

## **PURCHASING - INTERNAL**

Santa Rosa ISD category purchases valued of \$50,000 or more, in the aggregate for each 12 month period, must be advertised to receive quotes. Those category purchases over \$50,000, shall be made by one of the following methods that provides the best value for the Santa Rosa ISD:

- \* Competitive Bidding
- \* Competitive Sealed Proposals
- \* Request for Proposals
- \* Request for Qualifications
- \* Reverse Auction
- \* Sole Source
- \* Interlocal Contracts Include:

**BuyBoard:** <http://www.buyboard.com/>  
Need password call Mary Rodriguez (956) 636-9894

**Dept of Information Resources Technology Contracts (DIR):**

Need to search by vendor name. No password required.  
<https://dir.texas.gov/cooperative-contracts>

**Harris County Department of Education (HCDE):**

<http://www.choicepartners.org/http://www.choicepartners.org/html/vendors.php>  
No password required.

**Multi-Regional Purchasing Cooperative - Region 2 (MRPC):**

<https://www.esc2.net/apps/pages/goodbuy>

**Purchasing Association of Cooperative Entities (PACE) - Region 13 & 20:** <https://pace.esc20.net/>  
Click on contract to view list. (user name: pacepurch, password: pacepurch)

**Region One ESC Library & Media Services Cooperative:**

<http://www.esc1.net/site/Default.aspx?PageID=917> No password required.

**Region 8 ESC (TIPS/TAPS):** <http://www.tips-usa.com/vlist.cfm> No password required.

**Texas Correctional Institute (TCI):** <http://www.tci.tdcj.state.tx.us/> No password required

**Texas Institute for the Blind and Handicapped (TIBH):**

<https://www.tibh.org/catalog/index.php?cPath=475&osCsid=mbgp7rfe1t84dt1jhb49nmoik4> No password required

**Texas Multiple Award Schedule (TXMAS):** <http://portal.cpa.state.tx.us/txmas/>

**Texas Procurement and Support Services (TPASS):** <http://www.cpa.state.tx.us/txsmartbuy/>

**The Cooperative Purchasing Network - Region 4 (TCPN): U.S. Communities:**

<http://www.tcpn.org/Pages/All-Current-Contracts.aspx>

When multiple vendors are approved, the vendor with the lowest discounted net price item(s) should be utilized first. Departments should create a shopping list and submit pricing quotes to those vendors for the best pricing. Additional categories and services may be added through a request to the Purchasing Department.

If you need assistance finding an approved vendor or alternate source to purchase from, contact the Purchasing Department for help.

Problems with any bid awarded vendors should be provided to the Purchasing Department in writing, expressing the concern. Purchases from **unauthorized** vendors will need to have quotes attached:

- \* \$500 - \$1000 - Three telephone quotes need to be attached;
- \* \$1000 - \$5000 -Require three (3) quotes written on Vendor Letterhead;
- \* Over \$5,000 - See Purchasing Department for assistance.