



AGENDA COORDINATION FORM

Bexar County Commissioners Court

Item Number: _____
(for Comm Ct use only)

Rec'd Office of the County Manager
JAN 7 '26 PM 1:41

CE

Type of Agenda Item (Choose one): Ceremonial <input type="checkbox"/> Special Presentation <input type="checkbox"/> Time Certain <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Individual <input type="checkbox"/>			
Sponsoring Office/Department: <u>Purchasing Department</u>		Recipient Agency / Individual Name: <u>Bexar County Purchasing, Gregory Galloway II, Purchasing Agent</u>	
Contact Person: <u>Gregory Galloway II, Purchasing Agent</u>		Phone Number: <u>210-335-2291</u>	
Presenter: <u>Gregory Galloway II, Purchasing Agent</u>		Deadline for Action: <u>January 20, 2026</u>	
Audio / Visual Presentation: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> PowerPoint? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		ADA Assistance Required (type): <u>N/A</u>	
Official/Department Head Signature: <u>[Signature]</u>		Small, Minority, Women-owned Business Enterprise (SMWBE): Impact: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	

CAPTION:

Approval of an amendment to Administrative Policy 8.1 (Purchase of Goods & Services and Procurement of Professional and Personal Services).

ESTIMATED PRESENTATION TIME: None

BACKGROUND:

On September 1, 2025, changes to the Texas Local Government Code, introduced by Senate Bill 1173, went into effect. Included in these changes was an increase to the competitive bidding requirement threshold, increasing the previous threshold of \$50,000 to \$100,000. This change directly impacts Policy 8.1, as its purpose is to establish guidelines for the expenditure of taxpayer funds used to procure goods and services.

Among the recommended changes to the Policy 8.1 include the following updates to threshold requirements:

- (a) Under \$2,000.00 Procurement Activity related to Purchase Card Purchases (P-Card)
- (b) Under \$25,000: Tier 1, Informal Procurement. Requisitions require at least one (1) quote.
- (c) \$25,000 to \$49,999.99: Tier 2, Informal Solicitation. Requisitions require at least three (3) quotes.
- (d) \$50,000 to \$99,999.99: Tier 3, Informal Solicitation. Requisitions require at least three (3) quotes, including a minimum of one (1) SBE or LOBE
- (e) \$100,000 and above: Tier 4, Formal Solicitation Requirement. This includes, but is not limited to, Invitation for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ), or utilization of an established/development of a contract from a participating Cooperative purchasing program.

Utilization of a cooperative contract requires at least one (1) additional quote from a SBE or LOBE if available, regardless of procurement threshold tier.

RECOMMENDED MOTION:

Approval of an amendment to Administrative Policy 8.1 (Purchase of Goods & Services and Procurement of Professional and Personal Services).

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FISCAL ASSESSMENT: APPLICABLE

Yes ☐

No ☒

Fiscal Note ☐

1	Is this a revenue or expense?	Revenue <input type="checkbox"/>	Expense <input type="checkbox"/>
2	Dollar amount of revenue or expense associated with item?		
3	Is this a budgeted revenue or expense?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Does this item require additional staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Will this increase your current budget?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Impact on future Budget? If Yes, Explain in Comments.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Current End-of-Year Expenditure Estimate-for impacted Object Code(s)?		
8	If an expense, what is the current Object Code budget amount?		
9	If an expense, are sufficient funds currently budgeted in the Object Code?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	If an expense, are sufficient funds currently budgeted in the Appropriation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	List impacted offices or departments or note if countywide:		
12	Company:		
13	Account Unit / Accounting Category:		
14	Account:		
15	If this is a grant, what is the estimated amount of program income?		
16	If this is a grant, what is the amount of Grantor funding?		
17	If this is a grant, what is the required County cash match?		
18	If this is a grant, what is the required County in-kind/allocation match?		
19	If this is a grant, was item approved by the Grant Review Committee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20	Comments:		
21	Coordinated by: _____	Verified By: _____	



BEXAR COUNTY ADMINISTRATIVE POLICY

ADMINISTRATIVE POLICY NO. 8.1

TITLE: Purchase of Goods and Services and Procurement of Professional and Personal Services.

