



I. POLICY STATEMENT

It is the policy of the Texas Southern University that these procedures will apply when using all sources of funds, for the procurement of goods, materials, supplies and services. Purchasing authority is delegated from the Board of Regents, through the President, to the Vice President/CFO of Administration and Finance and to the Leader of Procurement Services

The University shall adhere to federal law, state law ([Education Code Chapter, 51](#)) or other applicable purchasing requirements. Subject to state rules and regulations, the Purchasing Department has final discretion and authority for vendor selection and award.

II. PURPOSE AND SCOPE

The purpose of this document is to establish the policy and procedures to be followed when purchasing goods, materials, supplies, services through the Purchasing Department in a manner that will result in the best value and price for the university in conformance with established ethical practices. This policy is not intended to address contracting requirements and procedures, which are governed by MAPP 08.04.01 Contract Administration

III. POLICY PROVISIONS

1. Acquisition of Good, Materials, Supplies, and Services

1.1 Pursuant to Texas Education Code [§51.9335](#), an institution of higher education may acquire goods, materials, supplies, and services by the method that provides the best value to the institution, including:

1.1.1 Competitive bidding.

1.1.2 Competitive sealed proposals.

1.1.3 Catalog purchase.

1.1.4 Group purchasing programs.

1.1.5 Open market contract.

1.2 In determining best value to an institution of higher education, the institution shall consider the following:

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- 1.2.1 Purchase price.
 - 1.2.2 Reputation of the vendor and of the vendor's goods, materials, and supplies.
 - 1.2.3 Quality of the vendor's goods, materials, and supplies.
 - 1.2.4 Extent to which the goods, materials, and supplies meet the institution's needs.
 - 1.2.5 Vendor's past relationship with the institution.
 - 1.2.6 Impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses (HUBs) and to the procurement of goods, materials, and supplies from persons with disabilities.
 - 1.2.7 Total long-term cost to the institution of acquiring the vendor's goods, materials, and supplies.
 - 1.2.8 Any other relevant factor that a private business entity would consider in selecting a vendor.
 - 1.2.9 Use of material in construction or repair to real property that is not proprietary to a single vendor, unless the institution provides written justification in the request for bids for use of the unique material specified.
 - 1.3 Procurement of goods, materials, supplies, and services must comply with state and federal laws and institutional policies and procedures.
 - 1.4 The Purchasing Department is delegated the final authority for determining the "best value" for the university for goods, materials, supplies, and services. The following criteria shall be considered in addition to those set forth in Section III.1.2 above in determining best value: a vendor proposal must meet the requirements of the institution's solicitation document; and a vendor proposal that is non-responsive to the criteria set forth in the institution's solicitation document shall be rejected.
 - 1.5 Purchase orders are not intended to be used strictly as a payment tool; therefore, the purchase order must be created prior to the commitment or obligation. Purchase requisitions submitted after the commitment has been made and/or after

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the goods, materials, supplies, or services are received will constitute non-compliance. The non-compliance will be documented by the Purchasing Department and executed by the end-user and their supervisor.

- 1.6 For all purchases equal to or greater than \$10,000 on federal funds and equal to or greater than \$15,000 on non-federal funds, documentation must be attached to the requisition that substantiates (a) basis for contractor selection; (b) justification for lack of competition when competitive bids or offers are not obtained; and (c) basis for award cost or price. This requirement applies to all university funds including grants that flow-through from other institutions

2. Procurement Methods

- 2.1 . The following resources are available to assist user departments with selecting the appropriate procurement method for their purchases:

- 2.1.1 Master Agreements – Master Agreements allow requisitioning departments to purchase commodities without requesting competitive bids from other vendors. The “best value” process has already occurred through the RFP process or group purchasing programs; therefore, individual purchases do not require further bidding. Master Agreements should be utilized whenever possible, though they are not required. All current institutional agreements are available through the purchasing website,

<http://www.tsu.edu/about/administration/finance/procurement-services>

- 2.1.2 State Use Program - Commodities and/or services that are available through the Texas Council for Purchasing from People with Disabilities (currently TIBH) must be purchased through this entity when state-appropriated funds are used unless non-utilization of TIBH can be adequately justified. See TIBH website, <http://www.tibh.org/>, for details. Reference: [Chapter 122](#), Texas Human Resources Code.

