

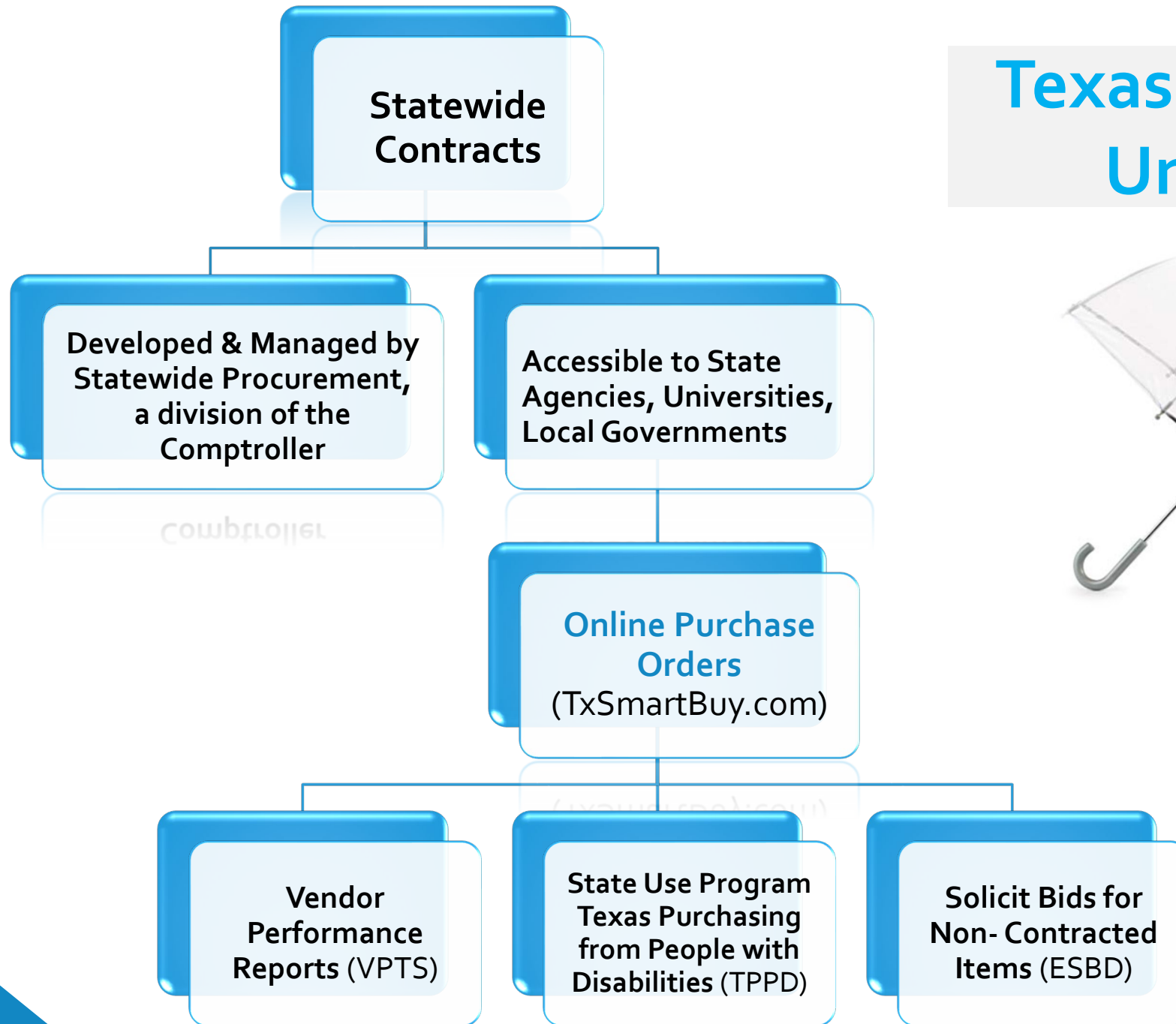
The logo for Texas Smart Buy is a grey speech bubble with a blue and grey tail pointing downwards. The word "TEXAS" is in blue, "SMART" is in white with a blue outline, and "BUY" is in blue.

**TEXAS  
SMART  
BUY**

**Utilizing TxSmartBuy.com**

Texas Statewide eProcurement System

# Texas SmartBuy Umbrella



# Texas SmartBuy Overview



**BEST  
PERFORMANCE**



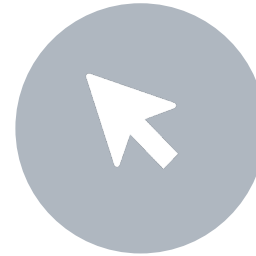
**WEBSITE  
NAVIGATION**



**SEARCH  
FUNCTIONS**



**CREATE & SHARE  
WISH LISTS**



**PURCHASE ORDER  
HIGHLIGHTS**



**ESBD  
VPTS**

# Tips for Best System Performance



# TxSmartBuy.com Tips

- ✓ Texas SmartBuy Performs Best using **Google Chrome**



# TxSmartBuy.com Tips

X

Don't Use Bookmarks or Favorites

X

Don't Use Shortcuts or Save website as Icon on Desktop

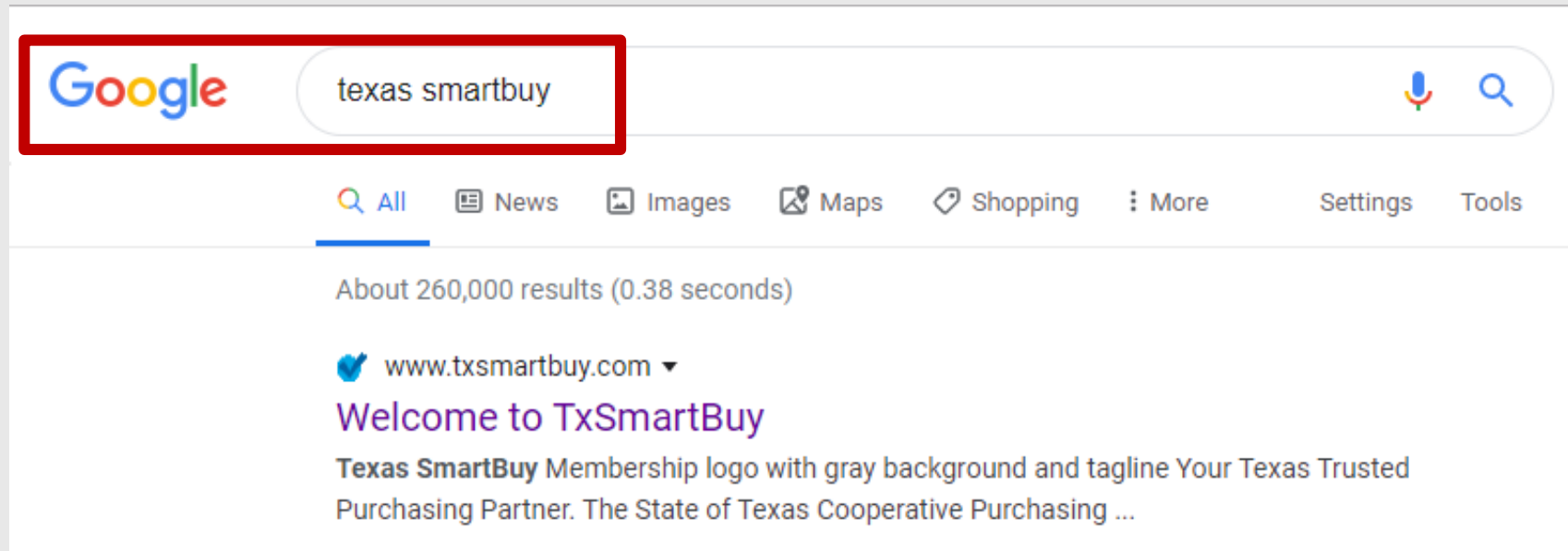
X

Don't Save Passwords to Browser



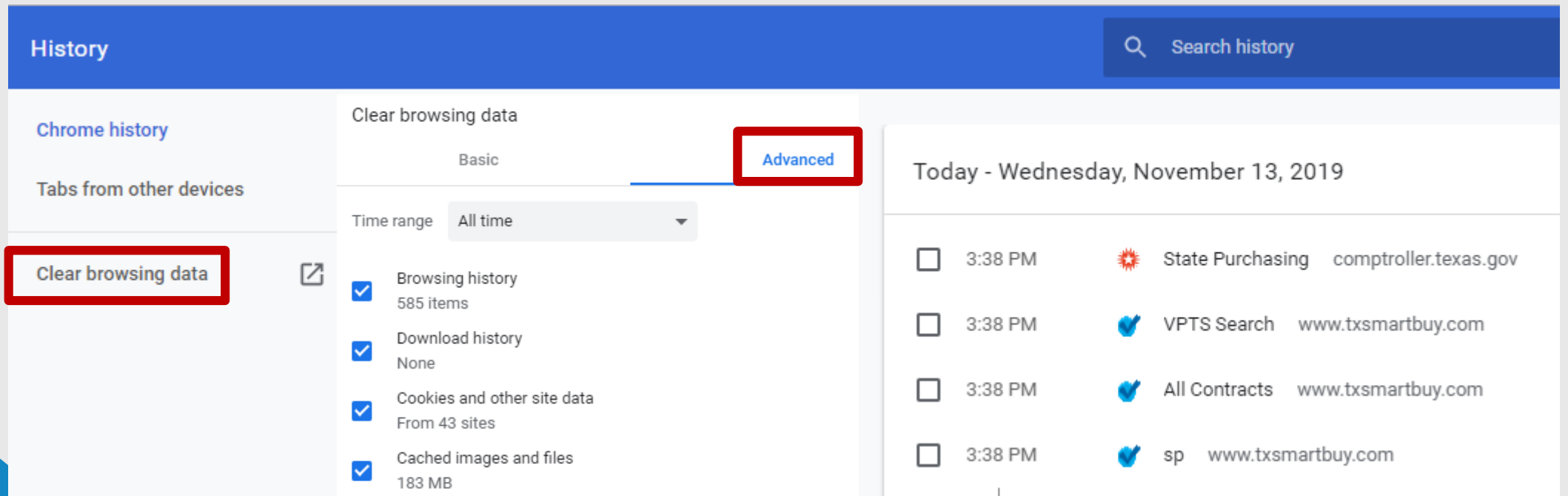
# TxSmartBuy.com Tips

- ✓ Open a fresh Google Chrome window
- ✓ Type in: **Texas SmartBuy**



# TxSmartBuy.com Tips

## ✓ Clear Browsing History Often



The screenshot shows the Chrome History page. On the left, the 'Clear browsing data' button is highlighted with a red box. In the center, the 'Advanced' tab is selected and also highlighted with a red box. The 'Time range' is set to 'All time'. The list of data to be cleared includes:

