



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
3/28/00

REVISION
4

PAGE
E2-415.0

SUBJECT
PURCHASING

SUB-TOPIC

RENTAL/PURCHASE OF COMPUTERS, COMPUTER-RELATED EQUIPMENT AND SERVICES, AND/OR OTHER EQUIPMENT

Procedures outlined in this sub-topic apply to the rental, purchase or renewal of existing contracts for:

1. New computer and computer-related equipment.
2. New computer and computer-related services.

Due to the comprehensive and complex nature of State Rules and Regulations governing the purchase, rental or contract renewal of the above items, the Director of Procurement Management, the Director of Information Systems, and the requisitioner will be responsible for the coordinating such requests and compiling necessary support data. All purchase requisitions and justifications for the above-mentioned equipment or service should be sent directly to the Purchasing Office. If assistance is needed, contact the Purchasing Office at Ext. 2300.

Purchases for Information Resources are made in accordance with the Qualified Information Services Vendor (QISV) Catalog Program. Formal bidding is not required but the HUB Program, Texas marketplace and QISV procedures must all be followed by appropriated Purchasing Department personnel before any purchase is completed. The QISV procedure can be view at <http://www.gsc.state.tx.us>. See Exhibit E28 for additional information regarding the QISV program.