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| Texas Department of Information Resources |
| BP2021-034 Bulk Purchase Agreement Productivity Software |
| Fiscal Year FY 2021/2022 |

DIR Bulk Purchase Initiative #BP2021-034

# Summary

The Department of Information Resources (DIR) is establishing the bulk purchase for Productivity Software. By tapping into our existing contractual vehicles through our Cooperative Contracts program, DIR anticipates a much-shortened procurement process for Customers.  In addition, state agencies may participate in the Productivity Software bulk purchase initiative without being constrained by dollar thresholds. This offering is available for all DIR eligible customers.

DIR eligible customers may issue purchase orders for eligible products through the period of purchase as defined by the participating Vendor. This Bulk Purchase Agreement may be extended in the best interest of the State.

# Instructions for ordering

There is no minimum order quantity under the bulk purchase agreement. Regardless of the number of items purchased, eligible products and services procured under this initiative will be at or below the negotiated bulk rates listed in Exhibit A - Pricing.

To obtain a quote at bulk purchase prices contact the Vendor representative listed in Exhibit A – Pricing. Please indicate that you are participating in DIR’s Productivity Software Bulk Purchase Initiative. The bulk purchase pricing is a direct only route to market with the selected Vendor. Purchase orders are placed directly with the selected vendor.

Once ready to order, please include the DIR contract number found in Exhibit A – Pricing on your purchase order (PO) as well as the following statement, “**DIR Bulk Purchase Initiative BP2021-034.”** Failure to do so may result in your purchase not being considered a Bulk Purchase and as such be subject to state competitive procurement laws. Please submit your PO directly to Vendor and for “reporting purposes” forward a copy of your PO to DIR at bulk.purchase@dir.texas.gov.

Vendor is required to report Bulk Purchase sales through the monthly sales report portal.  Vendors are required to insert “yes” in column AA on sales report for all sales made through this agreement.

**Please note:** In accordance with Texas Government Code 2157.068, state agencies making purchases under DIR Bulk Purchase Agreements are not bound by competitive requirements or dollar thresholds otherwise required when making IT commodity purchases for hardware, software, and technology services. If the state agency is unable to utilize the options provided under a DIR Bulk Purchase Agreement, the state agency must follow dollar threshold and competitive requirements. For more information on threshold requirements please visit DIR’s web page, [Procurement Thresholds](https://dir.texas.gov/View-Contracts-And-Services/Pages/Content.aspx?id=43).

# DIR Contact Information

For questions regarding the DIR’s Bulk Purchase Initiative, please contact:

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**Eligible Products and Services**

Products and Services available for purchase through this Bulk Purchase Agreement can be found on the BP2021-034 Exhibit A – Pricing document. There you will find the Vendors awarded through the agreement, Vendor contact information, Vendor’s DIR contract number, the products and services and the Bulk Purchase discounts and price. Additional products and services eligible under the Vendor’s contract may be added as necessary at the minimum discount listed in the contract.