



Open Market Requisition

Requisition must be submitted at least 120 days in advance of expected award date to allow sufficient processing time, must have an authorized signature and include the Submission Checklist (Page 3). Submit via email to open.market@cpa.texas.gov.

Agency requisition number		Date	
Agency name			
Delivery address		State	ZIP code
Contact name	Phone (Area code and number)	Email	
Alternate contact name	Phone (Area code and number)	Email	

One-time purchase? PCC G	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If YES, expected delivery date _____
Purchase with grant funding	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Grant expiration date..... _____
Installation required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Insurance required? <input type="checkbox"/> YES <input type="checkbox"/> NO
NEW multi-year contract?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Add to CPA Contract Number _____

Proprietary? YES NO If YES, check one: Sole Source Competitive *Forward justification with signature as designated in the Agency Procurement Plan on file with SPD.*

<input type="checkbox"/> Not available on Texas SmartBuy	ESTIMATED DOLLAR AMOUNT — All items _____
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Request for delegation?..... YES NO *If YES, submit required documentation and justification.*

Needs Assessment [reference pg. 12 of State of Texas Procurement and Contract Management Guide (PCMG)]:

Prior Purchase?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If YES, Contractor Name..... _____
Were needs met?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Vendor Performance Report(s) Filed in SPD VPTS.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Approval signature certifies the need for the commodity(s) and/or services and that sufficient funds are available.

Signature authorized by agency	Printed name	Date
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Open Market Requisition (cont.)

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Submission Checklist — Failure to provide this list and the requested information may cause delay in the solicitation process.

SPECIFICATIONS — All items in this section are required unless otherwise indicated.

<input type="checkbox"/> Detailed specifications in outline format or attached Agency-published specification document
<input type="checkbox"/> Confirm NIGP Class-Item is correct. SPD will provide information if other NIGP Class-Items should be utilized.
<input type="checkbox"/> References for manufacturer/brand names and model/product numbers - PROVIDE TWO PER LINE ITEM AS A BEST PRACTICE PER PCMG.
<input type="checkbox"/> Warranty requirements for all products
<input type="checkbox"/> Vendor quotations or other material used for agency estimate
<input type="checkbox"/> Manufacturer technical specification documentation (If applicable)
<input type="checkbox"/> Qualified Products List (QPL) or Approved Products List (APL) (If applicable)
<input type="checkbox"/> Exhibits: Drawings and schematics (If applicable)

SAMPLES YES NO If "YES," include in Word document.

<input type="checkbox"/> Sample requirements: <input type="checkbox"/> With Bid <input type="checkbox"/> Post Award
<input type="checkbox"/> Testing requirements performed through a Certified Laboratory as specific to ASTM, etc.
<input type="checkbox"/> Certificate of Analysis through a Certified Laboratory
<input type="checkbox"/> Agency Testing parameter details

PRICE INFORMATION— Required for multi-year contracts

PRICING STRUCTURE — One-time purchase will include the City/ZIP for the delivery destination(s) from Page 1.

<input type="checkbox"/> Statewide
<input type="checkbox"/> Texas zones <input type="checkbox"/> ALL <input type="checkbox"/> Specific zones:
<input type="checkbox"/> Highway districts <input type="checkbox"/> ALL <input type="checkbox"/> Specific highway districts:

PRICE ADJUSTMENT CALCULATION

<input type="checkbox"/> Producer Price Index (PPI) per item — U.S. Bureau of Labor Statistics (BLS) website: www.bls.gov/ (provide index #)
<input type="checkbox"/> Consumer Price Index (CPI) per item — BLS website: www.bls.gov/ (provide index #)
<input type="checkbox"/> Discount from manufacturer price list
<input type="checkbox"/> Other — Provide details with formulas as applicable

SERVICE RELATED REQUIREMENTS

<input type="checkbox"/> Detailed service requirements
<input type="checkbox"/> Training: Number of days or hours, location, number of agency employees, etc.
<input type="checkbox"/> Installation: Authorized factory technician or representative