

## Open Market Requisition

Texas Comptroller of Public Accounts Statewide Procurement Division



Page 1

Requisition must be submitted at least 120 authorized signature and include the	-	-			-	-
Agency requisition number				Date		
Agency name						
Delivery address					State	ZIP code
Contact name	Phone (Area code and nu	imber)	Email		<u> </u>	
Alternate contact name	Phone (Area code and nu	ımber)	Email			
One-time purchase? PCC G Y	ES NO	If YES, expect	ed delivery d	late		
Purchase with grant funding	ES NO	Grant expiration	on date			
Installation required?	ES NO	Insurance req	uired?	[	YES	NO
NEW multi-year contract?	ES 🗌 NO	Add to CPA C	ontract Numb	ber		
Proprietary? YES NO If YES, ch	neck one: 🗌 Sole S	Source Co				gnature as designated Plan on file with SPD.
Not available on Texas SmartBuy	ESTIMATED D	OLLAR AMOU	NT — All item	าร		
Request for delegation? Y	ES 🗌 NO	lf YES, submi	t required do	cumentation ar	nd justification	
Needs Assessment [reference pg. 12 of St	ate of Texas Procu	irement and C	ontract Mar	nagement Gu	ide (PCMG <u>)</u>	]:
Prior Purchase? Y	ES 🗌 NO	If YES, Contra	ctor Name _			
Were needs met? Y	ES 🗌 NO					
Vendor Performance Report(s) Filed in SPD VP	۲S	YES	NO			
Approval signature certifies the n Signature authorized by agency	eed for the commo	odity(s) and/or	services ar	nd that suffici	ent funds are	e available.



## **Open Market Requisition** (cont.)

Page 2

		d signature and include the Submission Checklist (Page 3). Sub				s.gov.
em No.	NIGP Class/Item (5 digits)	Commodity and/or Services Description	Unit of Measure (UOM)	Total Quantity (total for all terms)	Price Per UOM (Estimate)	Line Item Total
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## **Open Market Requisition** (cont.)

Page 3

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.

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

SPECI	FICATIONS — All items in this section are required unless otherwise indicated.
	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 - <b>PROVIDE TWO PER LINE ITEM AS A BEST PRACTICE PER PCMG</b> .
	Warranty requirements for all products
	Vendor quotations or other material used for agency estimate
	Manufacturer technical specification documentation (If applicable)
	Qualified Products List (QPL) or Approved Products List (APL) (If applicable)
	Exhibits: Drawings and schematics (If applicable)

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 — Required 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			
PRICE ADJUSTMENT CALCULATION			
Producer Price Index (PPI) per item — U.S. Bureau of Labor Statistics (BLS) website: www.bls.gov/ (provide index #)			
Consumer Price Index (CPI) per item — BLS website: www.bls.gov/ (provide index #)			
Discount from manufacturer price list			
Other — Provide details with formulas as applicable			

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