold = between $15,000.01↑ and $100,000

- Connect with the department contacts directly and/or submit on Informal Bid Opportunities emailed from the HUB team
- Departments are encouraged to practice good faith and award based on best value.

Departments may obtain quotes for certain purchases between $15,000 and $100,0000. Vendors may be asked to submit pricing and other information to assist the University in making a best-value purchasing decision. Standard time allowance for responses is three (3) to five (5) *business* days. A formal Purchase Order (PO) is required documentation for the transaction.

Over $100k – Formal solicitations

Dollar threshold = $100,000.01↑

- With our new sourcing approach, Procurement will evaluate available options and respond within a week with multiple ready-to-use options to do business with vendors, frequently without the need for a lengthy RFP process.

All formal competitive purchases are advertised and posted on the Bid Opportunities Page located on the UNT System Office of Finance at https://finance.untsystem.edu/vendor-resources/bid-inquiry/bid-opportunities.php. Bids are also advertised on the State of Texas Electronic Business Daily at https://www.txsmartbuy.com/esbd.

Carefully review all solicitation instructions, requirements, terms and conditions, and requested documentation. Ensure all required signatures and information are included with your response.

See HSP FAQ: What resources are available if I need help with a HUB Subcontracting Plan (HSP)?

After You're Selected

Depending on the procurement method and the terms and conditions, the University may issue a Purchase Order and/or negotiate a formal contract. Any resulting agreement must be executed by individuals with appropriate signature authority. Contract administration and monitoring responsibilities are then assigned by the University of North Texas System and Component Institutions.

Complete PaymentWorks

In order to receive payment from a Purchase Order, onboarding into our Procurement Electronic System as a vendor consists of registering through PaymentWorks:
https://finance.untsystem.edu/procurement/documents/paymentworks-vendor-guide.pdf
PaymentWorks Vendor Guide (PaymentWorks is the UNT System's Vendor Onboarding partner)

If Technology is Involved

If software, data processing, Artificial Intelligence (AI), cloud computing services will be included in the purchase, you will be asked (1) to provide a current Voluntary Product Accessibility Template (VPAT) (or

completed Accessibility Conformance Report (ACR)) that shows how your product or service meets the criteria within the Standard and (2) to agree to the Accessibility Clause utilized by System Administration and the Institutions in contracting.

If you will have access to University computer systems or databases, you must complete cybersecurity training and verify completion of the training program.

Also, controls established in the UNT System Information Security Handbook may apply.

Technology Resources page:
https://itss.untsystem.edu/divisions/mrs/it-compliance/technology-risk-assessment-program.php.

Purchase Orders

As agencies of the State of Texas, the University of North Texas System and Component Institutions are subject to constitutional and statutory limitations. A Purchase Order may be used as a contract form. Alternatively, a Purchase Order may be used as payment tool for a contract. The signed Purchase Order (PO) and id applicable, signed contract, authorizes the vendor to ship the items specified therein or begin services and is required for each University transaction, other than those purchased through the Purchasing Card program.

A copy of the PO terms and conditions may be found here: https://finance.untsystem.edu/vendor-resources/index.php (updated October 2026)

Contracts

As agencies of the State of Texas, the University of North Texas System and Component Institutions are subject to constitutional and statutory limitations. All contracts entered into by the University of North Texas System and Component Institutions must comply with State of Texas requirements Texas Education Code § 105.108, and adhere to the requirements of the UNTS Regents Rules Regents Rule 03.903 on Delegation of Authority for Contracts and Agreements,
and the applicable policies of the System Administration and institutions.

University contract templates, the Contract Management Handbook and Standard/Software Addendums, are designed to assist University of North Texas System and Component Institutions with their contracts and to ensure compliance with applicable state law requirements.

Contract Management Handbook: https://www.untsystem.edu/offices/general-counsel/contracts/index.php

When work can begin

Work may begin only after the vendor has received all required authorizations. This includes a fully executed contract and, when applicable, an official Purchase Order. If payment will be made by PCard and a Purchase Order is not required, Vendors must still wait until the contract has been fully executed before providing any goods or services.

Getting Paid

As a public entity, we are required to comply with Chapter 2251 of the Texas Government Code, commonly referred to as the Texas Prompt Payment Act. Also, Vendor must be in good standing, not indebted to the State of Texas, and current on all taxes owed to the State of Texas for payment to occur.

