

**Texas Department of Criminal Justice (TDCJ)/Institutional Division (Texas Government Code, Chapter 497, Subchapter A, Section 497.023 – 497-029):**

Competitive bidding is not required for items purchased from TDCJ under the Prison Made Goods Acts, except for printing. Printing requires competitive bids regardless of the dollar amount. In order to use this procedure, the following steps are to be taken:

- A written quotation is obtained from TDCJ/institutional Division (Texas Correctional Industries – TCI).
- If the quotation is within the agency’s delegation limit (see Section 2.11 General Procedures), the agency issued a purchase order directly to TDCJ-Institutional Division. Printing is a commodity and not a delegated purchase order over \$25,000.00. Note the following on the purchasing documentation, **“the award was made under the Prison Made Goods Act and is noncompetitive.”** Code as a document type 9 when a warrant must be issued or Interagency Transaction Voucher (ITV) to electronically transfer payment.
- If the quotation is beyond the agency’s delegation, an open market requisition is sent to CPA with the quotation attached. Note the following on the requisition: **“Please award to TDCJ per attached quotation.”** The CPA will issue an order.

<http://www.window.state.tx.us/procurement/pub/manual>

QUOTE # 19305