- Browsing history (585 items)
- Download history (None)
- Cookies and other site data (From 43 sites)
- Cached images and files (183 MB)

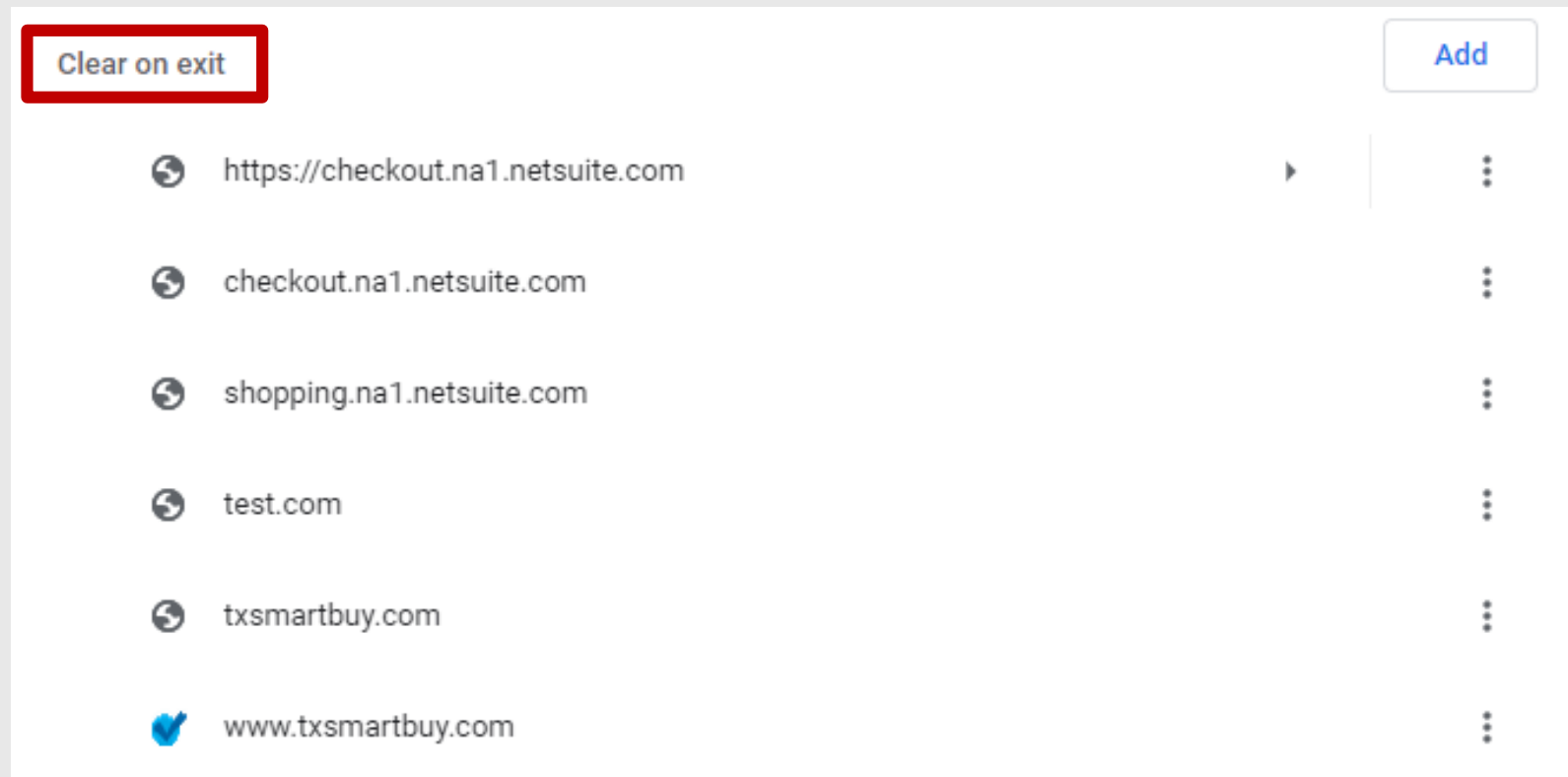
On the right, a list of history items for 'Today - Wednesday, November 13, 2019' is shown:

Time	Site	URL
<input type="checkbox"/> 3:38 PM	State Purchasing	comptroller.texas.gov
<input type="checkbox"/> 3:38 PM	VPTS Search	www.txsmartbuy.com
<input type="checkbox"/> 3:38 PM	All Contracts	www.txsmartbuy.com
<input type="checkbox"/> 3:38 PM	sp	www.txsmartbuy.com



# TxSmartBuy.com Tips

## ✓ Set Auto-Clear Cookies



**Questions?**





# System Navigation

## Cooperative Purchasing Membership



The State of Texas Cooperative Purchasing Program, available for **local governments, education, and non-profit assistance organizations**, is now called a Texas SmartBuy Membership.

Gain access to purchase from State of Texas contracts and procurement resources by **becoming a purchasing member!** Put the state's multi-billion dollar purchasing power to work for you.

To learn more about the Texas SmartBuy Membership Program, search our **eligibility requirements** and **active member list** or **reach out to us** today!

## Procurement Certifications & Continuing Education



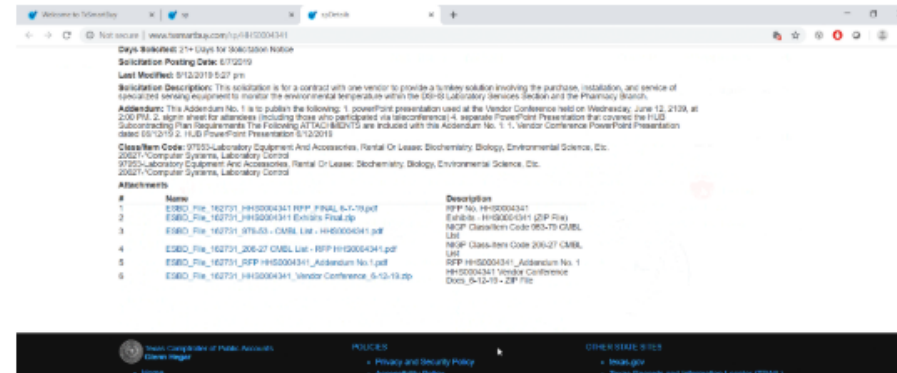
## View State Contract Solicitations Without Signing In!



**Vendors: View state contract solicitations without signing in!**

View the solicitation bulletin board here: **Electronic State Business Daily (ESBD)**

Watch a brief ESBD tutorial below. Click the video to enlarge.



## Stay Connected & Resources



Sign up to receive Statewide Procurement Division contract and system updates via the [Procurement email list!](#)



### CONTRACT RENEWALS

**Contract Nos.:**

[200-M1 Used/Recycled Clothing](#)

**Term:** March 1, 2020, through Feb. 28, 2021

[640-A1 Disposable Paper and Plastic Products](#)

**Term:** March 1, 2020, through Feb. 28, 2021

### CONTRACT EXTENSIONS

**Contract Nos.:**

[390-M2 Bagged, Block Ice](#)

**Term:** Feb. 1, 2020, through July 31, 2020

[905-M2 Airplane Maintenance and Repair Services](#)

**Term:** Feb. 1, 2020, through July 31, 2020

### CONTRACT MODIFICATIONS

**Contract Nos.:**

[915-M1 Pre-Sort \(Barcode\) Mail Services, Letters, Flats and Postcards](#)

**Contract Action:** Price increases for various items offered by Pitney Bowes Pre-Sort Services, LLC

**Effective Date:** Jan. 26, 2020

[TXMAS-19-7111 Furniture - Steelcase, Inc](#)

**Contract Action:** Price increases for all items offered by Steelcase, Inc

**Effective Date:** Jan. 21, 2020

### CONTRACT EXPIRATION

**Contract No.:** [500-A1 Laundry Equipment](#)

**Effective Date:** Jan. 31, 2020

If an agency has a continuous need for the above expiring contract, please submit an [Open Market Requisition](#) to the Statewide Contract Development section at [open.market@cpa.texas.gov](mailto:open.market@cpa.texas.gov).

# http://www.txsmartbuy.com

**TEXAS  
SMART  
BUY**

Commodity Code, Supplier Part #, NIGP or Keyword

Search

Sign In

0 items

[Bid Postings](#)

[Contracts](#) ▾

[SPD Applications](#) ▾

[Help](#)

Cooperative Purchasing Membership

View State Contract Solicitations Without Signing In!

**Public Item Search**

**Public Tool Bar**



# Account Overview



# http://www.txsmartbuy.com



Commodity Code, Supplier Part #, NIGP or Keyword

Search



Sign In

0 items

Bid Postings

Contracts ▾

SPD Applications ▾

Help

**Sign In to Create POs,  
Reports, Solicit Bids,  
or Manage your Account**

# PLEASE LOGIN TO ACCESS YOUR WEB APPLICATIONS

**WARNING - RESTRICTED GOVERNMENT SYSTEM**

This system is restricted to authorized users only. Unauthorized access, use, misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal and state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws. If you need a web applications id, Please [Contact your Superuser](#)



Login Credentials

Email Address (required)

Password (required)

# Need a Login? Ask your Superuser!

[Sign In](#) [Forgot password?](#)

Please only use Google Chrome to navigate this site.