Payment by Purchase Order Invoice requirements

Vendors are required to submit invoices to receive payment by Purchase Order. The preferred method of delivery for all invoices is electronic at invoices@untsystem.edu.

The invoice must include, but is not limited to:

1. Vendor's mailing and (if applicable) email address;
2. Vendor's telephone number;
3. The name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
4. **A valid University of North Texas System or Component Institution Purchase Order number**;
5. A description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
6. Other relevant information supporting and explaining the payment requested.

Net 30

Payment will be made to the vendor within 30 days after receipt of a properly prepared invoice or the receipt of and acceptance of goods ordered, whichever is later.



Want faster payments? *An option to receive ACH payments earlier than net 30 is available with your enrollment in a third-party vendor onboarding and maintenance tool Accelerated ACH program. Participation is entirely optional and does not alter Vendor's entitlement to payment under the standard payment terms if Vendor elects not to participate. Any reference to an early payment option is provided solely for Vendor's convenience and does not constitute advertising, solicitation, or promotion of any third-party service. Vendor acknowledges that its decision whether to participate will not affect Vendor's eligibility for future business with University.*

Otherwise, please note the UNT System (UNT System Administration, UNT, UNT Health, and UNT Dallas) process on prepayments via Purchase Order.

ACH options

Vendor agrees to receive payment in electronic form (Automated Clearing House (ACH), Single Use Account (SUA), or Purchasing Credit Card (PCard)), and payments will be made in accordance with the law. UNT System does not issue paper checks.

Payment by Purchasing Card (PCARD)

The UNT System Purchasing Card program is designed to improve efficiency in processing low dollar purchases for certain goods and services from any vendor that accepts MasterCard credit cards. Each Purchasing Card is issued to a named individual employee and the UNTS institution name is clearly shown on the card. Transaction limits are enforced on each card and is generally $10,000 per single transaction.

If payment will be made by PCard, Vendors must still wait until the contract has been fully executed before providing any goods or services.

Working Successfully with UNT System

Best practices

Successful vendor relationships are built on reliability, responsiveness, and a commitment to customer service. Vendors add value by completing administrative requirements promptly, helping resolve challenges, and proposing innovative, low-cost or no-cost solutions that do not compromise quality or negatively affect timelines.

Quick Tips for Success

- ✅ Register and maintain your CMBL profile.
- ✅ Monitor UNT System and ESBD bid postings.
- ✅ Ensure proposals are complete, signed, and submitted on time.
- ✅ Do not begin work without receiving appropriate authorization.
- ✅ Read all solicitation requirements carefully.
- ✅ Keep contact information current.
- ✅ Ask questions before proposal deadlines if clarification is needed.

Common mistakes navigating the procurement or contracting process

- ⚠ Delaying responses to vendor registration requests, procurement inquiries, contract negotiations, or requests for additional information, which can slow the review and award process.
- ⚠ Assuming that all contract terms are negotiable. Many procurement and contract provisions are required by state law, regulations, or University policy and cannot be removed or modified.
- ⚠ Failing to recognize that the University must follow strict requirements regarding the expenditure of public funds, including the use of legally required contract language and purchasing procedures.
- ⚠ Submitting invoices without a valid purchase order (PO) number. Invoices should include the correct PO number to ensure timely processing and payment.
- ⚠ Waiting until the last minute to engage in contract negotiations or complete required documentation, which can impact project timelines and execution dates.
- ⚠ Beginning services and/or shipping goods prior to completion of the contract and/or purchase order.

Who to Contact

UNTS System Procurement Offices

Supplier Management

Areas of Responsibility:

Supplier Management ensures that payees are in good standing with the state, do not have financial sanctions with the state, and set payees up as vendors in our Procurement systems for payment.

Department email: Supplier.Management@untsystem.edu

Strategic Sourcing

Areas of Responsibility:

- Through spend analysis, we can identify opportunities to leverage UNT System's buying power by consolidating and driving spend to a smaller number of suppliers with whom we negotiate competitive contracts and promote to campus as preferred suppliers.

Webpage: https://finance.untsystem.edu/procurement/strategic-sourcing.php

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Office of HUB

Areas of Responsibility:

- UNT System manages the University of North Texas's HUB program as a shared service. The State of Texas HUB Program is our way of demonstrating a genuine, good-faith effort to diversify our procurement opportunities

Department email: hub@untsystem.edu
Webpage: https://finance.untsystem.edu/vendor-resources/hub-program/

PURCHASING

Areas of Responsibility:

- Interpretation and compliance with established purchasing guidelines
- eProcurement Module of UNTS Marketplace – (requisition to Purchase Order)

Department email: Buyers@untsystem.edu
Webpage: https://finance.untsystem.edu/procurement/index.php

Office of Contract Administration (OCA)

Areas of Responsibility:

- OCA supports the mission and values of the UNT System and its member institutions by facilitating business contract review, processing, routing, and administration for UNT System Administration, UNT, UNT Health Fort Worth, and UNT Dallas.