- 2.1.3 Texas Department of Information Resources (DIR) - Automated Information Systems (AIS), products and services that are associated with computers (automation) or telecommunication systems may be purchased using the DIR program. This program is optional for the university and not a requirement. Specific guidelines for this program are accessible on the Texas Comptroller’s Office website, <http://cpa.state.tx.us/procurement/>

- 2.1.3.1 Equal to or <\$50K, one quote required from DIR

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- awardees.
- 2.1.3.2 >\$50K but not more than \$1M, three quotes are required from DIR awardees.
 - 2.1.3.3 >\$1M, but not more than \$10M, six quotes or all vendors on the schedule if there are fewer than six are required from DIR Awardees
 - 2.1.3.4 >\$10M, University must issue a Request for Offer
 - 2.1.3.5 The University may not spend appropriated funds for a major information resource project unless the project has been approved by the legislative Budget Board in the University's biennial operating plan and the Quality Assurance Team.
- 2.1.4 State of Texas Contracts - The Texas Comptroller's Office establishes term contracts, including TXMAS (General Services Administration) contracts, for goods and services. This program is optional for the university and not a requirement. These contracts are accessible on the Texas Comptroller's website, <http://cpa.state.tx.us/procurement/>.
- 2.1.5 Purchasing Cooperatives – Texas Southern University is a member of numerous purchasing cooperatives, which allow purchases to be made directly with the vendor as the bidding and/or negotiation process has already occurred. This program is optional for the university and not a requirement. See the Purchasing website, at <http://www.tsu.edu/about/administration/finance/procurement-services/>
[Piggybacking is another form of Cooperative Purchasing. It involves the use](http://www.tsu.edu/about/administration/finance/procurement-services/) of a contract by another agency that was not, itself, a party to the original solicitation and contract award. Agencies choosing to piggyback on another agency's contract are bound by the terms, conditions and pricing provided for by the contract. The agency who originally issued the solicitation and award must state in their solicitation that other agencies may utilize the contract.
- 2.1.6 Approved Vendor List – A list of approved vendors is available to assist employees with selecting vendors who have been awarded contracts either through TSU's bidding process or from Purchasing Cooperatives. The vendors represent various commodities and the awards are derived from a competitive bidding process. For further information see the following: <http://www.tsu.edu/about/administration/finance/procurement-services/pdf/approved-vendors-list.pdf>
- 2.1.7 Centralized Master Bidders List (CMBL) is an online directory of vendors registered to receive bidding opportunities from State of Texas purchasing entities including universities. Employees may use the CMBL to view a list

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of vendors for products and services they desire. Formal and informal bidding procedures apply. For details, visit the website at: <https://comptroller.texas.gov/>

3. Competitive Bidding/Proposals

3.1 If the “best value” for the commodity or service is not obtained from one of the above-listed programs, the bidding process should be followed.

3.2 Informal Solicitations (Quotes). Informal solicitations are quotes from vendors in response to an emailed request for bids. Informal bids are required when the expected contract requires competition but does not require a formal solicitation process and may be obtained by the originating unit or the Purchasing Department. However, the Purchasing Department may verify bids obtained by the department or request additional bids at its discretion. If informal bids are obtained, the originating unit should submit a purchase requisition to the Purchasing Department at least fifteen (15) days prior to the proposed effective date/start date for the resulting contract. Any quotes obtained by the department should be attached to the requisition.

3.3 Formal Solicitations are published requests for bids from vendors for goods or services. Formal solicitations can involve the evaluation of complex responses, vendor interviews, and multiple reviews of the process. Departments should begin formal solicitation processes as early as possible, and they can take three to four months to complete depending on the complexity. Formal solicitations can use multiple methods of processing

3.3.1 Invitations to Bid (ITB): ITBs are posted on the ESBD for a minimum of fourteen (14) calendar days before bids are due to the Purchasing Department. ITBs are issued for well-defined goods but may include ancillary services such as installation of training. Vendor selection is based on the lowest bidder. ITBs do not permit negotiation with the selected vendor.

3.3.2 Request for Proposal (RFP): RFPs are posted on the ESBD for a minimum of 14 calendar days but may be posted for thirty (30) calendar days or longer for complex solicitations that require additional time to prepare a response. RFPs are issued for consulting, construction, and other contracts where services are a major component of the resulting contract, though RFPs may include goods as well. Vendor selection involves a committee that evaluates

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responsive vendor proposals using the criteria in the RFP. This process may involve vendor interviews and multiple evaluation sessions.