# Logged-in Account Menus

The image shows a screenshot of the Texas Smart Buy website's account page. The page header includes the Texas Smart Buy logo, a search bar with the placeholder text "Commodity Code, Supplier Part #, NIGP or Keyw", and navigation links for "Account", "Saved Carts" (with 2 items), and "TSB Help". The main content area is titled "My Account" and "Welcome to the Portal". A left-hand navigation menu is visible, with "Overview" highlighted. A dropdown menu is open from the "Account" link, listing various account management options. The "Overview" option in the dropdown menu is highlighted with a red box.

**TEXAS SMART BUY**

Commodity Code, Supplier Part #, NIGP or Keyw

Account **Account** Saved Carts  Applications

Home / My Account

## My Account

- Overview**
- Addresses
- Update Your Password
- Update Your Security Questions
- Purchase Requisitions
- Purchase Orders
- Favorite Orders

## Welcome to the Portal

### Announcements Section

Home TxSmartBuy VPTS Hub Report

## Main Announcement Page

Please make sure to check the recent announcements for your apps.

- Overview
- Addresses
- Update Your Password
- Update Security Questions
- Purchase Requisitions
- Purchase Orders
- Favorite Orders
- Users
- HubReport
- VPTS
- TPPD
- Sign Out

## My Account

- Overview
- Addresses**
- Update Your Password
- Update Your Security Questions
- Purchase Requisitions
- Purchase Orders
- Favorite Orders
- Users
- Vendor Performance Reporting
- Agency Address/ Contacts
- TPPD
- ESBD
- Procurement Oversight & Delegation

## My Settings

### Profile

### Contact Superuser

[My Agency Superuser Information List](#)

## Addresses

Shipping Default  
12312  
Cody Hays  
505 S Congress Avenue  
Austin, TX 78745

Billing Default  
12312  
Cody Hays  
505 S Congress Avenue  
Austin, TX 78745

### Filter Addresses

Location Code  Contact Name  Select an Address Type

Street Name  City  Zip

### Address List

Sort By:  Show:  results per page

Address 1	Address 2	Address 3	
505 S Congress Avenue Location Code 12312 Type Shipping / Billing	Contact Name Cody Hays Phone	City, State Zip Austin, TX 78745	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
			<input type="button" value="★ Default Shipping"/>
			<input type="button" value="★ Default Billing"/>

Address 1	Address 2	Address 3	
Do not ship Location Code D01-2 Type Shipping / Billing	Testing system Contact Name Comptroller of Public Accounts Phone (512) 463-3430	D01-2 City, State Zip Austin, TX 78711	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
			<input type="button" value="★ Set My Default Shipping"/>
			<input type="button" value="★ Set My Default Billing"/>

Address 1	Address 2	Address 3	
Txdot - Voucher Processing Location Code D01-99 Type Shipping / Billing	1365 N Main Contact Name Phone (512) 123-4567	D01-99 City, State Zip Paris, TX 75460-2697	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
			<input type="button" value="★ Set My Default Shipping"/>
			<input type="button" value="★ Set My Default Billing"/>

**Default Addresses are Important!**

**Superusers can edit, set or create new addresses**

## My Account

Overview

Addresses

Update Your Password

Update Your Security Questions

Purchase Requisitions

Purchase Orders

Favorite Orders

**Users**

HUB Report

Vendor Performance Reporting

Agency Address/ Contacts

TPPD

CAT Member

ESBD

## My Settings

## Users

Create User

### User List

Superusers can create, edit or deactivate users

Name	Phone (123) 123-1234	Access true	<a href="#">Edit</a>	<a href="#">Deactivate</a>
E-mail	TSB Role CPA Agency Purchaser Center	Applications VPTS HUB Report TPPD ESBD/Procurement Oversight & Delegation Mentor Protege Agency Address		
Name	Phone	Access true	<a href="#">Edit</a>	<a href="#">Deactivate</a>
E-mail	TSB Role CPA Agency Purchaser Center	Applications VPTS TPPD ESBD/Procurement Oversight & Delegation		
Name	Phone	Access true	<a href="#">Edit</a>	<a href="#">Deactivate</a>
E-mail				

# New Feature Available for Multiple Agency Users

## Create a New User

[Back to Users](#)

\* indicates required field

\*User Type:

role required ▼

VPTS :

HUB Reporting :

TPPD :

Mentor Protege :

Agency Address :

ESBD/Procurement

Oversight & Delegation :

\*First Name

\*Last Name

\*Login Email

\*Contact Email

Phone

[+ Add User](#)

# TxSmartBuy.com User Roles

## • Super User

- Issue purchase orders
- View & modify any PO issued by your agency
- Add, edit, deactivate users
- Manage user roles, access to applications
- Add/edit addresses in shared address book

## • Agency Purchaser

- Issue purchase orders
- View and modify any PO issued at your agency



# TxSmartBuy.com User Roles



## • Single Purchaser

- Issue purchase orders
- View and modify POs issued by the same individual purchaser

## • Non-Purchaser

Access to applications other than purchasing:

- **ESBD:** Electronic State Business Daily
- **POD:** Procurement Oversight & Delegation
- **VPTS:** Vendor Performance Tracking System
- **HUB:** Historically Underutilized Business
- **TPPD:** Texas Purchasing from People with Disabilities aka State Use Reporting
- State Agency Address/Contacts information to the Comptroller

## • Agency View Only

- Can **only view** POs issued by your agency
- Account oversight and history
- Examples: accounts payable, management, assistance staff

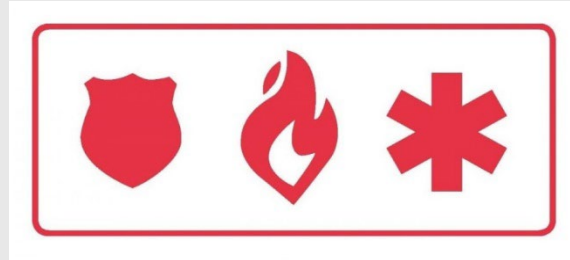


**Questions?**



**What's Available on  
TxSmartBuy.com?**





# Statewide Contracts



# Did You Know TxSmartBuy.com Offers...



- Uniforms, Gloves & Boots
- Veterinary Supplies
- Drug & Alcohol Testing Kits
- Household & Kitchen Appliances
- Package shipping under 150 lbs
- Mailroom Equipment & Supplies
- Print Shop Services
- Rainwater Barrels
- Guns, Ammo, Body Armor
- Vaccines/Biologicals/Medical Supplies
- Telephone-based Interpreter Services
- Wildflower Seeds, Landscaping products/tools
- Child Safety Seats
- Data Breach and Credit Monitoring Services
- Laboratory & Scientific Equipment
- Toner, Labels, Barcodes
- Records Storage & Document Destruction Services
- Electricity Sourcing Services
- Temporary or Contract Services



**Technology Contracts=**  
**Department of**  
**Information Resources**

**Questions?**





# Search Functions

Commodity Code, Supplier Part #, NIGP or Keyw

Search

Item level search

Account

Home / My Account

## My Account

Overview

## Welcome to the Portal

Announcements Section

Contracts

Search Contracts & Contractors

Browse Contracts

Contract level search





# Item Level Search

# TxSmartBuy Search

✓ **Keywords in the search bar matter**

Keyword: **Desk**

**sit/stand**

**classroom**

**reception**



# TxSmartBuy Search

- ✓ Know your requirements
- ✓ Why are those specs needed?



Example: 5x5 Dry Erase Board

# TxSmartBuy Search

✓ Try generic search word options

Examples:



- Kleenex **vs** facial tissue
- Sharpie **vs** permanent marker
- Post it notes **vs** self stick note pad

# TxSmartBuy Search

✓ Try similar words, same meaning

Examples: vehicle **vs** truck

Cleaner **vs** disinfectant



# TxSmartBuy Search

✓ 'Filter Your Search' Box

Keyword Search: Disinfectant

Item Categories: office supplies

**Filter Your Search**

[Clear all Filters](#)

▼ **Contract Type**

- TXMAS

▼ **Contract Number**

- TXMAS-15-81IB01
- TXMAS-18-7303
- TXMAS-19-7502

▼ **Contractor**

- Divine Imaging, Inc.
- Mono Machines LLC dba Supply Chimp
- Morning Star Industries, Inc.

▼ **Item Category**

- Office Supplies, General**
- Cleaning Compounds, Detergents, And Supplies
- Paint, Protective Coatings, Varnish, Wallpaper, And Related Products
- Paper And Plastic Products, Disposable
- Park, Playground, Recreational Area And Swimming Pool



**TEXAS SMART BUY**

disinfectant

**Bid Postings**

HOME / SEARCH RESULTS

**1672 Results** Found for "disinfectant"

**Filter Your Search**

[Clear all Filters](#)

▼ **Contract Type**

- Term

[see more](#)

Sort By:

« 1 2 3 4 5 »

Narrowed By:

# TxSmartBuy Search

## Filter Your Search

Clear all Filters

### Contract Type

TXMAS

### Contract Number

TXMAS-15-811B01

TXMAS-18-7303

TXMAS-19-7502

### Contractor

Divine Imaging, Inc.

Mono Machines LLC dba Supply Chimp

Morning Star Industries, Inc.