Department Email: UNTScontractadmin@untsystem.edu
Webpage: https://finance.untsystem.edu/contract-administration/index.php

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Accounts Payable

Areas of responsibility

- Ensuring customers receive payment in a prompt fashion, while following all relevant federal and state laws (Government Code 2251) and policy. Payments are typically made 30 days from the receipt of goods, services, or invoice, whichever is later.
    - Invoices need a valid PO number (sufficient funding, current FY, etc.)

Department emails:
Accountspayable@untsystem.edu – payment questions only, SLA 3-5 business days
Invoices@untsystem.edu – invoices, statements and Credit Memo only, no Payment questions

UNTS Component Institution Websites & Contacts

UNT Denton

(Denton campus) University of North Texas. UNT is the flagship institution of the UNT System located in Denton and includes a branch campus in Frisco.

ACADEMICS	Office of the Provost, Provost.Office@unt.edu
UNT FACILITIES	UNT Facilities website

UNT Health Fort Worth

(Fort Worth campus) UNT Health at Fort Worth. UNT Health is one of the nation's premier graduate academic medical centers.

ACADEMICS	Office of the Provost, Provost.Office@unt.edu
UNT FACILITIES	UNT Facilities website
UNT Health	UNT Health Clinical Practice Group UNT Health Patient Care contact us

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UNT Dallas

(South Dallas campus) UNT Dallas. UNT Dallas aspires to be the pathway to socioeconomic mobility in its primary market. UNT Dallas' main campus is located in southern Dallas, while its UNT Dallas College of Law is located in downtown Dallas.

ACADEMICS	Office of the Provost, Provost.Office@unt.edu
UNT FACILITIES	UNT Facilities website

Frequently Asked Questions (FAQs) & Answers

The purpose of this FAQ section is to help answer contract related frequently asked questions.

Shortcut links:
How do the we determine award decisions? | Do I need to be a HUB-certified vendor to do business with the University? | What resources are available if I need help with a HUB Subcontracting Plan (HSP)?

How do the University of North Texas System and Component Institutions determine award decisions?

University of North Texas System and Component Institutions purchases goods and services based on best value & overall benefit to the institution.

UNT System institutions purchase goods and services from vendors that provide the best value to the institution. According to Texas Government Code, Chapter 2155.074, the definition for best value includes, but is not limited to:

Installation costs	Life cycle cost	Quality and reliability of the goods and services	Delivery terms
Indicators of probable vendor performance under the contract (ie. past vendor performance, financial resources, experience, etc.)	Cost of any employee training associated with a purchase	Effect of a purchase on agency productivity	Other factors relevant to determining the best value for the state

Cost is an important consideration in university purchasing decisions, but it is not the only factor. Universities strive to maximize value by balancing cost, quality, and service. The goal is to obtain the best solution to meet institutional needs while making responsible use of public resources.

Do I need to be a HUB-certified vendor to do business with the University of North Texas System and Component Institutions?

No, HUB certification is not required to do business with the University of North Texas System and Component Institutions. However, UNT System actively supports participation by Historically Underutilized Businesses (HUBs) and encourages eligible vendors to obtain HUB certification. The State of Texas VetHUB (Veteran Heroes United in Business) program focuses on certification of service-disabled veterans (SDV). More information about the program is available on the Texas Comptroller of Public Accounts webpage: https://comptroller.texas.gov/purchasing/vendor/hub/.Here is the link to the application: HUB Certification Application, https://texashub.gob2g.com/.

What resources are available if I need help with a HUB Subcontracting Plan (HSP)?

- If a state agency determines that subcontracting opportunities are probable, the solicitation shall state that probability and explicitly require that any response include a completed HUB subcontracting plan…
  - Fillable Electronic Form at: https://comptroller.texas.gov/purchasing/vendor/hub/forms.php
- The UNTS Office of HUB is also available to assist
  - You can send the UNTS HUB team a draft of your HSP via email 10 days prior to the deadline for review. Department email: hub@untsystem.edu.