REPLACES: 1990 Request for Proposal (Professional Services) Administrative Policy 8.1
2002 Purchasing Policies and Procedures Administrative Policy 8.2
2002 Purchasing Card Policies and Procedures Administrative Policy 8.3

REPLACES: October 1, 2004 Purchase of Goods and Services and Procurement of Professional and Personal Services

REPLACES: September 1, 2009 Purchase of Goods and Services and Procurement of Professional and Personal Services

REPLACES: April 29, 2014 Purchase of Goods and Services and Procurement of Professional and Personal Services

REPLACES: September 12, 2017 Purchase of Goods and Services and Procurement of Professional and Personal Services

REVISION DATE: January 20, 2026

EFFECTIVE DATE: January 20, 2026

SECTION 1: PURPOSE

The purpose of this policy is to establish guidelines and accountability for the expenditure of taxpayer funds used to procure goods and services used by the County departments and offices. The processes used to procure goods and services should always provide the best value for the County or procure the most qualified service providers, while providing an open and fair process for vendors/suppliers and subcontractors/sub-suppliers/sub-consultants.

These policies are approved by the Bexar County Commissioners Court. Therefore, and as necessary, appropriate revisions may be made to these policies at the discretion of the Commissioners Court. The Purchasing Agent shall be responsible for accurate maintenance and distribution of approved revisions. This information includes the rules, regulations, and procedures necessary to adhere to those policies.

SECTION 2: GUIDING PRINCIPLES

The Guiding Principles that follow have been developed by and for the use of all of Bexar County's departments and offices:

1. Purchasing Department employees will avoid any activity that would create a conflict between their personal interests and the interest of Bexar County and will avoid the appearance of unethical or compromising practices in relationships with vendors or vendor representatives, actions, and official communications. The types of activities that should be avoided include: accepting gratuities of any kind from current or potential vendors; using confidential, proprietary information for actual or anticipated personal gain; or disclosing a vendor's confidential proprietary information inappropriately to other vendors during the procurement process.
2. Taxpayers are best served by a purchasing program that encourages competition, prevents favoritism, secures the most qualified service providers and obtains the best value for the best price. This includes involvement by **Small Business Enterprises (SBEs) and/or Local Business Enterprises (LOBEs)** in the County's programs and purchases, to the greatest extent possible.
3. By working cooperatively, Bexar County can leverage purchasing volume for lower prices or other favorable terms. Bexar County may use cooperative agreements where doing so will provide savings in time, money or other resources; with consideration to the regional economic impact.
4. A livable community is based in part on the quality of its environment. Bexar County will buy environmentally friendly goods and services, in compliance with Federal, State and Local laws where doing so will not compromise quality or value.
5. In support of its mission to provide its citizens with quality services, Bexar County will continue to seek efficient and accountable methods of purchasing and maintaining County assets. Staff will use innovation and technology to enhance management of purchasing programs and expenditures.
6. Bexar County hires personnel with the skills necessary to provide quality services to its citizens. However, at times Bexar County may wish to use outside professional and personal services contractors. External professional and personal services will be sought when technical expertise is required which does not exist within Bexar County resources, or a temporary requirement exists that cannot be met by Bexar County's existing workforce, or it is necessary to receive advice and recommendations independently of the Bexar County workforce.

SECTION 3: ROLES AND RESPONSIBILITIES

COUNTY DEPARTMENTS AND OFFICES

General:

The role of Bexar County offices and departments will be to utilize the services of the Purchasing Department for those purchases that are in excess of their purchase authority, and to work

cooperatively to see that the necessary goods and services are procured in a manner that most efficiently serves Bexar County.

Specific:

