

25.07.03 Acquisition of Goods and/or Services



Revised [July 10, 2023](#)

Next Scheduled Review: July 10, 2028

Click to view [Revision History](#).

Regulation Summary

This regulation establishes purchasing authority for The Texas A&M University System (system) members to allow for the procurement of goods and/or services according to sound business practices, best value standards and applicable state of Texas statutes. This includes those statutes relating to the Historically Underutilized Business (HUB) Program and purchasing from persons with disabilities.

Definitions

Click to view [Definitions](#).

Regulation

1. ADMINISTRATION

- 1.1 Each member must promulgate guidelines as necessary to facilitate and expedite the acquisition of goods and/or services as deemed to be in the best interest of the member and in accordance with sound business practices and applicable state laws.
- 1.2 The primary procurement officer (PPO), who has been delegated procurement authority by the member's chief executive officer (CEO), has the authority to delegate specific procurement authority to individual(s) or departments for the acquisition of goods and/or services, and must establish a maximum dollar limit for those individual(s) or departments to acquire goods and/or services. The PPO may withdraw delegated procurement authority in whole or in part.
- 1.3 The PPO must promulgate guidelines for the central procurement office under its direction to include, but not limited to, the establishment of dollar thresholds for purchases that do not require competitive bidding, purchases that require informal bids, and purchases that require a formal solicitation.
- 1.4 The PPO has the discretion to exempt the acquisition of any goods and/or services within the PPO's delegated purchasing authority from the established guidelines. The PPO must keep a list of the types of goods and/or services that are exempt.

1.5 In addition to and in conjunction with System Policy *07.01, Ethics*, system employees who perform purchasing functions under the delegated authority granted by the PPO must adhere to the same ethical standards established by the PPO and required of the PPO employees and avoid all conflicts of interest in their procurement activities.

2. ACQUISITION (OR PROCUREMENT) OF GOODS AND/OR SERVICES

2.1 Best Value

Members must acquire goods and/or services through best value standards and sound business practices. In determining best value standards, the members may consider the best value methods and factors as identified in Education Code 51.9335, as well as the system *Contract Management Handbook*.

2.2 The Historically Underutilized Business (HUB) Program and State Use Program

All acquired goods and/or services must comply with statutes related to the HUB Program and State Use Program.

2.3 Applicable Statutes, Codes, Policies and Regulations

Each member is responsible for identifying and complying with applicable statutes, codes, policies and regulations when acquiring goods and/or services.

Related Statutes, Policies, or Requirements

[Tex. Admin. Code Title 34, Part 1, Chapter 20, Subchapter D, Division 1 – Historically Underutilized Businesses](#)

[Tex. Educ. Code § 51.9335 – Acquisition of Goods and Services](#)

[Tex. Educ. Code § 51.9337 – Purchasing Authority Conditional; Required Standards](#)

[Tex. Gov't Code Ch. 2161 – Historically Underutilized Businesses](#)

[Tex. Hum. Res. Code Chapter 122 – Purchasing from People with Disabilities](#)

[Texas Workforce Commission's *Purchasing from People with Disabilities Program*](#)

[System Policy *07.01, Ethics*](#)

[System Policy *25.06, Participation by Historically Underutilized Business*](#)

[System Policy *25.07, Contract Administration*](#)

[System Regulation *41.01.01, Real Property*](#)

[System Policy 51.04, General Requirements and Delegations of Authority on Construction Projects](#)

[System Contract Management Handbook](#)

The October 2009 version of this system regulation supersedes:
System Regulation 25.99.02, *Component Purchasing Authority*

Member Rule Requirements

A rule is not required to supplement this regulation.

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