



## **TXMAS Offer Packet Application Checklist**

### **Texas Multiple Award Schedule (TXMAS) Requirements**

Applicants must meet the following requirements for consideration of a TXMAS award.

1. Submission of an existing competitively awarded base contract from a governmental entity with a minimum of one year remaining, including renewals.
2. The base contract must be suitable for general use by CPA customers and not specific to a geographical location or limited use to a specific entity.
3. Submission of a Texas SmartBuy catalog created in the TXMAS Catalog Template format.
4. Pricing must be verifiable online through the GSA website, Vendor's website, or through the contracting entity's website.
5. Documented base contract sales or (if a previous TXMAS contractor) TXMAS sales with a state, co-operative or local government entity for the most recent 12 months. NOTE: Previous TXMAS contractors with low or no TXMAS sales will not be considered for approval of a new TXMAS contract.
6. TXMAS will not accept FOB Origin for commodities contracts. Vendor must agree to FOB Destination and specify freight terms. Freight charge terms must mirror the base contract.
  - a) Freight included in Pricing
  - b) Freight prepaid and allowed (Separate line on Invoice)
7. Texas Secretary of State registration or registration in the applicant's home state.
8. Active Franchise Tax registration with the Texas Comptroller of Public Accounts.
9. CPA may use vendor performance reports to analyze whether a vendor is awarded a TXMAS contract. CPA may conduct reference checks with other entities regarding past performance both prior to awarding a contract to Contractor and during the entire term of a TXMAS contract.
10. During the review process, vendors will be provided an opportunity to correct errors in their Texas SmartBuy catalog. A catalog deemed unacceptable after the third submission will be grounds for rejection of the offer packet. Vendors are encouraged to contact the TXMAS team for any questions prior to submission.
11. CPA requires all orders under TXMAS contracts to be placed through the Texas SmartBuy system, unless CPA gives explicit permission for offline sales. If requesting offline sales, submit an explanation of the need for and benefit from offline sales.

Statewide Procurement Division (SPD) may request additional information during the evaluation of the submitted TXMAS Offer Packet. If SPD does not receive the requested information within the allotted period, the TXMAS Offer Packet will be declined and a new TXMAS Offer Packet must be submitted after a 180-day waiting period.

Submission of a TXMAS Offer Packet does not guarantee award of a TXMAS contract. The decision to award a TXMAS contract is at the sole discretion of the Statewide Procurement Division (SPD).

All required TXMAS Offer Packet documents must be submitted by email to:  
[txmasoffer@cpa.texas.gov](mailto:txmasoffer@cpa.texas.gov)



**IMPORTANT**

1. Incomplete TXMAS Offer Packets may be subject to immediate rejection.
2. "Base Contract" references the current existing contract which applicant is submitting for consideration of a TXMAS contract.
3. By signing this checklist, vendor acknowledges that they have read and understand the Texas Multiple Award Schedule (TXMAS) Requirements on page one and acknowledge that, if rejected, vendor may not resubmit another TXMAS application for a period of 180 days from the date of rejection.

**Dealers**

Vendors who wish to include dealers on a potential TXMAS contract must indicate in the Optional Documents section below. The Dealer Authorization and Acceptance form will be sent separately and must be completed for each authorized dealer.

**Vendor's Full Legal Name**

**Base Contract Description**

**Base Contract Number**

**Base Contract Expiration**

**Previous TXMAS Contract Number**

<b>Required Documents (Labeled Accordingly)</b>	<b>YES</b>	<b>NA</b>
---	------------	-----------

- |  |  |  |
|--|--|--|
| 1. Signed TXMAS Offer Packet Checklist                                       |  |  |
| 2. Base Contract Original Signed Award Notice                                |  |  |
| 3. Base Contract Renewal/Extension Documents (if applicable)                 |  |  |
| 4. Base Contract Amendments/Modifications (if applicable)                    |  |  |
| 5. Base Contract Original Solicitation                                       |  |  |
| 6. Base Contract Response to Solicitation                                    |  |  |
| 7. Base Contract Terms and Conditions  |  |  |
| 8. Base Contract Price List  |  |  |
| 9. Completed Texas Smartbuy Catalog Template                                 |  |  |
| 10. Base Contract Sales Report for Most Recent 12 Month Period               |  |  |
| 11. Certificate of Insurance (meeting base contract reqm'ts) (if applicable) |  |  |



**Optional Documents**

**YES**

1. Vendor Dealer Authorization and Acceptance.
2. Letter of Interest from Customer(s) requesting Vendor to be on TXMAS.
3. The contractor must identify exceptions (if any) to the TXMAS Ts & Cs by submitting the exception(s) through a Word document attachment with their TXMAS application submission. Exceptions are discouraged, and rarely granted.

**FOB Destination**

Vendor agrees to FOB Destination.

Yes – Freight included in pricing.

Yes – Freight added as a separate line item.

N/A – Services only contract.

**Vendor Information** All fields are required.

Vendor's Full Legal Name

Texas/Federal EIN

DUNS No.

Mailing Address

Physical Address (if different)

Business Address (if different)

Contractor Representative (CR)

CR Phone No. & Email

Alternative Contact (AC)

AC Phone No. & Email

Purchase Order Email

Accounts Payable Email(s)  
(For receipt of invoices)



**Execution of TXMAS Offer**

By submitting this TXMAS Offer Packet, Vendor represents and warrants that the individual submitting this document and the documents made part of this offer is authorized to sign such documents on behalf of the Vendor and to bind the Vendor in contract. The Vendor certifies the information and documentation provided as part of its application is current, accurate, and complete. The Vendor has reviewed and agrees to the TXMAS Terms and Conditions with a revision date of August 2020 and takes no exceptions unless otherwise stated in the Offer Packet submission. The Vendor has read and understands the TXMAS Requirements and acknowledges that, if rejected, it may not resubmit a TXMAS Offer Packet for 180 days from the date of rejection. This packet and the documents submitted with it constitute a binding offer. In exchange for being considered by CPA for a contract, Vendor gives CPA the right to accept this offer for 120 days from the date of signature below. CPA may accept some or all of the items submitted.

**Signature – Authorized Representative:**

**Printed Name:**

**Date:**