3.3.3 Request for Offers (RFO): RFOs are just like RFPs as far as the posting period on the ESD and vendor selection process, except RFOs are specifically for information technology contracts, including hardware, software, and/or services.

3.3.4 Request for Qualifications (RFQ): RFQs are issued for specialized services, including professional services, and include a scope of work to be performed. Vendor selection is based on the qualifications of the respondents for the type of work needed. Once the most qualified respondent is chosen by the selection committee, the university attempts to negotiate a contract with that vendor at a fair price. If unable to contract with that vendor, the university breaks off negotiations with that vendor and may attempt to contract with the next highest ranked vendor. The posting period on the ESD and vendor selection process are the same as the RFP, except price is not considered during vendor selection. This process may involve vendor interviews and multiple evaluation sessions.

4. When to Use a Purchase Order

4.1 Purchases equal to or greater than \$2,500 on all fund types must be placed on a requisition within the Banner ERP system and routed through Purchasing for approval and creation of a purchase order.

4.2 The following purchases must be placed on a requisition regardless of the dollar amount:

4.2.1 Radioactive materials, x-ray machines, Class 3b and 4 lasers, and biological safety cabinets and other hazardous materials.

4.2.2 Vehicles, including golf carts

4.2.3 Equipment lease or maintenance agreements.

4.2.4 Subrecipient agreements for sponsored projects.

4.2.5 Independent contractor agreements for sponsored projects

4.2.6 Facilities contracts for construction, renovation, repair, and maintenance

4.2.7 Other purchases required by Finance to be on a requisition to achieve one or more of the following goals:

4.2.7.1 Increase use of historically underutilized businesses.

4.2.7.2 Obtain a vendor discount for volume purchases.

4.2.7.3 Increase efficiency in the procurement/payment process

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5. Purchase Orders and Contracts

5.1 The following purchases, require a contract if the total amount is \$15,000 or more using state funds or \$25 ,000 or more using local funds:

All c ontracted services including but not limited to the following: , construction, consultant and professional, lecturers, speakers, counselors, critiques, performances, panelists, interagency agreements, cooperative agreements etc.

5.2 Interagency agreements, cooperative agreements and other agreements established outside the University’s contracting process must comply with the LMS contract documentation process.

5.3 All purchase orders mentioned in 5.1 shall include a LMC #, (contract #) within the body of the purchase order.

5.4 Purchase order and contract modifications must be documented via an amendment form provided by the Office of General Counsel and are restricted by the following:

5.4.1 Increases are limited to 25%

5.4.2 If the increase and original p.o. amount totals \$100,000, approval by the Board of Regents is required.

5.4.3 If the increase and original p.o. amount totals \$25,000 a contract is required.

5.5 Purchase Orders not adhering to these procedures will not be processed.

6. Development of Specifications

6.1 The end user should communicate to the Buyer in the Purchasing Department commodity needed via a Banner requisition. The requisition should include the specifications of the items that the end user needs to procure.

6.2 A specification is a detailed description of an item that a user seeks to procure. The specification must be simple, clear, accurate, competitive, and flexible. If the specifications do not allow for competition, then the specifications are considered proprietary.

7. Bid Requirements

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7.1 . Bids must be obtained on all purchases equal to or in excess of \$10,000 on federal funds and equal to or in excess of \$15,000 on all other fund types

7.2 Bid limits for non-federal funds for goods or services costing: :

7.2.1 \$15,000.01 to \$25,000.00 – Electronic requisitions must be sent to Purchasing for processing. When possible, Purchasing will obtain a minimum of three informal bids, with two being from certified HUBs (historically underutilized businesses). Although the requesting department may submit informal quotes with their request, the Purchasing Department may choose to solicit other bids as well.

7.2.2 \$25,000.01 and Over – Electronic requisitions with detailed specifications and delivery requirements must be sent to Purchasing for processing. Purchasing will obtain formal bids/proposals.

7.3 Bid limits for federal funds are goods and services costing:

7.3.1 \$10,000 to \$24,999.99 - Electronic requisitions must be sent to Purchasing for processing. When possible, Purchasing will obtain a minimum of three informal bids, with two being from certified HUBs (historically underutilized businesses). Although the requesting department may submit informal quotes with their request, the Purchasing Department may choose to solicit other bids as well.