Nuclear, Optical, And Physical

Laundry And Dry Cleaning Compounds, Detergents, And Supplies

Office Supplies, General

Paint, Protective Coatings, Varnish, Wallpaper, And Related Products

Paper And Plastic Products, Disposable

61 Results Found for "disinfectant"

Compare Items

Export to CSV

Sort By: Ordered Search Show: 100 results per page

Narrowed By: Item Category: Office-Supplies,-General x

## Brand Disinfectant Spray To Go Crisp Linen 1oz Aerosol

Commodity Code 61560

Kills 99.9% of germs on hard nonporous surfaces when used as directed. Compact size means you can fit the disinfectant in purses, diaper bags and coat pockets. Defends against the multitude of germs found in public facilities.

Price  
\$2.37

UOM  
EACH

Min. Order Qty: 1

Add to cart

Compare

ITEM

CONTRACTOR

Contract TXMAS-19-7502  
Supplier Part Number RAC79132  
Manufacturer Part # RAC79132

Contractor Mono Machines LLC  
dba Supply Chimp

## Brand III IC Disinfectant Spray 19oz Aerosol

Commodity Code 61560

Tuberculocidal, virucidal, fungicidal and bactericidal and kills 99.

Price  
\$8.90

UOM  
EACH

Min. Order Qty: 1

Add to cart

ITEM

CONTRACTOR

# TxSmartBuy Search

## Filter Your Search

Clear all Filters

### Contract Type

TXMAS

### Contract Number

- TXMAS-15-811B01
- TXMAS-18-7303
- TXMAS-19-7502

### Contractor

- Divine Imaging, Inc.
- Mono Machines LLC dba Supply Chimp
- Morning Star Industries, Inc.

### Nuclear, Optical, And Physical

- Laundry And Dry Cleaning Compounds, Detergents, And Supplies
- Office Supplies, General
- Paint, Protective Coatings, Varnish, Wallpaper, And Related Products
- Paper And Plastic Products, Disposable

61 Results Found for "disinfectant"

Sort By: Ordered Search Show: 100 results per page

- Ordered Search
- Price, Low to High
- Price, High to Low
- Commodity Code, Low to High
- Commodity Code, High to Low
- Award Level, Low to High

## Brand III IC Disinfectant Spray 19oz Aerosol

Commodity Code 61560

Kills 99.9% of germs on hard nonporous surfaces when used as directed. Compact size means you can fit the disinfectant in purses, diaper bags and coat pockets. Defends against the multitude of germs found in public facilities.

ITEM

CONTRACTOR

Contract [TXMAS-19-7502](#)  
Supplier Part Number RAC79132  
Manufacturer Part # RAC79132

Contractor Mono Machines LLC  
dba Supply Chimp

## Brand III IC Disinfectant Spray 19oz Aerosol

Commodity Code 61560

Tuberculocidal, virucidal, fungicidal and bactericidal and kills 99.

ITEM

CONTRACTOR

Contract [TXMAS-19-7502](#)  
Supplier Part Number RAC95029EA  
Manufacturer Part # RAC95029EA

Contractor Mono Machines LLC  
dba Supply Chimp

Compare Items

Export to CSV



Price **\$2.37** UOM **EACH**  
Min. Order Qty: 1  
[Add to cart](#)  
 Compare

Price **\$8.90** UOM **EACH**  
Min. Order Qty: 1  
[Add to cart](#)  
 Compare



# TxSmartBuy Search

## ITEM COMPARISON

CLOSE x

<b>Item Name:</b>	Brand Disinfectant Spray To Go Crisp Linen 1oz Aerosol	Brand III IC Disinfectant Spray 19oz Aerosol	Brand III IC Disinfectant Spray 19oz Aerosol 12Carton	CleanUp Disinfectant Cleaner with Bleach 32oz Smart Tube Spray	Uline Approved Vendor - Lysol Disinfectant Crisp Linen
<b>Description:</b>	Kills 99.9% of germs on hard nonporous surfaces when used as directed. Compact size means you can fit the disinfectant in purses, diaper bags and coat pockets. Defends against the multitude of germs found in public facilities.	Tuberculocidal, virucidal, fungicidal and bactericidal and kills 99.	Tuberculocidal, virucidal, fungicidal and bactericidal and kills 99.	Clean-Up Disinfectant Cleaner with Bleach is a powerful one-step cleaner, disinfectant and stain remover. It eliminates odors caused by bacteria, mold and mildew.	Janitorial Supplies - Lysol Disinfectant Crisp Linen
<b>Price</b>	\$2.37	\$8.90	\$86.46	\$4.01	\$11.17
<b>UOM:</b>	EACH	EACH	CRTN	EACH	EACH
<b>Contractor:</b>	Mono Machines LLC dba Supply Chimp	Mono Machines LLC dba Supply Chimp	Mono Machines LLC dba Supply Chimp	Mono Machines LLC dba Supply Chimp	Divine Imaging, Inc.
<b>Contract:</b>	TXMAS-19-7502	TXMAS-19-7502	TXMAS-19-7502	TXMAS-19-7502	TXMAS-15-811B01
<b>Contract Type:</b>	TXMAS	TXMAS	TXMAS	TXMAS	TXMAS
<b>Commodity Code:</b>	61560	61560	61560	61560	61560
<b>Min. Order Quantity:</b>	1	1	1	1	1

 Add

 Add

 Add

 Add

 Add

**Questions?**





# Searching Contracts

# Texas SmartBuy Contract Search

Bid Postings

Contracts ▾

SPD Applications ▾

Help

Statewide Procurement Division (SPD) Statewide Co

Search Contracts & Contractors

Browse Contracts



Search Contracts

Browse Contracts

Contract Number

Contractor/Dealer

Source Contract Number

Contract Category

- Select Contract Category - ▾

GSA Schedule

- Select GSA Schedule - ▾

NIGP Code

Keyword

VID

Search

Clear Filters

Export Results

View Results By: [Contracts](#) | [Contractors And Dealers](#)

# Texas SmartBuy Contract Search

Bid Postings

Contracts ▾

SPD Applications ▾

Help

Statewide Procurement Division (SPD) Statewide Co

Search Contracts & Contractors

**Browse Contracts**



Search Contracts

**Browse Contracts**

Filter By: All | TxSmartBuy | Managed | TXMAS **Travel** Contingency

Contract Number	Contract Description	Contract Type	Contract Category	Start Date	End Date	Contract Details
961-M1	Travel Agency Services	Term	Travel	9/1/2014	8/31/2020	<a href="#">Details</a>
962-M8	Airline Passenger Transportation Services	Term	Travel	10/1/2015	8/31/2020	<a href="#">Details</a>
971-M1	Lodging Services and Booking Tool	Term	Travel	9/19/2018	9/30/2020	<a href="#">Details</a>
975-M1	Vehicle Rental Services	Term	Travel	1/1/2017	11/30/2020	<a href="#">Details</a>



# Contract Details

# TxSmartBuy Contract Details

✓ **Read the Contract Details!**

**Warranty**

**Delivery**

**Discounts**

**Specs**

## Statewide Procurement Division (SPD) Statewide Co

Search Contracts &amp; Contractors

Browse Contracts

Search Contracts

Browse Contracts

Filter By: All **TxSmartBuy** | Managed | TXMAS | Travel | Contingency

« 1 2 3 »

Contract Number	Contract Description	Contract Type	Contract Category	Start Date	End Date	Contract Details
031-A1	Air Conditioning, Heating and Ventilating Equipment and Accessories	Term	TxSmartBuy	7/10/2017	12/31/2019	<a href="#">Details</a>
037-A1	Advertising and Promotional Specialty Products	Term	TxSmartBuy	11/30/2016	1/31/2020	<a href="#">Details</a>
040-A1	Animal Supplies - TCI	Term	TxSmartBuy	5/1/2002	12/31/2099	<a href="#">Details</a>
045-A1	Appliances And Equipment, Household Type	Term	TxSmartBuy	9/1/2015	2/29/2020	<a href="#">Details</a>
050-A1	Art Equipment And Supplies - WorkQuest (formerly TIBH)	Term	TxSmartBuy	8/30/2011	12/31/2099	<a href="#">Details</a>
052-A1	Art Objects - WorkQuest (formerly TIBH)	Term	TxSmartBuy	1/1/2005	12/31/2099	<a href="#">Details</a>
055-A1	Automobile And Truck Accessories - WorkQuest (formerly TIBH)	Term	TxSmartBuy	1/1/2006	12/31/2099	<a href="#">Details</a>
055-C1	Child Safety Seats	Term	TxSmartBuy	6/14/2019	4/30/2022	<a href="#">Details</a>
060-A1	Automobile And Truck Maintenance Items And Replacement Parts – WorkQuest (formerly TIBH)	Term	TxSmartBuy	3/2/2017	12/31/2099	<a href="#">Details</a>
065-A1	Dump Truck Beds And Accessories - TCI	Term	TxSmartBuy	10/13/2006	12/31/2099	<a href="#">Details</a>
065-A2	Automotive and Trailer Bodies, Body Accessories and Parts	Term	TxSmartBuy	6/20/2018	6/30/2020	<a href="#">Details</a>
070-A1	Fleet Trucks, Automobiles and Law Enforcement Vehicles	Term	TxSmartBuy	12/14/2018	10/31/2020	<a href="#">Details</a>
071-A2	Motorcycles	Term	TxSmartBuy	3/2/2017	3/31/2020	<a href="#">Details</a>
075-A1	Automotive Shop and Related Equipment and Supplies - WorkQuest (formerly TIBH)	Term	TxSmartBuy	1/1/2007	12/31/2099	<a href="#">Details</a>



