



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
1

PAGE
E2-440.0

SUBJECT

PURCHASING

SUB-TOPIC

PURCHASES OF SERVICES, OVERVIEW

The General Services Commission has delegated to the UTD Purchasing Department authority to purchase all services with the following restrictions/exclusions:

1. Bid specifications on anticipated purchase of services with appropriated funds in excess of \$100,000 per year must be reviewed by the General Services Commission prior to bidding by the agency. The commission reserves the right to make changes in the specifications and to solicit bids from their entire bid list.
2. Invitations to bid for purchase of services in excess of \$25,000 per year must be solicited from all suppliers on UTD's bidders list for that class of service, when bidding is required and posted to the Texas (Electronic) Marketplace.

There are various types of services, but most can be identified as one of the following:

- Consulting Services (See E2-450.0)
- Purchased Services, not Consulting or Professional (See E2-460.0)
- Professional Services (See E2-470.0)
- Construction Services (See E2-480.0)
- Purchase of Services from an Individual

Each of these services is treated differently. Reference E2-450.0 through E2-480.0 or contact the Purchasing Office (Ext. 2300) for guidance regarding selection procedures and written requirements.