

Procurement and Contracts

Procurement

The Department has a responsibility to uphold Texas procurement laws and act in good faith to serve the best interest of the State of Texas. In order to fulfill this responsibility, the Department follows all laws, rules and policies governing contracts and procurement, as set forth in The State of Texas Procurement Manual (<http://www.window.state.tx.us/procurement/pub/manual/>).

The Department will follow best value standards for purchasing goods and services recommended in the State of Texas Contract Management Guide: <http://comptroller.texas.gov/procurement/pub/contractguide>

The Department shall document the best value standard used to contract for goods or services through the competitive bid process.

The Department uses the State of Texas Contract Management Guide risk management plan to assess risks and identify contracts which may be more critical to agency functions. This guide also serves as the official handbook for the agency to follow in the purchasing and contracting process.

<http://comptroller.texas.gov/procurement/pub/contractguide>

The Department uses the federal E-Verify system for state contracts. U.S. Department of Homeland Security's E-Verify

<http://www.dhs.gov/how-do-i/verify-employment-eligibility-e-verify>

How Can I Do Business with the Department?

Persons interested in doing business with the Department, or with the State of Texas may find the following links helpful:

- [Electronic State Business Daily \(ESBD\) -TFC's current bidding opportunities](#)
- [State of Texas's Centralized Master Bidder's List \(CMBL\)](#)
- [Window on State Government HUB Program](#)
- [State Purchasing](#)
- [NIGP Commodity Book](#)
- [State Vendor Performance Tracking](#)

The Department does not maintain its own bidders list. Interested vendors may register as a Texas vendor or apply for Historically Underutilized Business (HUB) certification with the Texas Comptroller of Public Accounts [http://www.window.state.tx.us/.](http://www.window.state.tx.us/)

HUB Certification Information

The Historically Underutilized Business program is a priority to the Department. The Department actively encourages purchasing from, and contracting with, Historically Underutilized Businesses (HUBs) to provide goods and services to support agency's operations.

[Window on State Government HUB Program](#)

Contracts

The Credit Union Department is a self-directed, semi-independent state agency that complies with all State of Texas purchasing and contracting laws and rules. Under Texas Government Code Section 2261.253, the Department is required to post on its website the following information for all contracts entered into on or after September 1, 2015, for the purchase of goods or services from a private vendor:

1. The entire contract itself (confidential information will have to be redacted);
2. The statutory or other authority under which non-competitively bid contracts are entered into; and
3. The request for proposals related to competitively bid contracts.

The term “contracts” includes insurance contracts and contracts where no competitive bidding is required but does not include renewals of existing contracts entered into prior to September 1, 2015, MOUs, interagency contracts, interlocal agreements and contracts without a cost.

CUD Contract Management Guide and Handbook

Pursuant to Section 2261.256 of the Texas Government Code (added by SB 20, 84th Session), the Department’s Contract Management Guide and Handbook as well as contract and purchase information with links to applicable documents are provided herein.

[CUD Contract Management Guide and Handbook](#)

Contracts Executed On Or After September 1, 2015

Contracts Other Than Sole Source Contracts

CONTRACT NUMBER	VENDOR NAME	AMOUNT	DESCRIPTION	PURCHASING AUTHORITY
FY 2017				
469-7-001	State of Iowa	1,750.00	Sharing Computer Software and Services	TGC 2155.067
469-7-004	TIBH Industries, Inc.	455.00	Document Destruction	TGC 2155.138
469-7-005	Arthur J. Gallagher	7,216.00	SORM – Public Official Insurance	4 TAC 252.303
469-7-006	Alliant Insurance Services	280.00	SORM – Automobile Coverage	4 TAC 252.303
469-7-014	SHI-Government Solutions	360.00	TravelScan Pro for three examiners	TGC 2157
469-7-015	TIBH Industries, Inc.	6,552.00	Janitorial Services	TGC 2155.138
469-7-016	Netronix Integration, Inc.	460.00	Security Alarm Monitoring	TGC 2155
469-7-017	Netronix Integration, Inc.	460.00	Fire Alarm Monitoring	TGC 2155
469-7-018	The Greener Side	1,793.40	Landscaping Services	TGC 2155
469-7-023	Vintage IT Services	1,124.00	VMware Subscription DIR-SDD-1869	TGC 2157
469-7-026	Credit Union National Association	691.20	Subscription to Credit Union Magazine	TGC 2155.067
469-7-028	Texas Legislative Service	4,440.00	2017-2018 Subscription Agreement	TGC 2155.067
469-7-033	GTS Technology Solutions	346.24	Dell Smart Printer DIR-SDD-1951	TGC 2157
469-7-034	Vintage IT	2,207.50	IT Support	TGC 2157
469-7-036	Netronix Integration, Inc.	270.00	Service call for Security Alarm Monitoring	TGC 2155
469-7-038	V-Quest Office Supplies	359.96	4 Keyboards (wireless)	TGC 215.067
469-7-046	V-Quest Office Supplies	89.99	One Keyboard (wireless)	TGC 2155.067
469-7-047	SHI-Government Solutions	2,956.00	Renewal Zixmail License	TGC 2157