## Contract Details: # 070-A1

Q Search for items in this contract

Number	070-A1
Description	Fleet Trucks, Automobiles and Law Enforcement Vehicles
Category	TxSmartBuy
Type	Term
Start Date	12/14/2018
End Date	10/31/2020
Purchase Category Code(Agencies Only)	PCC A
Purchase Orders	Only purchase orders issued through Texas SmartBuy are e services until receipt of a Purchase Order generated by the
NIGP Code(s)	071-04 071-05 071-53 071-80 071-90 071-91 071-92 072-01 072-02 072-03 072-04 072-05 072-06 072-07 072-08
CPA Contract Management	Questions regarding contract management issues, price changes  SPD Contract Management Office (SCMO) Texas Comptroller of Public Accounts (CPA) Phone: (512) 463-3034 option 3 Email: <a href="mailto:spd.cmo@cpa.texas.gov">spd.cmo@cpa.texas.gov</a>
Contract Specifics/Notes	<p><b>Please note the following:</b></p> <ul style="list-style-type: none"><li>HUB Subcontracting Plan (HSP) compliance is the responsibility of the contractor to obtain a copy of the HSP.</li><li>Purchasers should document their reasons for selecting</li></ul> <p><a href="#">070-A1 Specification Reference Sheet</a></p> <p><a href="#">070-A1 Options Reference Sheet</a></p>

## Contractors Information

VID: 11418568728

**Contractor:** Caldwell Country Chevrolet, LLC

**Contact Name:** Averyt Knapp

**Email:** [aknapp@caldwellcountry.com](mailto:aknapp@caldwellcountry.com)

**Phone:** (979) 567-6116

**Alternate Contact Name:** Adrienne Gattis

**Alternate Email:** [agattis@caldwellcountry.com](mailto:agattis@caldwellcountry.com)

**Alternate Phone:** (979) 567-6115

**Address:** P.O. Box 27 Caldwell TX 77836

VID: 12730378564

**Contractor:** Caldwell Country Ford, LLC

**Contact Name:** Averyt Knapp

**Email:** [aknapp@caldwellcountry.com](mailto:aknapp@caldwellcountry.com)

**Phone:** (979) 567-6116

**Alternate Contact Name:** Adrienne Gattis

**Alternate Email:** [agattis@caldwellcountry.com](mailto:agattis@caldwellcountry.com)

**Alternate Phone:** (979) 567-6115

**Address:** P.O.Box 72 Rockdale TX 76567

VID: 14505452657

**Contractor:** Cowboy Motor Company, LC DBA Moore Chrysler Dodge Jeep Ram

**Contact Name:** Jarrod Runnels

**Email:** [fleetsales@outlook.com](mailto:fleetsales@outlook.com)

**Phone:** (409) 895-3858

**Address:** 1305 Highway 96 Bypass Silsbee TX 77656

VID: 14637326696

**Contractor:** Doggett Freightliner

**Contact Name:** Mike Crockett

**Email:** [Mike.Crockett@doggett.com](mailto:Mike.Crockett@doggett.com)

**Phone:** (210) 277-4373

**Address:** 8700 Interstate 10 East Converse TX 78109-9722

**Questions?**





# Creating & Sharing Wish Lists

# Wish Lists

Dear KRIS KRINGLE  
OR Santa  
OR ST NICKOLIS  
OR father christmas

I want

1 SUPERMAN and  
SPIDER MAN comics

2 turtle figurine

3 Donkey KONG  
VIDEO game

4 PLAY-DOH BURGER  
KING set

- YOUR friend

- No login required to create one!
- Share a Wish List with your purchaser, supervisor, manager, budget office, etc.
- Or request a wish list from the end user
- Add up to 25 line items
- Wish List auto-populates your shopping cart!

# Wish List

## 1. Search & Select Items without being Signed In

TEXAS  
SMART  
BUY

office products

 Search

## Filter Your Search

Clear all Filters

### Contract Type

- Term
- TXMAS

### Contract Number

- 615-A1
- 985-L1
- TXMAS-15-51V03
- TXMAS-15-7307
- TXMAS-16-7101

[see more](#)

### Contractor

- AHI Enterprises, LLC
- AOPD, Inc.
- Aurora Storage Products, Inc.
- Divine Imaging, Inc.
- Dream Ranch LLC Dba Dream Ranch Office Supplies
- Fastenal
- HD Supply Facilities

### Item Category

- Addressing, Copying, Mimeograph, And Spirit Duplicating Machine Supplies: Chemicals, Inks, Paper, Etc.
- Appliances And Equipment, Household Type
- Art Equipment And Supplies

# 1105 Results Found for "office,products"

Compare Items

Export to CSV

Sort By: Price, Low to High ▾

« 1 2 3 4 5 »

Show: 100 ▾ results per page

Narrowed By:

## Clips, Binder, Small, 3/4" Wide, 1 Dozen

Commodity Code 61569146550 

Clips, Binder, Small, 3/4" Wide, 1 Dozen, Freight Included

ITEM


CONTRACTOR

Contract **615-A1**  
Supplier Part Number 61569146550  
Manufacturer Part # 36550

Contractor Liberty Office Products


Price **\$0.23** UOM **DOZ**

Min. Order Qty: 1

 **Add to wish list**

Compare

## Letter Opener, 9" Blade, Chrome Plated

Commodity Code 61553302376 

Letter Opener, 9" Blade, Chrome Plated, Freight Included

ITEM


CONTRACTOR

Contract **615-A1**  
Supplier Part Number 61553302376  
Manufacturer Part # 32376

Contractor Liberty Office Products


Price **\$0.40** UOM **EACH**

Min. Order Qty: 1

 **Add to wish list**

Compare

## Clips, Binder, Medium, 1-1/4" Wide, 1 Dozen

Commodity Code 61569146551 

Price **\$0.56** UOM **DOZ**

# Wish List

## 2. Select Quantity

Add Item to Wish List

Item Information

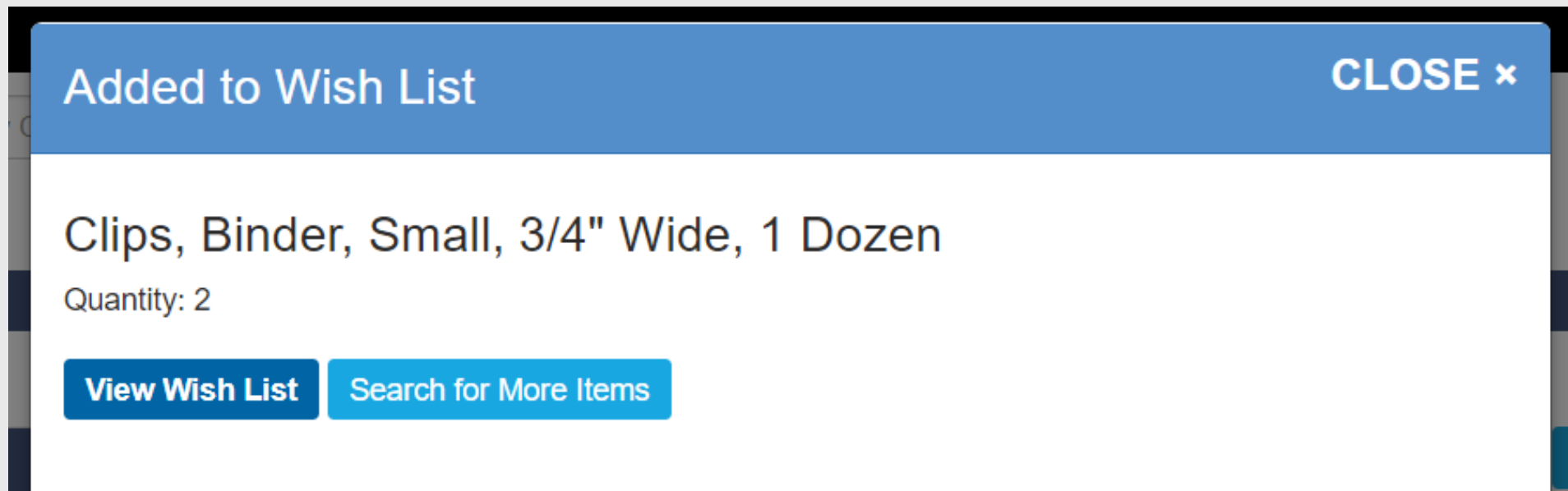
Quantity: <input type="text" value="2"/>	<b>Commodity Code:</b> 61569146550 <b>Unit Price:</b> \$0.23 per DOZ <b>Description:</b> Clips, Binder, Small, 3/4" Wide, 1 Dozen, Freight Included
--	--

## 3. Add to Wish List

Total: \$0.46

# Wish List

## 4. Select View Wish List or Continue Shopping



A screenshot of a notification box with a blue header and a white body. The header contains the text 'Added to Wish List' on the left and 'CLOSE x' on the right. The body contains the text 'Clips, Binder, Small, 3/4" Wide, 1 Dozen' and 'Quantity: 2'. At the bottom of the body are two buttons: 'View Wish List' and 'Search for More Items'.

Added to Wish List CLOSE x

Clips, Binder, Small, 3/4" Wide, 1 Dozen  
Quantity: 2

[View Wish List](#) [Search for More Items](#)



# Wish List

## My Wish List

Share

## 5. Share via email, edit or delete

Item

Clips, Binder, Small, 3/4" Wide, 1 Dozen

Shipping Address

Price

\$0.23

Qty

2

UOM

DOZ

Subtotal

\$0.46

Edit

Delete

,  
Delivery days: 3

Commodity Code: 61569146550

Pickup Date: 11/18/2019

Item Detail: Clips, Binder, Small, 3/4" Wide, 1 Dozen, Freight Included

Contractor: Liberty Office Products

Contract: 615-A1

Min. Order Quantity: 1

Order Total: \$0.46

Search for More Items

Print

Export Wish List to PDF

Export Wish List to CSV

# Wish List

## 6. Share via email or copy/paste link

**TEXAS SMART BUY**

Commodity Code, Suppl

Sign In

Contracts ▾ SPD Applications ▾ Help

HOME / WISH LIST

### My Wish List

Share

Item	UOM	Subtotal	
Clips, Binder, Small, 3/4" Wide, 1 Dozen	DOZ	\$0.46	

Delivery days: 3

63

### Share Your Wish List

**CLOSE** ×

**OPTION 1:** **Share Wish List**

*NOTE: May take up to 10 seconds for your email client to open.*

**OPTION 2:**

If your email client does not automatically open, copy and paste the following link into an email to share.

