



STATEWIDE PROCUREMENT DIVISION

**Texas Multiple Award Schedule (TXMAS)
Offer Packet Application Checklist**

TXMAS Requirements

Applicant must meet the following requirements to be considered for a TXMAS award:

1. Submission of a competitively-awarded base contract ("Base Contract") from a governmental entity with a minimum of one year remaining. See [here](#) for Base Contracts Not Accepted.
2. The Base Contract must be suitable for general use by Texas Comptroller of Public Accounts ("CPA") customers and not specific to a geographical location or limited in use to a specific entity.
3. Submission of a Texas SmartBuy ("TSB") Catalog Template. The catalog must mirror the Base Contract's items/services. The catalog shall comply with TXMAS template requirements and contain verifiable pricing. During the review process, Applicant will be provided an opportunity to correct errors in the submitted catalog. Three erroneous catalog submissions will be grounds for rejection of the Offer Packet. CPA requires all orders under TXMAS contracts to be placed through the Texas SmartBuy online ordering system unless Applicant submits a request for offline sales and accompanying detailed justification for evaluation by CPA's Statewide Procurement Division ("SPD"). Offline sales are sales not specifically ordered through the TSB online ordering system. SPD has sole discretion to decide whether to authorize offline sales.
4. Submission of Base Contract sales for the most recent 12-month period.
5. TXMAS will not accept Free on Board ("FOB") Origin shipping terms for contracts for goods. Applicant agrees to FOB Destination terms and retains risk of loss of the goods (and is therefore responsible for replacing damaged or lost goods) until the goods have reached their final destination.
6. Texas Secretary of State registration or registration in Applicant's formation state.
7. Active Franchise Tax registration with CPA.
8. An Applicant's past performance may affect a potential award and will be considered during evaluation of the Offer Packet. Applicant may be required to provide references for a contract in similar size and scope.

SPD may request additional information during the evaluation of a TXMAS Offer Packet. If SPD does not receive the requested information by the deadline provided, the Offer Packet will be rejected and Applicant may not submit a new TXMAS Offer Packet for similar or the same goods or services for a period of 180 days from the date of rejection. Submission of a Offer Packet does not guarantee award of a TXMAS contract and SPD may reject any response at its discretion.

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS



STATEWIDE PROCUREMENT DIVISION

Dealers

Applicant must identify dealers used on the potential TXMAS contract. The Dealer Authorization and Acceptance forms will be sent separately to Applicant after award and must be completed for each authorized dealer.

Applicant Information

Applicant Information (All fields are required)

Applicant's Full Legal Name

Base Contract Description

Base Contract Number

Current Base Contract Expiration

Base Contract Renewal Terms Remaining

Previous TXMAS Contract Number (if applicable)

Texas/Federal EIN

Mailing Address

Physical Address (if different)

Business Address (if different)

Authorized Applicant Representative (AR)

AR Title

AR Phone No. & Email

Alternative Contact (AC)

AC Phone No. & Email

Purchase Order Email

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

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS



STATEWIDE PROCUREMENT DIVISION

Required Documents (Label Accordingly in Offer Packet Submission)

The Offer Packet consists of the following required documents. Incomplete Offer Packets are subject to immediate rejection. All required documents must be submitted by email to: txmasoffer@cpa.texas.gov .

YES NA

- Signed TXMAS Offer Packet Checklist (this document)
- Base Contract Original Award Notice, signed (for non-GSA base contract)
- Base Contract Original Solicitation (for non-GSA base contract)
- Base Contract Response to Solicitation (for non-GSA base contract)
- Base Contract Terms and Conditions
- Base Contract Amendments / Modifications (GSA SF30)
- Base Contract Renewal / Extension Documents (if applicable)
- Base Contract Exceptions (if applicable)
- Current Base Contract Price List
- Completed Texas Smartbuy Catalog Template
- Base Contract Sales Report for Most Recent 12 Month Period
- Certificate of Insurance (meeting requirements of the Base Contract and the TXMAS Terms and Conditions), if applicable
 - Does Applicant employ anyone in the state of Texas?
 - Would Applicant work in a Customer facility?

Applicant is requesting Dealer Authorization forms

YES NO

Exceptions

Applicant requests exceptions

YES NO

Applicant must identify any requested exceptions on company letterhead or in a Microsoft Excel® spreadsheet. Applicant must clearly identify each exception taken, noting the specific section number and title, detailed description of exception taken, and Applicant’s proposed alternative language using the following format:

Section	Section Title	Exception	Proposed Language

CPA may reject an incomplete exception without consideration. ***Exceptions are discouraged and rarely granted.***

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS



STATEWIDE PROCUREMENT DIVISION

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

Child Support Obligation Certification

Pursuant to Section 231.006(d) of the Texas Family Code, regarding child support, Applicant certifies that the individuals or business entity named in this TXMAS Offer Packet are not ineligible to receive the specified payment and acknowledges that an awarded Contract may be terminated and payment may be withheld if the certification is inaccurate.

Furthermore, any Applicant subject to Section 231.006 of the Texas Family Code must provide in its TXMAS Offer Packet the names and the LAST 4 DIGITS of the social security numbers of each person with at least 25% ownership of the business entity submitting the Offer Packet. This information must be provided to CPA in writing signed by Applicant’s duly authorized representative with its Offer Packet. Submission of an Offer Packet without the required identity disclosures pursuant to Section 231.006(d) of the Texas Family Code constitutes a certification by Applicant that no individual or sole proprietor or partner, shareholder, or owner has an ownership interest of at least 25% of the business entity identified as Applicant. Applicants meeting the ownership criteria must complete the following:

_____	XXX-XX-
Name	Social Security Number
_____	XXX-XX-
Name	Social Security Number
_____	XXX-XX-
Name	Social Security Number
_____	XXX-XX-
Name	Social Security Number



STATEWIDE PROCUREMENT DIVISION

Execution of TXMAS Offer

By submitting this TXMAS Offer Packet, Applicant represents and warrants that the individual submitting the Offer Packet is authorized to sign such documents on behalf of and bind Applicant. Applicant certifies the information and documentation provided in its Offer Packet are current, accurate, and complete. Applicant has reviewed and agrees to the TXMAS Terms and Conditions with a revision date of August 2022 and takes no exceptions unless otherwise stated in the Offer Packet. Applicant has read and understands the TXMAS Requirements and acknowledges that if its Offer Packet is rejected, Applicant may not resubmit a TXMAS Offer Packet for at least 180 days from the date of rejection. This Offer Packet constitutes a binding offer. In exchange for being considered by CPA for a contract, Applicant gives CPA the right to accept this offer until withdrawn by Applicant. Failure to sign and date the TXMAS Offer Packet where indicated below will result in rejection.

Signature – Authorized Representative:

Printed Name:

Date: