



# Open Market Requisition

*Requisition must be submitted at least 90 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](mailto: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.*

ESTIMATED TOTAL — All items .....

Request for delegation?.....  YES  NO    *If YES, submit required documentation and justification.*

Needs Assessment:

Prior Purchase? .....

YES  NO    If YES, Contractor Name..... \_\_\_\_\_

Were needs met? .....

YES  NO

Vendor Performance Report(s) Filed in SPD VPTS.....  YES  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. Documentation is requested to be submitted in Microsoft Word with exception for Exhibits.

**SPECIFICATIONS** — Provide in Word document.

- Detailed specifications in outline format or attached Agency published specification document
- Confirm NIGP Class/Item is correct. SPD will provide information if other NIGP Class/Items should be utilized.
- References for manufacturer/brand names and model/product numbers - **MINIMUM OF TWO REQUIRED.**
- Manufacturer technical specification documentation
- Warranty requirements for all products
- Qualified Products List (QPL) or Approved Products List (APL) — Do not include "links to listing." — *Hardcopy required*
- Exhibits: Drawings and schematics — PDF
- Vendor quotations used for agency estimate

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

- Sample requirements:  With Bid  Post Award
- Testing requirements performed through a Certified Laboratory as specific to ASTM, etc.
- Certificate of Analysis through a Certified Laboratory
- Agency Testing parameter details

**PRICE INFORMATION- FOR MULTI- YEAR CONTRACTS**

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

- Statewide
- Texas zones  ALL  Specific zones:
- Highway districts  ALL  Specific highway districts:

**PRICE ADJUSTMENT CALCULATION**

- Producer Price Index (PPI) per item — U.S. Bureau of Labor Statistics (BLS) website: [www.bls.gov/](http://www.bls.gov/)
- Consumer Price Index (CPI) — BLS website: [www.bls.gov/](http://www.bls.gov/)
- Discount from manufacturer price list
- Other — Provide details with formulas as applicable

**SERVICE RELATED REQUIREMENTS** — *Include in Word document.*

- Detailed service requirements
- Training: Number of days or hours, location, number of agency employees, etc.
- Installation: Authorized factory technician or representative