7.3.2 \$25,000 and Over – Electronic requisitions must be sent to Purchasing for processing. Purchasing will obtain formal bids/proposals.

7.4 Exceptions to above bid requirements for federal and non-federal funds:

7.4.1 Offset printing services costing less than \$15,000.00 (\$10,000 on federal funds) do not require competitive bidding. However, offset printing services costing at least \$15,000.00 (\$10,000 on federal funds) must be submitted to Purchasing on a purchase requisition for competitive bidding or may be provided by the University Reprographics Department without competitive bids. If offset printing is submitted to Purchasing on a purchase requisition for competitive bidding, the University Reprographics Department must be one of the vendors notified of the opportunity to bid or provide a price quote. .

Offset printing services provided by the University Reprographics Department are paid on an internal voucher and do not require competitive bidding at any dollar amount.

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7. 4.2 Proprietary purchases adequately justified (see 8.1 below requirements for proprietary purchases). Requests in excess of \$25,000 require a formal bid from the proprietary vendor.

7. 43 Purchases made through Master Agreements, State Use Program, State of Texas Contracts, Department of Information Resources (DIR) or Purchasing Cooperatives.

7.4.4 All procurements that exceed \$25,000, without regard to the source of funds, may be posted on an electronic bulletin board managed by the Texas Comptroller's Office if there is an advantage to doing so.

7.5 The Purchasing Department is encouraged to solicit and purchase from HUBs to the fullest extent possible.

7.6 This MAPP strictly prohibits the splitting of orders to circumvent the bidding process.

8. Exclusive Acquisition

Most purchases are made on a competitive basis. However, there may be times when competition does not exist or it is in the university's best interest to use a particular product or service. Since these purchases eliminate competition, the university requires that justification be submitted with any purchase where only one supplier is being considered for requests that exceed \$15,000. The justification does not require departments to defend the need for the product or service, but it is necessary to:

- Identify the unique features of the particular product or service.
- Explain the need for the unique features of the product or service.
- Explain why other products/suppliers are not acceptable.

There are four categories of purchases that require exclusive acquisition justification: Proprietary (Sole Source), Best value, Emergency, and Professional Service. To document the purchase use the Exclusive Acquisition Justification form located at: [Forms - Purchasing - Texas Southern University \(tsu.edu\)](https://www.tsu.edu/forms/purchasing)

8.1 Proprietary (as defined in [Texas Education Code 51.9335 b](#))

8.1.1 Justification for a proprietary (sole source) purchase is used when the goods or services are only available through a single source. The

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Purchasing Office establishes that the selection meets best value criteria. Some examples include: equipment maintenance, or repair parts from the original equipment manufacturer (OEM), pharmaceuticals that are only available from one supplier, or software or software maintenance that is only available from one software supplier

8.2 Best Value (as defined in [Texas Education Code 51.9335 b](#))

8.2.1 Justification for a best-value purchase is used when it is in the best interest of the university to use the particular product or service, but there is actually more than one source available. The Purchasing Office establishes that the selection meets best-value criteria. Some examples include: Specific reagents used in long-term experiments. For continuity of research, a lab would need to use the same products for duration of the experiment; a contract or grant specifically names a supplier, product, or service that is required for the university to use.

8.3 Emergency Purchase

8.3.1 Justification for an emergency purchase occurs as the result of an unforeseen circumstance that requires an immediate response to prevent financial or operational damage to the university. If a situation arises in which routine compliance with procurement practice is impractical and not in the university's best interest, an emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, or property, or to avoid undue additional cost to the university. Emergency purchases of goods or services are performed to restore a system to its original intended functionality and must not exceed the scope or duration of the emergency. The Purchasing Office will establish that the selection meets best value criteria.

8.4 Professional Services (as defined in Texas [Government Code 2254.002](#))

8.4.1 Professional service providers must normally be pre-qualified based upon a Request for Qualifications (RFQ). The contract award is based on negotiation with the most qualified provider. When a professional service is required and no pre-qualification has been established, a contract award must be justified as an exclusive acquisition to establish that the selection meets best-value criteria.

