



Handbook of Operating Procedures

Section: 8.2.1
Originally Approved: 01/27/2003
Last Amended: 01/30/2006
Last Reviewed: 01/30/2006
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“BEST VALUE” PROCUREMENT

A. Purpose

[Section 51.9335, Texas Education Code](#), authorizes institutions of higher education to use “best value” procurement processes, which provide greater autonomy and flexibility in the procurement of goods and services. This policy provides guidelines for “best value” procurement at The University of Texas-Pan American.

B. Scope

This policy impacts all employees who participate to any extent in the procurement of goods or services, including but not limited to accumulation of information, preparation of solicitation and related procurement documentation, and selection of goods or service providers.

C. Materials Management Procedures Manual

Detailed procurement procedures are in the *Materials Management Procedures Manual* at http://www.utpa.edu/materialsmgt/proc_manual.htm.

D. Policy

The University shall conduct all procurement activities in a manner which assures that each procurement of goods or services provides “best value” to the University. “Best value” means the optimum combination of economy and quality that is the result of fair, efficient, and practical procurement decision-making and which achieves the University’s procurement objectives. Each procurement of goods or services shall be made using a method which results in “best value” to the University, including but not limited to:

- (1) competitive bidding;
- (2) competitive sealed proposals;
- (3) catalogue purchases (i.e., catalog information system vendor (CISV) catalogue (ref. [Chapter 2157, Texas Government Code](#)); or
- (4) group purchasing programs;

and shall be awarded based on those criteria which provide “best value” to the University. The procurement methods and selection criteria used in the solicitation and award of procurement transactions shall be determined by the University’s Purchasing Department in accordance with all applicable federal, state and local laws, rules and regulations, The



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University of Texas System Board of Regents’ [Rules and Regulations](#), and best procurement practices.

E. Process

All procurements shall be made in accordance with all applicable federal, state and local laws, rules and regulations, the Regents’ [Rules and Regulations](#) and best procurement practices. Subject to the approval of The University of Texas-Pan American Vice President for Business Affairs and The University of Texas System Vice Chancellor and General Counsel, the Director of Materials Management shall establish and implement new purchasing procedures and changes to existing purchasing procedures; provided, only material changes to purchasing procedures, including new procedures and changes to existing purchasing procedures, require review and approval by the Vice Chancellor and General Counsel.

F. Assistance

All questions concerning this policy should be directed to the Purchasing Department.

G. Reference

[Texas Education Code, Section 51.9335](#)

Regents’ [Administrative Rule Series 22601](#)

H. Review

This policy shall be reviewed by the Director of Materials Management every five years or as legislation changes.