



Basic Texas Purchaser: Course Outline

Training and Policy Development Team

Statewide Procurement Division

Texas Comptroller of Public Accounts

Day 1 AM:

Calculating Contract Value

Getting to Know the Statewide Procurement Division (SPD): Five Teams to Support Public Procurement

Applications Supported by SPD

- Texas SmartBuy
- Electronic State Business Daily (ESBD)
- Centralized Master Bidder's List (CMBL)
- Vendor Performance Tracking System (VPTS)

Required Agency Submissions to SPD

- Agency Procurement Plan
- Agency Contract Management Handbook

Ethics in Public Procurement

- State Ethics Policy
- Conflicts of Interest
- Nepotism
- Appearance of Impropriety
- Bribery
- Post Employment Restrictions
- Required Disclosure Statements for Public Procurement Personnel
- Suspected Fraud, Waste, or Abuse
- Agency-Vendor Communication

Day 1 PM:

Purchasing

- Allowable Uses of Appropriated Funds
- Purchasing Processing Steps
 - State and Federal Surplus
 - Set-Aside Programs
 - Statewide Term and Managed Term Contracts
 - Texas Multiple Award Schedule (TxMAS) Contracts
- Using Texas SmartBuy
- SPD Review and Delegation of Purchasing Authority
- Writing Specifications
- Department of Information Resources and IT Procurements