

Texas Comptroller of Public Accounts - Statewide Procurement Division

TXMAS Offer Packet – Applicant Information

All required TXMAS Offer Packet documents must be submitted by email to txmasoffer@cpa.texas.gov.

Company Name		
Contract Description		
Base Contract Number		
Base Contract Expiration (excl. renewals)		
Previous TXMAS Contract No. (if applicable)		
Texas Franchise Tax File No.		
Secretary of State Charter No.	State	No.

IMPORTANT

Please note that any TXMAS Offer Packet that is deemed incomplete due to the reasons listed below will be rejected:

1. All required documents are not submitted.
2. Documents are not submitted as separate documents in the appropriate format.
3. Documents are not labeled appropriately.
4. Base Contract on a commodities contract is FOB Origin and you do not agree to FOB destination terms. A TXMAS award for a commodities contract will only be accepted if delivery terms are FOB Destination (Freight Included in Price or Freight Prepaid and Allowed as separate line on invoice).

By signing the TXMAS Offer Packet Checklist, you are acknowledging that you have read the four immediate rejection reasons listed above and acknowledge that, if rejected, you may not resubmit a TXMAS Offer Packet for 180 days.

REQUIRED DOCUMENTS	Yes	No	Notes
Signed TXMAS Offer Packet Checklist			
Base Contract Original Award Notice Signed			
Base Contract Renewals/Extensions Document (e.g. GSA SF30)			
Base Contract Solicitation (and any supplemental Solicitations for items being offered to TXMAS)			
Base Contract Contractor Response			
Base Contract Terms and Conditions			
Base Contract Price List (include URL to access Base Contract Price List)			
Completed Texas SmartBuy Catalog template (or explanation for non-inclusion if services-only contract.)			
Sales Report for most recent 12 months (include date of sale, customer name, items/services and total sales per item/service)			

Optional Documents	Yes	No	No. of Dealers
Dealer Letter of Authorization			
Dealer Letter of Acceptance			
HUB Dealer Letter of Authorization			
HUB Dealer Letter of Acceptance			
Letter of interest from purchaser to use vendor's TXMAS contract.			

For commodities contracts do you agree to FOB Destination delivery	
Yes - Prepaid included	
Yes - Prepaid and allowed	
N/A - Services-only contract	

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Complete all fields unless noted.

Company Name	
Federal EIN	
DUNS No.	
Addresses	
Mailing Address	
City, State, Zip	
Physical Address (If different)	
City, State, Zip	
Business Address (If different)	
City, State, Zip	
Contractor Representative	
Name (First, Middle Initial, Last)	
Title	
Phone No.	
Email address	
Customer Service Contact	
Phone No.	
Email address	
Business Email Addresses	
Purchase Order Email (one only)	
Accounts Receivable Email to Invoice for Texas SmartBuy Fee & TXMAS Sales Rebate	

By signing the TXMAS Offer Packet Checklist, the applicant certifies the information and documentation provided to the Comptroller’s Office as part of its application for a TXMAS contract is current, accurate, and complete, and has reviewed the sample Terms and Conditions. You are acknowledging that you have read the four immediate rejection reasons listed above and acknowledge that, if rejected, you may not resubmit a TXMAS Offer Packet for 180 days.

Signature:

Printed Name:

Title:

Date: