

**Best Value Procurement & Exemption  
from Bidding or Price Comparisons**  
Midwestern State University Purchasing Manual

**V. Best Value Purchasing**

The University purchases goods and services on a best value basis. The Purchasing Department is responsible for determining which purchase option represents the best value to the department and the University. Purchasing options include a variety of state contracts, cooperative contracts, and various solicitation methods. Best value is represented not only by the best price but also by selecting the most efficient, effective method of completing the purchase.

A. Determining Best Value

Regardless of the purchasing process used, the University may define best value evaluation criteria. Determination of best value must be justifiable and based on facts and/or review of the submitted quotes, proposals or bids. It is not to be based on the end user's opinion.

1. purchase price;
2. reputation of the vendor and of the vendor's goods or services;
3. quality of the vendor's good or services;
4. extent to which the goods or services meet the University's needs (delivery dates, schedules, etc.);
5. vendor's past relationship with the University;
6. impact on the ability of the University to comply with the laws and rules relating to historically underutilized businesses and to the procurement of goods and services from persons with disabilities;
7. total long-term cost to the University of acquiring the vendor's goods or services;
8. any other relevant factor that a private business entity would consider in selecting a vendor; and
9. written justification of a proprietary need for a single vendor or product specified in the request for bids.

**VII. Exemptions from Bidding or Price Comparisons**

The University defines the following additional exemptions from the above bidding or price comparison process:

- Classified Advertising
- Hotels and Conference Rooms
- Conference Expense; expenses related to conference room services such as audio/visual/network and food services. (Does not include goods purchased for attendees or transportation services.)
- Moving Expenses (employee)
- Student Travel; expenses related to student travel

- Library materials for Midwestern State University Library, when such exemption represents the best value to the University
- Membership fees and dues
- Newspaper and magazine subscriptions, books, videos and software direct from the publisher
- Freight
- Intra-agency payments
- Rental of exhibit space; i.e., booths for display purposes
- Goods and services provided by the Texas Department of Criminal Justice
- Internal Repairs
- Purchases from Federal agencies
- Utilities
- Goods and services for an organized activity when such exemption represents the best value to the University