`https://checkout.na1.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=7422076&sender=null&datetime=2019_11_14_17_50`

**Done**

# Wish List

## 7. Email Wish List link

The screenshot shows an email client interface with a blue header bar. The header bar contains navigation icons (Save, Undo, Redo, Up, Down) and the text "Please View My TxSmartBuy WishList - Message (HTML)". Below the header is a ribbon menu with tabs: File, Message, Insert, Options, Format Text, Review, and Help. The "Message" tab is active, showing various editing and formatting options. The email content area displays the following information:

**From:** txsmartbuy@cpa.texas.gov  
**To:** Manager; Purchaser  
**Cc:**  
**Subject:** Please View My TxSmartBuy WishList

The email body contains a blue hyperlink: [https://checkout.na1.netsuite.com/c.852252/checkout/login.ssp?n=2&sc=1&cartid=7422076&sender=null&datetime=2019\\_11\\_14\\_17\\_50](https://checkout.na1.netsuite.com/c.852252/checkout/login.ssp?n=2&sc=1&cartid=7422076&sender=null&datetime=2019_11_14_17_50)

Below the link is a text input field with the placeholder text "Type any message here." and a cursor.

# Wish List

## 8. Recipient clicks on Wish List link & logs into TxSmartBuy.com

### Login Credentials

Email Address (required)

your@email.com

Password (required)

Sign In

[Forgot password?](#)

Please only use Google Chrome to navigate this site.

### Open Shared Cart

Please select a default shipping address:

Address

Ad-hoc address

Open Cart

## 9. Recipient selects the shipping address

# Wish List

Cart Shared On 2019-11-14 At 17:50

+ Start New Cart   ✉ Share Cart   ✎ Save Cart As...   🗑 Delete Cart

Item	Shipping Address	Price	Qty	UOM	Subtotal	
<a href="#">Clips, Binder, Small, 3/4" Wide, 1 Dozen</a>	2H05 925 Lamar Suite 1900 Wichita Falls, TX 76301-3414 <i>Delivery days: 3</i>	\$0.23	2	DOZ	\$0.46	<a href="#">Edit</a> <a href="#">Delete</a>

Commodity Code: 61569146550

Pickup Date: 11/18/2019

Item Detail: Clips, Binder, Small, 3/4" Wide, 1 Dozen, Freight Included

Contractor: Liberty Office Products

Contract: 615-A1

Min. Order Quantity: 1

📝 Add Note to Item

📎 Attach File to Item

Choose File No file chosen

## 10. Recipient's shopping cart auto-populates the Wish List, more options available

Order Total: \$0.46

Search for More Items

Print

Export Cart to CSV

Proceed to Checkout

**Questions?**





# Purchase Order Highlights







# Purchase Order Highlights

## 1. Search & Add Items to Cart

**TEXAS SMART BUY**

Office Supplies Search

**Dry Erase Organizer Tray, 6 Chisel Tip, Eraser**

Commodity Code 62086509213  

Dry Erase Organizer Tray, 6 Chisel Tip, Eraser, Plus Freight Order Less Than \$25

ITEM CONTRACTOR

Contract **620-A1** Contractor WorkQuest (formerly TIBH)

Supplier Part Number 62086509213

Price **\$9.09** UOM **SET**

Min. Order Qty: 1

[Add to cart](#)

Compare



# Purchase Order Highlights

## 2. Enter Quantity & Shipping Address

### Add Item to Cart 1

**Item Information**

Quantity:

**Commodity Code:** 62086509213  
**Unit Price:** \$9.09 per SET  
**Description:**  
Dry Erase Organizer Tray, 6 Chisel Tip, Eraser, Plus  
Freight Order Less Than \$25

### Shipping Details 2

Delivery days:      Delivery date:

Address

**Southcliff**  
2015 S. I-35  
Suite 200  
Austin, TX 78741

Ad-hoc address

\*indicates required field

**This is where your saved addresses become helpful**

- We recommend Superusers adding shipping addresses prior to order entry or purchaser may enter address manually in Ad-hoc

**Total: \$45.45**



# Purchase Order Highlights

## 3. Review My Cart & Checkout

**My Cart**

[+ Start New Cart](#) [✉ Share Cart](#) [✎ Save Cart As...](#) [🗑 Delete Cart](#)

Item	Shipping Address	Price	Qty	UOM	Subtotal	
<a href="#">Dry Erase Organizer Tray, 6 Chisel Tip, Eraser</a>	<b>Southcliff</b> 2015 S. I-35 Suite 200 Austin, TX 78741 <i>Delivery days: 14</i>	\$9.09	5	SET	\$45.45	<a href="#">Edit</a> <a href="#">Delete</a>

[📝 Add Note to Item](#)

[📎 Attach File to Item](#)

No file chosen

**Upload quotes, internal POs, helpful documents**

**Order Total: \$45.45**

[Search for More Items](#) [Print](#) [Export Cart to CSV](#) [Proceed to Checkout](#)



# Purchase Order Highlights

## 4. Finalize Your Order

### Finalize Your Order

Select a Billing Address (Required)

#### Billing Address

Location Code, Street, City or Zip

Accounts Payable  
111 E. 17th St.  
Austin, TX 78701  
(512) 463-4784

Enter Internal Tracking Number (required)

Internal PO# 234-789, Dry Erase Ma

**Very important:** billing default and other billing addresses must be previously saved by the Superuser

- **The system won't generate a PO without defaults set**

Add a Note to Your Order (optional)

Please deliver before 4pm at back dock, ask for Bob

**Notes in this box to apply to the whole PO**

Attach a file to Your Order (optional)

Attach File:  No file chosen

Favorite Order (optional)

Enter a name for this order and it will be saved as a favorite order.

Conference Rm Dry Erase Markers

**You may enter your internal PO# or other helpful identifiers**

# Purchase Order Highlights

## 5. Final Review & Complete Checkout

### Order Summary

[Edit Order](#)

Item	Shipping Address	Price	Qty	UOM	Subtotal
Dry Erase Organizer Tray, 6 Chisel Tip, Eraser	Southcliff 2015 S. I-35 Suite 200 Austin, TX 78741  Delivery days:	\$9.09	5	SET	\$45.45

Commodity Code: 62086509213

Item Detail: Dry Erase Organizer Tray, 6 Chisel Tip, Eraser, Plus Freight

Order Less Than \$25

Contractor: WorkQuest (formerly TIBH)

Contract: 620-A1

Min. Order Quantity: 1

**Order Total: \$45.45**

[Continue Shopping](#)[Complete Checkout](#)





# Confirmation of Order in TxSmartBuy.com

My Cart

Checkout

Confirmation

CHECKOUT / CONFIRMATION

## Thank You for Submitting Your Order



Your requisition is being processed!

Search for More Items

My Account



Purchase Order

PO No. 18193867

Order Date:

Internal Tracking No.: test

Contractor Info

Bill To

Ship To

TxCPA Agency for Testing - 54321

### NOTE TO CONTRACTOR:

#### Disclaimer

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

#### STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:

The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas, or a Texas County, City, Special District, or Other Political Subdivision.

*Bobby Pounds*

Texas Comptroller of Public Accounts – Statewide Procurement Division

Agency	Purchaser	Email	Phone
TxCPA Agency for Testing - 54321			

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1				1	EACH		

Contract Type:  
Delivery ARO ( )  
Delivery Date: ( )  
MPN:  
Manufacturer Name:


Total

**Questions?**





# **Public Information on TxSmartBuy.com**



# **Vendor Performance Tracking System (VPTS)**

## **Public Reports**

# Vendor Performance Tracking System

**Tool for  
Evaluating  
Vendor  
Performance**

**Tracks & Provides  
Performance  
Scores**

**Aids Purchasers  
in Best Value  
Determination**

**Reduces Risk in  
Contract  
Awarding**

# VENDOR PERFORMANCE REPORT SEARCH

This is a search for Vendor Performance Reports. Search using the following fields:

Vendor ID:

Contractor Name:

P.O. Number:

Vendor Grade:

CMBL Vendor Number:

Debarment Status:

Yes  No

- VPTS**
- TPPD Reporting
- View ESD Postings
- Look Up P.O.
- Purchase History

Please only use Google Chrome to navigate this site.

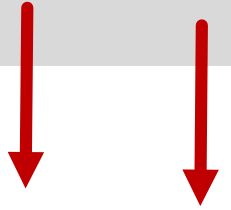
## CONTRACTOR RESULTS

Vendor ID	Contractor	Grade	Details
17419760511	WorkQuest (formerly TIBH)	B	<a href="#">View Contractor</a>



# Vendor Performance

## REPORT LIST



PO Number	PO Date	Agency Name	Agency Number	Address	City	Report Grade	Details
17180991	6/1/2017		696	1011 East 53 1/2 Street	Austin	A	<a href="#">Report</a>
405-17-P009374	9/1/2016	Department of Public Safety	405	1011 East 53 1/2 Street	Austin	B	<a href="#">Report</a>
17182900	6/12/2017		696	1011 East 53 1/2 Street	Austin	A	<a href="#">Report</a>
17182679	6/9/2017	txdot.gov	601	1011 East 53 1/2 Street	Austin	B	<a href="#">Report</a>
17165023	5/3/2017	tdcj.texas.gov	696	1011 East 53 1/2 Street	Austin	A	<a href="#">Report</a>



# VENDOR PERFORMANCE REPORT

[Return to Search List](#)

## WHAT TYPE:

Commodity/Service: Commodities  
Purchase Type: CPA Term Contract  
Purchase Order No: 17180991  
PO Date: 6/1/2017  
Class/Item: 39374  
Contract ID: 39374