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8.4.2 A provider of professional services may not be selected on the basis of competitive bids, but rather on the basis of demonstrated competence and qualifications to perform the service and for a fair and reasonable price. Professional service providers are normally licensed or certified and the scope of their services include: accounting, architectural, land surveying, medicine, optometry, professional engineering, real estate appraisal, professional nursing

9.0 Exempt Purchases

- 9.1 The following services are exempt from competitive bidding requirements, may be purchased by departments regardless of dollar amount, and when applicable must still follow MAPP08.04.01. Contract Administration.
- 9.1.1 Classified Advertising: expenses such as newspaper, magazine, radio, television, billboards, classifieds, yellow page ads, and all other printed advertisements (does not include fees paid to public relations or advertising firms for their services in developing or executing coordinated campaigns or programs)
 - 9.1.2 Conference Expense: expenses related to conference room services such as audio/visual/network and food services (does not include goods purchased for attendees or transportation services)
 - 9.1.3 Hotels and Conference Rooms: expenses related to the rental of hotel rooms and conference rooms
 - 9.1.4 Moving Expenses: (employee) local funds only
 - 9.1.5 Lecturers/Guest Speakers/Entertainers: fees for speakers/lecturers/entertainers hired on a one-time basis (does not include fees for speakers/lecturers on a continuous basis)
 - 9.1.6 Student Travel: expenses related to student travel with the exception of bus charter
 - 9.1.7 Library materials
 - 9.1.8 Legislative information services: bill analysis services
 - 9.1.9 Membership fees and dues
 - 9.1.10 Newspaper and magazine subscriptions direct from the publisher
 - 9.1.11 Freight
 - 9.1.12 Services provided by other State of Texas agencies, or by other local governments (Inter-agency and Inter-local agreements must be reviewed by the Office of General Counsel)
 - 9.1.13 Registration fees and associated books and materials
 - 9.1.14 Rental of exhibit space (booths for display purposes)
 - 9.1.15 Goods and services provided by the Texas Department of Criminal Justice

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9.1.16 Goods and services provided by the Texas Industries for the Blind and Handicapped

9.1.17 Internal repairs

9.1.18 Purchases from Federal agencies

9.1.19 Utilities

9.1.20 Private Legal Counsel, Investment Counselors, Actuaries, Medical and Dental providers

9.1.21 Direct publications (e.g. computer software and software maintenance which is only available directly from the publisher)

10. Federal purchases that equal or exceed \$25,000

For all procurement of goods or services that will be paid in part with federal funds and that is expected to equal or exceed \$25,000, the responsible department will verify and document that the prospective vendor/contractor is not suspended, debarred, or otherwise excluded from federal contracts. The Purchasing Department will attach documentation of the verification to purchase orders and the Office of Contracts and Grants will attach documentation of the verification to research contracts.

11. Purchases greater than \$100,000

11.1 Board of Regents approval is required of all purchases exceeding \$100,000

11.2 All construction or facility improvements purchases exceeding \$100,000 shall provide a security bond or certified check to the Owner in the amount of 5% of the bid price from each bidder. Upon acceptance of the final project cost per solicitation, the bidder shall provide a performance and payment bonds for 100 percent of the contract price.

12. Receipt of Items Ordered

12.1 Requisitioning departments must inspect all shipments received against the purchase orders and report any discrepancies to the vendor. Any discrepancy, including non-compliance with specifications, shortages, overages, and any damages must be reported immediately, but no later than twenty-one (21) days after receipt of goods, materials, or supplies.

12.2 Substitution of items ordered with a Purchase Order is not permitted without

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the prior approval of Purchasing. No approval will be granted unless substituted items are of equal quality and are offered at the same or lower price.

- 12.3 Items must comply with the written specifications contained within the purchase order and/or contract. Failure to do so by the vendor will result in non-payment to the vendor.

13. Protests, Disputes, Resolutions Procedures

- 13.1 Any actual or prospective bidder, offeror, proposer, or contractor who is aggrieved in connection with the solicitation, evaluation, or award of a contract may formally protest to the end user's director in whose division action is (was) being processed. Such protests must be in writing and received in the Executive Director of Procurement's (Executive Director) office within 10 working days after such aggrieved person knows, or should have known, of the occurrence of the action which is protested. Formal protests must conform to the requirements of Section 13.3 and shall be resolved in accordance with the procedure set forth in Section 13.4 through Section 13.8. Copies of the protest must be mailed or delivered by the protesting party to the Purchasing Department and other interested parties. For the purposes of this section, "interested parties" mean all vendors who have submitted bids or proposals for the contract involved.