1. Work cooperatively with the County Purchasing Agent and Commissioners Court to procure goods and services that maximize performance and achieves County goals;
2. Work with the County Manager's Office staff to strategically plan for procurement needs through the annual budget process;
3. Identify employees with purchase requisition and PCARD/TCARD duties and ensure they obtain necessary training in appropriate purchasing procedures before purchasing approval is granted;
4. Work with the County Small Business and Entrepreneurship Department (SBED) Director to include SBE and LOBE participation targets in County departments and offices annual performance measures where appropriate. Measures will be based on an analysis of the availability of SBE and LOBEs to meet a department's procurement needs;
5. Work with the County Auditor and Purchasing Agent to facilitate the inventory of County asset types;
6. Purchase ethically and not use position to secure special privileges, prices or exemptions for personal gain or for others;
7. Notify the Purchasing Agent and Commissioners Court of a business or personal relationship with a prospective vendor in writing and recuse self from the procurement process, as well as take any mitigating measures which might be required by law (e.g., Form 1295 or other disclosure mechanisms);
8. Comply with state and federal law, County purchasing policies and procedures, SBE and LOBE (Bexar County Administrative Policy No. 8.0) policies, as well as attend training to obtain necessary knowledge;
9. Refrain from using purchasing strategies designed to avoid formal competitive procurement procedures such as component purchases (purchasing in pieces rather than purchasing as a whole), separate purchases (purchasing goods in a series of separate purchases that normally would have been combined) and sequential purchases (purchases made over a period of time that would normally have been made as one purchase) with the intent to violate State law;
10. Avoid submitting purchase requisitions to the Purchasing Department that would request expenditures in excess of existing budgeted funds;
11. Maintain appropriate documentation to support purchasing transactions as outlined in County policies and procedures;
12. When possible, engage the Small Business and Entrepreneurship Department for assistance in identifying SBEs and LOBEs when deciding on procurement needs;
13. Purchase professional and personal services in accordance with state and federal law and County purchasing policies and procedures. As further defined, Bexar County is authorized to procure professional services under

Chapter 2254, Subchapter A, of the Texas Government Code.239 Professional services refer to

services that are

- a). within the scope of the practice, as defined by state law, of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, or professional nursing;
- b). provided in connection with the professional employment or practice of a person who is licensed or registered as one of the following: a certified public accountant, an architect, a landscape architect, a land surveyor, a physician, including a surgeon, an optometrist, a professional engineer, a state certified or state licensed real estate appraiser, or a registered nurse; or
- c). provided by a person lawfully engaged in interior design, regardless of whether the person is registered as an interior designer under Chapter 1053 of the Occupations Code.240

- 14. Coordinate with the Bexar County District Attorney's Office when submitting forms and documents used for solicitation and contracting of goods, commodities, other services, construction, professional and personal services for legal review to ensure documents and procedures reflect changes in the law and this policy;
- 15. Prohibit unsolicited verbal or written communications from competing companies which may pertain or relate directly or indirectly to any proposal being evaluated;
- 16. Recommend contracts for award based on demonstrated competence and qualifications for the type of goods to be procured or services to be performed at fair and reasonable prices; and
- 17. Refrain from submitting purchase requisitions for goods and/or services already obtained.

PURCHASING AGENT

General:

The procurement procedures for goods and services for Bexar County are set forth in the Texas Local Government Code 262, Purchasing and Contracting Authority of Counties. The Purchasing Agent shall supervise all competitive purchasing of goods and services in accordance with the procurement procedures for the County departments and offices.

Specific:

- 1. Provide assistance to the County Small Business and Entrepreneurship Department with outreach efforts;
- 2. Ensure that all responsible vendors, including SBEs and LOBEs, have a fair opportunity to compete for County business by complying with the competitive bidding requirements established by the State of Texas, as well as the SBE/LOBE, and Purchasing policies approved by Commissioners Court, to the extent those policies do not contradict and are consistent with state and federal law;
- 3. Encourage vendor rotation at the sourcing level, providing opportunities for SBEs and LOBEs to participate in competing for County informal and formal awards, in an effort to stimulate the local economy, consistent with Chapter 262 and other applicable state and federal law.