## TO (VENDOR):

Vendor ID: 17419760511  
Company Name:  
Contact Name:  
Address: 1011  
City/State/Zip: ,  
Phone: (512) 4  
Email: smartbuy@tibh.org

## FROM (AGENCY/CO-OP MEMBER):

Agency ID: 696  
Agency Name:  
Contact Name:  
Address: PO b  
City/State/Zip: l  
Phone: 2  
Email: tdcj.texas.gov

## DETAILED EXPLANATION:

### RESOLUTION COMMENT:

### VENDOR COMMENT:

### GENERAL PERFORMANCE CODE(S):

(305) Exceptional customer service response,(399) Vendor commended

### SATISFACTORY RESOLUTION CODE(S):

### UNSATISFACTORY RESOLUTION CODE(S):

### RESOLUTION DATE:

**GRADE: A**

# VENDOR PERFORMANCE REPORT

[Return to Search List](#)

## WHAT TYPE:

Commodity/Service: Commodities  
Purchase Type: CPA Term Contract  
Purchase Order No: 18043920  
PO Date: 11/28/2017  
Class/Item: 45055  
Contract ID: 45055

## TO (VENDOR):

Vendor ID: 17419760511  
Company Name:  
Contact Name:  
Address: 1011  
City/State/Zip: ,  
Phone: (512) 4  
Email: smartbuy@tibh.org

## FROM (AGENCY/CO-OP MEMBER):

Agency ID: 696  
Agency Name:  
Contact Name:  
Address: PO b  
City/State/Zip: |  
Phone: (936) 4  
Email:

tdcj.texas.gov

## DETAILED EXPLANATION:

Grade Justification: 8 days late.

## RESOLUTION COMMENT:

Order due: 12/12/17. 12/12/17: received 5052 each, with a balance of 420 each remaining. 12/13/17: should ship 12/20 per vendor. 12/20/17: received balance of 420 each, order complete. 8 days late.

## VENDOR COMMENT:

Vendor Perf. Report was sent to the CRP. They agree with this report. The Locks were sent out but since this was a large order of locks ( over 5,000 locks), this created a back order situation. The order has been received in full as of 12/20/17.

## GENERAL PERFORMANCE CODE(S):

(005) Late Delivery

## SATISFACTORY RESOLUTION CODE(S):

## UNSATISFACTORY RESOLUTION CODE(S):

## RESOLUTION DATE:

12/20/2017

**GRADE: C**

**Questions?**

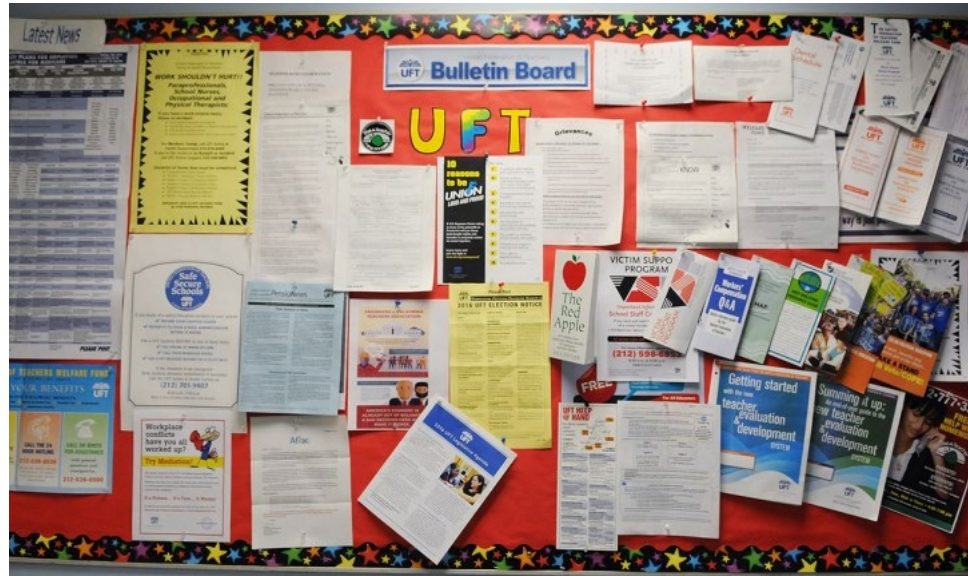




**Electronic State  
Business Daily (ESBD)  
Public Solicitation Postings**

# ESBD Tips

- ✓ **ESBD= Online bulletin board for agencies to post bid solicitations**



# ESBD Tips

- ✓ **No Login Required** to View Posts
- ✓ **Used for info purposes only**
- ✓ **Public awareness tool**



# ELECTRONIC STATE BUSINESS DAILY SEARCH

View any solicitation by selecting or entering a field below. Sign in is NOT required.  
For instructions on submitting bid responses, please review the posting entity's solicitation and attached bid documents.

Solicitations

Awards No Solicitation

Agency/Texas SmartBuy Member Name

Comptroller Of Public Account

2

Agency/Texas SmartBuy Member Number

Date Range

--

Status

Posted

NIGP Class/Item

Start Date

mm/dd/yyyy

Keyword Search

Solicitation ID

End Date

mm/dd/yyyy

Search

Clear Filters

Please only use Google Chrome to navigate this site.

## 3 RESULTS FOUND

### Advanced Software Product Group (ASPG) Software Maintenance and Related Services

Solicitation ID: 304-21-0364YR | Due Date: 2/4/2020 | Due Time: 2:00 PM | Agency/Texas SmartBuy Member Number: 304 | Status: Posted | Posting Date: 1/13/2020

Creation Date: 1/13/2020 10:23 am | Last Updated: 1/13/2020 10:34 am

### Financial Loan & Property Data

Solicitation ID: 304-20-0874PS | Due Date: 2/3/2020 | Due Time: 2:00 PM | Agency/Texas SmartBuy Member Number: 304 | Status: Posted | Posting Date: 1/6/2020

Creation Date: 1/6/2020 3:59 pm | Last Updated: 1/6/2020 4:06 pm

### RFA for LoanSTAR Revolving Loan Program

Solicitation ID: BE-G21-2019 | Due Date: 8/31/2020 | Due Time: 2:00 PM | Agency/Texas SmartBuy Member Number: 304 | Status: Posted | Posting Date: 10/18/2019

Creation Date: 10/18/2019 1:43 pm | Last Updated: 10/18/2019 1:47 pm

VPTS

TPPD Reporting

View ESBD Postings

Look Up P.O.

Purchase History

1

3

# ESBD Tips

[txsmartbuy.com/spdetails/view/304-21-0364YR](https://txsmartbuy.com/spdetails/view/304-21-0364YR)

## ELECTRONIC STATE BUSINESS DAILY SEARCH

Sign in is NOT required.

For instructions on submitting bid responses, please review the posting entity's solicitation and attached bid documents.

### Advanced Software Product Group (ASPG) Software Maintenance and Related Services

**Status:** Posted

**Response Due Date:** 2/4/2020

**Response Due Time:** 2:00 PM

**Agency/Texas SmartBuy Member Number:** 304

**Days Solicited:** 21+ Days for Solicitation Notice

**Solicitation Posting Date:** 1/13/2020

**Last Modified:** 1/13/2020 10:34 am

#### Solicitation Description:

The Texas Comptroller of Public Accounts ("CPA"), an agency of the State of Texas, issues this Request for Offers ("RFO") to solicit offers from qualified vendors for Advanced Software Product Group (ASPG) Software Maintenance and Related Services, as described in this Section II and in this RFO ("Services"). CPA's objective is to obtain the Services that represent the best value for CPA and the State of Texas, according to the terms and conditions of this RFO. CPA anticipates making a contract award to one (1) Successful Respondent for the Services. CPA reserves the right not to award a contract for the performance of all or part of the Services. This RFO is not exclusive and CPA reserves the right to issue additional solicitations regarding the Services or similar services at any time. All Respondents are encouraged to offer their best pricing at all times. All costs associated with the Services must be included in the Respondent's Offer. Offers that do not meet all of the requirements or contain all of the required documentation specified in this RFO will be rejected as non-responsive. CPA understands that the requested items in this RFO may be proprietary to one vendor under Section 2155.067 of the Texas Government Code; however, CPA strongly encourages offers from all qualified Respondents that may be able to provide the requested items.

**Class/Item Code:** 20913-\*Application Software, Minicomputer  
92045-\*Software Maintenance/Support

#### Attachments

#	Name	Description
1	<a href="#">ESBD_File_182293_RFO# 304-21-0364YR ASPG SW Maintenance Related Svcs 1.13.20.pdf</a>	RFO# 304-21-0364YR



# ESBD Tips

**X Don't use every filter field, less is more**

## ELECTRONIC STATE BUSINESS DAILY SEARCH

Solicitations

Awards No Solicitation

Agency/Texas SmartBuy Member Name

Comptroller Of Public Accoun ▼

Agency/Texas SmartBuy Member Number

Date Range

Status

Posted ▼

NIGP Class/Item

Start Date

Keyword Search

Solicitation ID

End Date

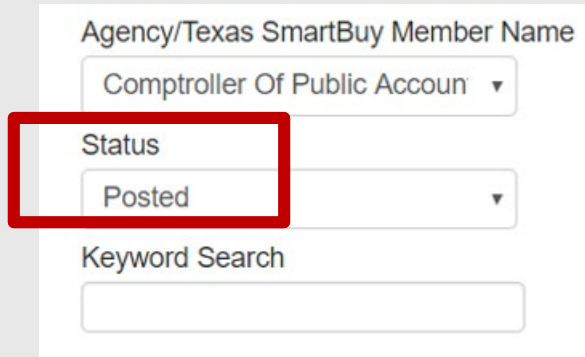
Search

Clear Filters

Please only use Google Chrome to navigate this site.

