

TXMAS FAQ

PURCHASERS:

Can I use TXMAS contracts to purchase products and services?

Texas state agencies, Texas public universities, and Texas SmartBuy Members (formerly the State of Texas Co-op) use TXMAS contracts for their best value procurement needs. The [Texas SmartBuy Members list](#) is updated daily.

Prior to purchasing products and services from a TXMAS contract, eligible buyers should first follow applicable statutes for purchasing from the TIBH, TCI, the Texas SmartBuy Term or Managed term contracts. Reference Section 2.8.1 of the [Texas Procurement Manual](#):

How do I purchase items from TXMAS contracts?

Purchase orders are created and processed through Texas SmartBuy TXMAS contract items are available on the website, where purchasers can search for items to add to an online shopping cart that leads to the issuance of a purchase order. TXMAS contract items must be ordered through Texas SmartBuy.

How can I purchase items currently not listed on Texas SmartBuy?

A TXMAS contractor would need to update its Texas SmartBuy catalog to include the items you are seeking. Some non-contract items may be purchased as an open market incidental item. Download [Texas SmartBuy Quote ordering instructions](#).

Alternatively, you can encourage a contractor that supplies the products or services to submit an offer packet to apply for a TXMAS contract.

Where can I find a current list of TXMAS contracts?

Search or browse a list of TXMAS contracts at [Texas SmartBuy](#). To browse TXMAS contracts, filter by: TXMAS

How do I become a Texas SmartBuy Member?

Find out if your organization qualifies to join the Texas SmartBuy Member on the [Comptroller's website](#) and apply for membership.:

What if I have other questions or need additional help?

Visit the Comptroller's [website](#) for help and SPD contract information.

CONTRACTORS:

How can I obtain a TXMAS contract?

Find the current TXMAS contract qualifying criteria and Offer Packet documents on the [Comptroller's website](#).

How do TXMAS contractors request contract changes, including price adjustments?

Send a detailed request with all supporting documentation (e.g. base contract extension, revised price sheet, etc.) to txmas@cpa.texas.gov.

How are "dealers" added to TXMAS contracts?

The awarded contract holder, accompanied by all the applicable required documents, must submit a request to the TXMAS Program by submitting signed Authorization of Dealer and Dealer's [Acceptance documents](#).

How do I get new or different items listed on Texas SmartBuy?

A TXMAS contractor can update its Texas SmartBuy catalog by requesting a copy in order to make the necessary edits. Requests can be emailed to txmas@cpa.texas.gov.

What do I need to submit with my TXMAS Offer Packet?

A checklist of required Offer Packet documents is available to be [downloaded](#) — if required documents aren't submitted, the Offer Packet will be rejected.

Required documents:

- Base Contract Documentation
 - Award Notice
 - Approved Modifications
 - Solicitation
 - Response
 - Terms and Conditions
 - Approved Price List
 - Company Sales for the last 12 months
- TXMAS Offer Packet Checklist
- Texas SmartBuy Price Catalog using the current template posted on the [TXMAS website](#).

Optional documents include:

- Texas Nexus Questionnaire
- Dealer Documentation
 - Dealer Letter of Authorization or HUB Dealer Letter of Authorization
 - Dealer Letter of Acceptance or HUB Dealer Letter of Acceptance

What is a “base contract?”

TXMAS adapts existing contracts to fit the needs of the state of Texas. A base contract is (1) awarded by the federal government or other governmental entity, (2) awarded using a competitive process, and (3) adaptable to the laws of the state of Texas. GSA contracts make up the vast majority of base contracts for TXMAS contracts. Because Texas SmartBuy seeks to provide purchasers the best prices, contractors may not exceed their base contract prices by 1.5228%.

What is a “base solicitation?”

The original solicitation from the governmental entity outlining the requirements or scope of work based on the needs of the soliciting entity.

What is a “base response?”

A response is the proposal that the contractor submitted in response to a solicitation. It includes the answers/responses to the various questions outlined in the Solicitation.

What is a “base contract award?”

The awarded document provided by the soliciting party in reference to the response to the base solicitation. This should include any renewal or extension documents showing the current contract term.

What is the Texas franchise tax?

Vendors must be registered to do business in Texas before a contract can be awarded. Find out more about the Texas franchise tax on the [Comptroller's website](#).

What if I have other questions or need additional help?

Contact txmasoffer@cpa.texas.gov or visit the [Comptroller's Purchasing website](#) for additional contact information.