4. Provide strategic purchasing advice and support to County offices and departments as they develop operational programs;
5. Work with departments and offices to develop necessary forms, formats, and procedures for approval by Commissioners Court, in compliance with federal and state law and Court policy statements;
6. Work with suppliers to ensure timely delivery of goods and services for County departments and offices for the greatest value and in compliance with the law and County purchasing policies and procedures;
7. Make purchases of goods and services (to exclude professional and personal) that in the aggregate, do not exceed \$100,000 and supervise the competitive process for purchases meeting or exceeding \$100,000;
8. Make recommendations for contract award to Commissioners Court for purchases supervised through the competitive purchasing process meeting or exceeding \$100,000 in the aggregate;
9. Assist in the resolution of all internal and external complaints, and facilitate termination, demand for payment, cure notice, show cause and debarment procedures when deemed necessary in accordance with the law and County purchasing policies and procedures;
10. Provide training to assist County employees with legal compliance and knowledge of County purchasing policies and procedures;
11. Assist County officials or Departments with recommendations for contract award to Commissioners Court for purchase of professional and personal services;
12. Provide the Small Business and Entrepreneurship Department with the contract award information by assisting with the transfer of data to the online SBE and LOBE data management system;
13. Provide the Small Business and Entrepreneurship Department with direct access to the solicitation and response(s) for all purchase orders, post-award;
14. Perform outreach to build partnerships with County offices, vendors and other public agencies;
15. Set ethical standards for an open and fair process, as well as develop formats and procedures to ensure that standards are enforced;
16. Maintain open and regular communication between County departments and offices, County officials and Commissioners Court;
17. Coordinate with the Bexar County District Attorney's Office for legal review and submit forms and documents used by the Purchasing Department for solicitation and contracting for legal review to ensure documents and procedures reflect changes in the law on an annual basis;
18. Work with Departments and offices to monitor vendor compliance with contract terms and conditions, quality of goods or services and timely renewal or re-bid;
19. Supervise the acquisition, tracking, monitoring, disposal, and reporting of County fixed and controlled asset types in accordance with law and County purchasing policy and procedures;

20. Provide assistance to County offices and departments for purchases exempt from the competitive bid process;
21. Promote efforts to increase recycling and reduce waste when purchasing goods, commodities and services for Bexar County;
22. Supervise purchases made using the County purchasing and travel card;
23. Review and recommend changes to the County Auditor's Office regarding purchasing functionality and the County's Financial Management System;
24. Promote the utilization of Cooperative agreements, comparing their prices with local vendors to determine best value, and increase the efficiency and effectiveness of taxpayer funds. To utilize a cooperative program, Departments must secure a minimum of (3) vendor/supplier quotations from the cooperative's listed pool of approved vendors/suppliers to ensure open competition and maintain best value for the County, including at least one (1) additional quote from an SBE or LOBE. Please reference the updated Purchasing Manual for guidance within these benchmarks.
25. Utilize a County automated contract register to record vendor solicitations, responses, and awards for a purchase over \$100,000 required to be competitively procured and conducted by the Purchasing Department.
26. Procurement Thresholds:
 - (a) Under \$2,000.00 Procurement Activity related to Purchase Card Purchases (P-Card). To support vendor/supplier rotation, this process should also consider two quotes with at least one (1) of the quotes obtained from an SBE or LOBE if available.
 - (b) Under \$25,000: Tier 1, Informal Procurement. Requisitions require two quotes with at least one (1) of the quotes obtained from an SBE or LOBE if available.
 - (c) \$25,000 to \$49,999.99: Tier 2, Informal Solicitation. Requisitions require at least three (3) quotes, with at least one of the quotes from an SBE(s) or LOBE(s) if available.
 - (d) \$50,000 to \$99,999.99: Tier 3, Informal Solicitation. Requisitions require at least three (3) quotes, with at least one of the quotes from an SBE(s) or LOBE(s) if available.
 - (e) \$100,000 and above: Tier 4, Formal Solicitation Requirement. This includes, but is not limited to, Invitation for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ), or utilization of an established/development of a contract from a participating Cooperative purchasing program.

Purchasing Department staff will verify the Excluded Parties List System (EPLS) for all Federal Funded Procurement Requirements by registering with the System for Award Management (SAM). www.sam.gov

27. The Purchasing Agent administers the receipt and handling of bids and the purchasing process on behalf of Bexar County and has the discretion to recommend in any competitive procurement that Commissioner's Court either make an award, reject all bids or treat a particular bid as nonresponsive or non-conforming and must set out the basis for that determination in accordance with Texas law. However, Commissioners Court holds the ultimate legal authority for making the final decision regarding the

award, rejection or determination.

28. Ensure all procurements funded in whole or in part by federal funds adhere strictly to all applicable federal statutes, regulations (such as 2 CFR Part 200, "Uniform Guidance"), and specific grant award conditions, which supersede any less restrictive County policies.
29. Ensure all procurements funded in whole or in part by state funds comply with all applicable state statutes, regulations, and specific grant award conditions.
30. When a procurement is funded by multiple sources (e.g., a mix of federal, state, and/or local funds), adhere to the most restrictive procurement requirements applicable from any single funding source.