FY 2016				
469-6-001	State of Iowa	1,750.00	Sharing Computer Software and Services	TGC 2155.067
469-6-002	TIBH Industries, Inc.	6,552.00	Janitorial Services	TGC 2155.138
469-6-003	Netronix Integration, Inc.	460.00	Fire Alarm Monitoring	TGC 2155
469-6-004	Netronix Integration, Inc.	460.00	Security Alarm Monitoring	TGC 2155
469-6-005	The Greener Side	1,793.40	Landscaping Services	TGC 2155
469-6-006	TIBH Industries, Inc.	455.00	Document Destruction	TGC 2155.138
469-6-009	Vintage IT Services	26,490.00	Computer Services DIR-SDD-1869	TGC 2157
469-6-011	Netronix Integration, Inc.	125.00	Security Alarm Problem	TGC 2155
469-6-13	Callahan's Directory	164.00	Subscription to Credit Union Directory	TGC 2155.067
469-6-014	Credit Union National Association	667.35	Subscription to Credit Union Magazine	TGC 2155.067
469-6-019	UT Austin	709.00	Survey of Organizational Excellence	TGC 2155.067
469-6-020	Texas Dept of Criminal Justice	399.00	Executive Task Chair	TGC 497.024
469-6-021	Arthur J. Gallagher	6,226.00	SORM – Public Official Insurance	4 TAC 252.303
469-6-022	Alliant Insurance Services	240.00	SORM – Automobile Coverage	4 TAC 252.303
469-6-030	SHI-Government Solutions	42.53	Software License DIR-SDD-2503	TGC 2157
469-6-031	Austin Ribbon & Computer	692.28	Privacy Filters for Laptops DIR-SDD-1934	TGC 2157
469-6-035	V-Quest	56.79	Office Supplies	TGC 2155.067
469-6-037	Complete Tablet Solutions	48.45	VMWare DIR-SDD-2069	TGC 2157
469-6-049	Texas Department of Criminal Justice	1,197.00	3 Executive Task Chairs	TGC 497.024

469-6-052	SHI-Government Solutions	2,500.00	Zixmail License Renewal DIR-SDD-2188	TGC 2157
469-6-053	Neubus, Inc.	1,459.18	Archive to CD FY 2009 and FY 2010	TGC 2162
469-6-054	Accutronics, Inc.	192.00	Repair Date/Time Stamp	TGC 2155
469-6-058	Southern Computer Warehouse	425.22	3 Monitors for Examiners	TGC 2155.067
469-6-059	Thomson-West	988.00	Finance Code Annotated Updates	TGC 2155
469-6-061	Thomas Graphics, Inc.	450.00	2 Printed Table Cloths	TGC 2155.067
469-6-066	SHI-Government Solutions	3,574.80	Office 365 License DIR-SDD-2503	TGC 2157
469-6-067	SHI-Government Solutions	70.80	Office 365 License DIR-SDD-2503	TGC 2157
469-6-068	SHI-Government Solutions	292.80	Office 365 License DIR-SDD-2503	TGC 2157
469-6-076	Complete Tablet Solutions	1,029.60	AirWatch Licenses DIR-SDD02069	TGC 2157
469-6-083	TIBH Industries, Inc.	4,089.60	Temporary Staff – SharePoint Transfer	TGC 2155.138
469-6-091	New Horizons Computer Learning	681.28	SharePoint Server Training	TGC 2155
469-6-096	Neubus, Inc.	2,081.39	Archive files for FY-2011 & FY 2012	TGC 2162
469-6-097	IBM	1,015.74	Kenexa Skills Assessment	TGC 2157
469-6-100	Texas Dept of Criminal Justice	651.00	Replacement Modular Panel	TGC 2157
469-6-101	Flores & Associates	85.00	Printer Repair DIR-SDD-2101	TGC 2157
469-6-104	SHI-Government Solutions	119.00	TravelScan Pro for Examiner	TGC 2157
469-6-107	SHI-Government Solutions	238.00	TravelScan Pro for 2 examiners	TGC 2157
469-6-110	Austin Ribbon & Computer	277.23	Dell Laser Printer DIR-SDD-1951	TGC 2157
469-6-112	Facilities Resource, Inc.	275.00	Relocate Fax Line TXMAS 9 71 11K010	34 TAC 20.41