# ESBD Tips

- ✓ Use **Status Box – Posted** for **Active Solicitations**



Agency/Texas SmartBuy Member Name  
Comptroller Of Public Accoun ▾  
**Status**  
Posted ▾  
Keyword Search  
\_\_\_\_\_

- ✓ Closed solicitations is now a searchable feature
- ✓ Cancelled solicitations show for 45 days
- ✓ The ESBD holds several years of **records/awards**

## **Bread, Scheduled Deliveries**

Solicitation ID: 304T-18-375M3.2 | **Due Date: 2/27/2018** | Due Time: 1:30 PM  
Member Number: 304 | Status: **Awarded** | Posting Date: 1/13/2018  
Creation Date: 2/13/2018 3:59 pm | Last Updated: 3/1/2018 3:53 pm

## **Mailbox Components**

Solicitation ID: 304T-18-450A1.2 | **Due Date: 1/4/2018** | Due Time: 1:30 PM |  
Member Number: 304 | Status: **Awarded** | Posting Date: 12/19/2017  
Creation Date: 12/19/2017 10:04 am | Last Updated: 3/1/2018 7:32 am

# ESBD Tips

**X Vendors Don't Need a Login**

**X Vendors Don't Submit Bids Here**

**✓ Read attachments for Bid Instructions**



# ESBD Assistance

512-463-3034 , Option 1

[ESBDsupport@cpa.texas.gov](mailto:ESBDsupport@cpa.texas.gov)



# Vendor Performance Assistance

512-463- 3913

[vendor.performance@cpa.texas.gov](mailto:vendor.performance@cpa.texas.gov)

**Questions?**



**Need  
Assistance?**



# TxSmartBuy Help Desk

**512-463-3034, Option 1**

**[txsmartbuy@cpa.texas.gov](mailto:txsmartbuy@cpa.texas.gov)**



**General Inquiry**

**SPD Main Phone**


**512-463-3034**

**[Spd.Outreach@cpa.texas.gov](mailto:Spd.Outreach@cpa.texas.gov)**

# Help Tab = User Guides



Commodity Code, Supplier Part #, NIGP or Keyword

 Search

Saved Carts ▾

 1 item

Bid Postings

Contracts ▾

SPD Applications ▾

Help

## TxSmartBuy Help Desk

512-463-3034, Option 1









[txsmartbuy@cpa.texas.gov](mailto:txsmartbuy@cpa.texas.gov)



HOME /

## Texas SmartBuy Help

### Texas SmartBuy System Guides

-  [Texas SmartBuy Superuser Guide \(PDF\)](#)
-  [TXMAS Quote Processing Instructions \(PDF\)](#)
-  [Texas SmartBuy User Guide \(PDF\)](#) Last updated May 31, 2015
  - [Who can use this system?](#)
  - [Public Purchase Order Search](#)
  - [Searching for items](#)
  - [Add to Wish List](#)
  - [Add to Cart view](#)
  - [Addresses](#)
  - [Multi-Cart features](#)
  - [TXMAS Quotes](#)
  - [Checkout view](#)
  - [Favorite Orders](#)
  - [My Account](#)
  - [Purchase Order Change Notice/Cancellation](#)
  - [Purchase Requisitions Subject to Holds](#)
-  [Electronic State Business Daily \(ESBD\) Guide](#)
-  [Procurement Oversight & Delegation \(POD\) Guide](#)
-  [Negative Volume Discount Guide](#)
-  [Contractor Portal \(PDF\)](#)
-  [Texas SmartBuy Public User Guide \(PDF\)](#)
  - [Public Purchase Order Search](#)
  - [Searching for items](#)
  - [Add to Wish List](#)
- [View Zone/Highway District/Area by Texas city and country](#)

### Need More Help?

If you have additional questions, please e-mail [txsmartbuy@cpa.texas.gov](mailto:txsmartbuy@cpa.texas.gov) or call 512-463-3034 option 1.

**TXMAS Contractors:** E-mail additional questions to [txmas@cpa.texas.gov](mailto:txmas@cpa.texas.gov)

**All Other Contractors:** E-mail the Statewide Procurement contract management office at [spd.cmo@cpa.texas.gov](mailto:spd.cmo@cpa.texas.gov) or call 512-463-3034 option 3.

### System Requirements and Browser Compatibility

#### Browser Version

Google Chrome 34+ (Recommended)

### Browser Support Guides

-  [Texas SmartBuy Auto Clear Cookies Guide for Google Chrome \(PDF\)](#)

#### Notes:

- Edit browser settings to **allow pop-ups** to support several features in the Texas SmartBuy system, including the Add to Cart view, Item Comparison view and more.
- System features are best viewed in the browser versions listed above. Other browser versions may not display correctly.
- [Download free Adobe Reader Software to access PDF guides](#)



# Resources for You

# [comptroller.texas.gov/purchasing](https://comptroller.texas.gov/purchasing)



## Statewide Contracts

[Search Statewide Contracts](#)  
[Contract Development](#)  
[Contract Management](#)  
[Procurement Oversight & Delegation](#)  
[Texas Multiple Award Schedule \(TXMAS\)](#)  
[TxSmartBuy.com](#)  
[DIR Contracts](#) [↗](#)



## Vendor Resources

[Vendor Information Center](#)  
[Centralized Master Bidders List \(CMBL\)](#)  
[Historically Underutilized Business \(HUB\)](#)  
[Modify CMBL/HUB Profile](#)  
[Electronic State Business Daily \(ESBD\)](#)



## Government Resources

[Need Help? Contact the Outreach Team](#)  
[Vendor Performance Tracking System \(VPTS\)](#)  
[Texas SmartBuy Membership Program](#)  
[State Payment Card](#)  
[State Travel Management](#)  
[State Mail Services](#)  
[Vehicle and Fleet Management](#)  
[Retail Fuel Card](#)



## Procurement Resources

[Texas Procurement and Contract Management Guide](#)  
[Publications and Forms](#)  
[State Print Services](#)  
[NIGP Commodity Book](#)  
[Search for CMBL/HUB Vendors](#)  
[Statutes and Procedures](#)  
[Grant Management](#)



## Training and Policy Development

[Training and Policy Development Certification Account Transition Page](#)  
[Purchasing/Contract Development \(CTCD\)](#)  
[Contract Manager \(CTCM\)](#)  
[Certification](#)  
[Continuing Education](#)  
[Training and Policy Development FAQ](#)



## SB20

[Centralized State Purchasing Study](#)  
[State Agency Contract Management Procedures](#)  
[LBB Contracts Database](#) [↗](#)

# TxSmartBuy Help Desk

**512-463-3034, Option 1**

**[txsmartbuy@cpa.texas.gov](mailto:txsmartbuy@cpa.texas.gov)**



**General Inquiry**

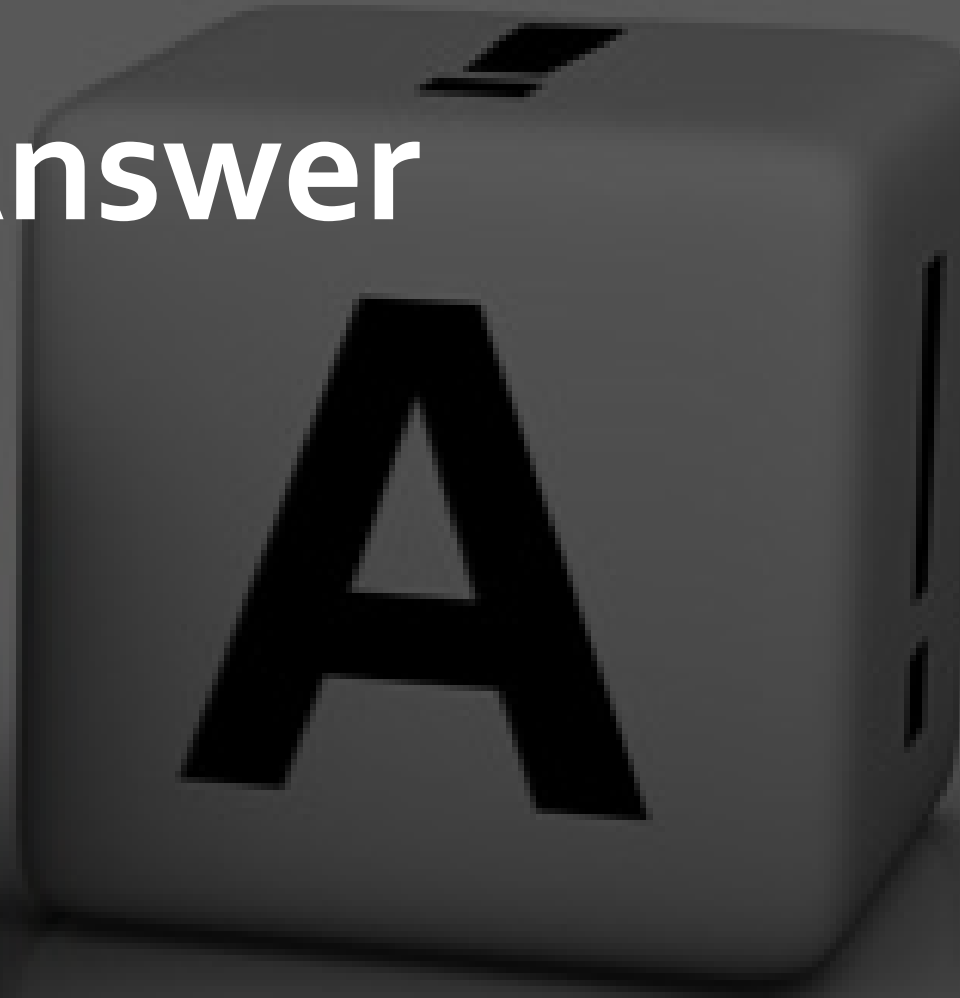
**SPD Main Phone**

**512-463-3034**

**[Spd.Outreach@cpa.texas.gov](mailto:Spd.Outreach@cpa.texas.gov)**



# Question & Answer





**Thank you for your time!**