VENDORS AND PROSPECTIVE SUPPLIERS

General

Bexar County welcomes the opportunity to do business with vendors in the community. The Purchasing Agent is interested in fostering participation by all businesses offering goods and services utilized by the County departments and offices. The Purchasing Agent has the responsibility of making the best value acquisition of quality goods and services to ensure efficient operation.

Specific

1. Comply with Texas law, County purchasing policy and procedures in an ethical and fair manner, and not misrepresent facts or circumstances in dealings with Bexar County;
2. Participate in good faith efforts to achieve the County participation targets for SBE and LOBE opportunities and reporting;
3. Request clarification, delineation, or explanation of a quote, bid or proposal in writing to the individual specified in the solicitation document when competing for a procurement opportunity; (Note: Alterations to bids after bid opening is not authorized).
4. Respond to County solicitations with fair and competitive pricing; and
5. Deliver commodities and services in a timely fashion and in accordance with terms of the contract award.

SECTION 4: FIXED ASSET PROCEDURES

Fixed Assets – \$10,000 or more, must be a physical substance, have a life expectancy of more than three years, be capable of repeated use, exist as an individual unit that can be accounted for separately, not intended for resale within its expected useful life, not consumable, and not repair or replacement parts of a larger asset.

Controlled Assets – \$500 to \$9,999.99: Cameras, Computers (Desktop and Laptop), Data Projectors, iPads, Tablets, and Drones.

Sensitive Assets (High Risk) – Tracked at any cost, including Handguns, Rifles/Shotguns, Tasers, and Communication Radios.

SECTION 5: LOCAL BUSINESS PREFERENCE

Definitions:

- (1) "Local Business Preference" or "LBP" means consideration (in compliance with Texas Local Government Code Chapter 271.905) of location of a bidder's principal place of business.
- (2) "local government" for purposes of this policy, means Bexar County.

Policy

In purchasing any real property or personal property that is not affixed to real property, if the Purchasing Agent on behalf of Bexar County receives one or more bids from a bidder whose principal place of business is in Bexar County and whose bid is within three percent of the lowest bid price received by Bexar County from a bidder who is not a resident of Bexar County, the Purchasing Agent on behalf of Bexar County may enter into a contract with:

- (1) the lowest bidder; or
- (2) the bidder whose principal place of business is in Bexar County if Commissioners Court determines, in writing, that the local bidder offers Bexar County the best combination of contract price and additional economic development opportunities created by the contract award, including the employment of residents of Bexar County and increased tax revenues.

This section does not prohibit Commissioners Court from rejecting all bids.

SECTION 6: STANDARDS

- Texas Constitution Article 3, § 44 (Compensation and Unauthorized Contracts)
- Civil Practice and Remedies Code § 106.001 (Prohibited Acts of Discrimination)
- Government Code Chapter 2251 (Prompt Payment Act)
- Government Code Chapter 2252 (Public Contracting/Disclosure of Interested Parties)
- Government Code Chapter 2254 (Professional and Consulting Services)
- Government Code Chapter 2269 (Contracting and Delivery Procedures for Construction Projects)
- Government Code Chapter 2271 (Prohibition on Contracts with Companies Boycotting Israel)
- Government Code Chapter 2274 (Prohibition on Boycotting Energy & Firearm Industries)
- Health & Safety Code § 361.426 (Preference for Recycled Products)
- Local Government Code § 140.003 (Purchasing by Specialized Local Entities)
- Local Government Code Chapter 171 (Regulation of Conflicts of Interest of

- Officers)
- Local Government Code Chapter 176 (Disclosure of Certain Relationships)
 - Local Government Code Chapter 262 (Purchasing and Contracting Authority of Counties)
 - Local Government Code Chapter 271 (Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments)
 - Bexar County Administrative Policy No. 8.0 - Small Business Enterprise (SBE) & Local Business Enterprise (LOBE) Policy for Procurement by all County Offices, Departments, Funded Entities and Facilities in the areas of Goods, Commodities, Equipment, Professional and Personnel Services, Maintenance and Construction
 - Bexar County Purchasing Manual

SECTION 7: REFERENCES

Detailed procedures for applying this policy and applicable forms can be obtained by contacting the Purchasing Department and referenced within the forthcoming updated version of the Bexar County Purchasing Manual.