- 13.2 In the event of a timely protest appeal under this procedure, the University shall not proceed further with the solicitation or with the award of the contract unless the Executive Director, after consultation with the requesting department and the appropriate end user, makes a written determination that the award of the contract without delay is necessary to protect substantial interests of the University.

- 13.3. A formal protest must contain:

13.3.1 a specific identification of the statutory or regulatory provision(s) that the action complained of is alleged to have violated;

13.3.2 a specific description of each act alleged to have violated the statutory provision identified above;

13.3.3 a precise statement of the relevant facts;

13.3.4 an identification of the issue or issues to be resolved;

13.3.5 argument and authorities in support of the protest; and

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- 13.3.6 a statement that copies of the protest have been mailed or delivered to the Purchasing Department and other identifiable interested parties
- 13.3.7 The end user shall have the authority, prior to appeal to the Executive Director, to settle and resolve the dispute concerning the solicitation or award of a contract. The end user may solicit written responses to the protest from other interested parties.
- 13.4. If the protest is not resolved by mutual agreement, the Executive Director will issue a written determination on the protest.
- 13.4.1 If the Executive Director determines that no violation of rules or statutes has occurred, the Executive Director shall inform the protesting party, the end user, and other interested parties by letter, which sets forth the reasons for the determination.
- 13.4.2 If the Executive Director determines that a violation of the rules or statutes has occurred in a case where a contract has not been awarded, the Executive Director shall inform the protesting party, the end user, and other interested parties by letter which sets forth the reasons for the determination and the appropriate remedial action.
- 13.4.3 If the Executive Director determines that a violation of the rules or statutes has occurred in a case where a contract has been awarded, the Executive Director shall inform the protesting party, the end user, and other interested parties by letter which sets forth the reasons for the determination, which may include ordering the contract void.
- 13.5. The Executive Director's determination on a protest may be appealed by the protesting party to the University's Vice President for Finance. An appeal of the Executive Director determination must be in writing and must be received in the Vice President for Finance office no later than ten (10) working days after the date of the Executive Director's determination. The scope of the appeal shall be limited to a review of the Executive Director's determination. The protesting party must mail or deliver to the Vice President for Finance and all other interested parties a copy of the appeal, which must contain an affidavit that such copies have been provided. The Vice President for Finance will prepare and forward a written determination to the University's General Counsel recommending that the protester's appeal be either granted or denied.

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- 13.6 The General Counsel shall review the protest, the Executive Director's determination, the appeal, and the recommendation of the Vice President for Finance. The General Counsel, in his/her discretion, may refer the matter to the Board of Regents for consideration at a regularly scheduled open meeting or issue a written decision that resolves the protest.
- 13.7 When a protest has been appealed to the Vice President for Finance under #6 of this section and has been referred to the Board of Regents by the University General Counsel under #7 of this section, the following requirements shall apply:
- 13.7.1 Copies of the appeal, responses of the interested parties, if any, and University General Counsel's recommendation shall be mailed to the Board of Regents, and copies of the General's recommendation shall be mailed to the Executive Director, the appealing party and other interested parties.
- 13.7.2. All interested parties who wish to make an oral presentation at the open meeting are requested to notify the University General Counsel at least forty-eight (48) hours in advance of the meeting.
- 13.7.3. The Board of Regents may consider oral presentations and written documents presented by the University's General Counsel and interested parties. The Board of Regent's Chairperson shall set the order and amount of time allowed for presentations.
- 13.7.4. The Board of Regents' determination of the appeal shall be by duly adopted resolution reflected in the minutes of the open meeting, and shall be final.
- 13.8. Unless good cause for delay is shown or the Board of Regents determines that a protest or appeal raises issues significant to procurement practices or procedures, a protest or appeal that is not filed timely will not be considered.
- 13.9. A decision issued by either the Board of Regents in an open meeting, or in a writing by the University's General Counsel, shall be the final administrative action of the University.

**MAPP 03.02.03 Purchase of Goods, Materials, and Supplies
through the Purchasing Department**

Section Fiscal Affairs
Area Purchasing
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TEXAS SOUTHERN UNIVERSITY
**MANUAL OF ADMINISTRATIVE
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