469-6-113	Arthur J. Gallagher	314.23	SORM – Property/Equipment Policy	4 TAC 252.303
469-6-116	Clerk, Supreme Court	255.00	State Bar Dues for General Counsel	TGC 2254
469-6-118	NASCUS	895.00	State System Summit Registration	TGC 2155
469-6-121	Thomson Reuters-West	1,092.00	Government Code Annotated Updates	TGC 2155
469-6-124	New Horizons Computer Learning	1,700.00	Word Training for Examination Staff	TGC 2155
469-6-128	SHI-Government Solutions	357.00	TravelScan Pro for 3 Examiners	TGC 2157
469-6-129	Southern Computer Warehouse	299.43	LED Monitors for 3 Examiners	TGC 2155.067
469-6-133	Austin Ribbon & Computer	255.19	Dell Laser Printer DIR S-DD-1951	TGC 2157
469-6-134	SHI-Government Solutions	429.00	Fujitsu Document Scanner DIR-SDD-1951	TGC 2157
469-6-138	Southern Computer Warehouse	299.43	LED Monitors for 3 Examiners	TGC 2155.067
469-6-139	Complete Tablet Solutions	1,029.60	AirWatch Licenses DIR-SDD-2069	TGC 2157
469-6-142	Austin Ribbon & Computer	248.20	Privacy Filters for Laptops DIR-SDD-1934	TGC 2157
469-6-146	Austin Ribbon & Computer	18.27	Printer Switch DIR-SDD-1934	TGC 2157
469-6-147	Austin Ribbon & Computer	1,071.28	Dell Laptop DIR-SDD-1951	TGC 2157
469-6-148	SHI Government Solutions	36.00	Office 365 License DIR-SKK-2503	TGC 2157
469-6-149	New Horizons Computer Learning	1,703.00	SharePoint 2013 Site Collection	TGC 2155
469-6-151	Complete Tablet Solutions	46.80	Airwatch License DIR-SDD-2069	TGC 2157

Contracts Executed Before September 1, 2015

Sole Source Contracts and Public Justification for Award

VENDOR NAME	CONTRACT NUMBER	AMOUNT	DESCRIPTION AND PUBLIC JUSTIFICATION FOR AWARD
The Wilkins Group, Inc. *	469-5-127	8365.50	Description: Redesign the Current Website for Mobile Compatibility and 508c Compliance Public Justification: Wilkins Group is a HUB, currently maintains the CUD website, created the website in 2011, and satisfied the CUD with their level of service and expertise

Contracts Other Than Sole Source Contracts Executed Before September 1, 2015

VENDOR NAME	CONTRACT NUMBER	PRODUCT/SERVICE
NeoPost	469-1-024	Postage Meter Lease
Cannon	469-4-064	Copier Lease
TIBH	469-5-002	Janitorial Services
HSP*	469-5-003	Fire Alarm Monitoring
HSP*	469-5-004	Security Alarm Monitoring
The Greener Side LLC	469-5-005	Landscape Maintenance
TIBH	469-5-006	Document Destruction
Vintage *	469-5-009	Information Technology Services
The Wilkins Group, Inc. *	469-1-074	Website Hosting Services

*** Historically Underutilized Businesses (HUBs)**

For more information regarding agency contracts and purchasing, submit inquiries to openrecords@tud.texas.gov.