



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

Date: 10/6/2025

To: Commissioners Court

From: Michelle Charnoski, NIGP-CPP, CPPB
Purchasing Agent

Re: Updates to the Purchasing Policies and Procedures Manual

The current Purchasing Policies and Procedures Manual was approved by Commissioners Court on March 25, 2013, by CO# 2013-244-03-25. The following summarizes the changes included in the manual for Commissioners Court consideration and approval.

1. Updated policies due to changes in the 89th Legislative Session.
 - a. SB 1173: Relating to the amount of an expenditure made by certain political subdivisions for which a competitive procurement method may be required.
 - i. This change raised the threshold for requiring competitive procurements for those exceeding \$50,000 to those exceeding \$100,000.
 - ii. Amended Texas Local Government Codes:
 1. §262.003(a): Small Sole-Source Purchase Exempt From Competitive Bidding
 2. §262.023(a): Competitive Requirements for Certain Purchases
 3. §271.024: Competitive Procurement Procedure Applicable to Contract.
 4. §271.054: Competitive Procurement Requirement
 - b. SB 1062: Relating to the type of newspaper required for publication of public notices.
 - i. Amends Texas Government Code §2051.044: Type of Newspaper Required
 - ii. Allows for the publication of public notices in either a qualifying printed newspaper or a qualified digital newspaper that meets certain conditions.
2. Updated the informal purchasing thresholds and processes.
 - a. Modified limits for a single quote from quotes up to \$1,000 to quotes up to \$5,000.
 - b. Modified the range limits for a minimum of three quotes from \$1,000.01 - \$20,000.00 to \$5,000.01 - \$50,000.
 - c. Modified the range limits for a formal quote process from \$20,000.01 - \$50,000.00 to \$50,000.01 - \$100,000.00.
3. Updated language to outline Purchasing processes and procedures, rather than only stating policies.
 - a. Updated title, introduction, formatting
 - b. Added definitions section
 - c. Updated language throughout to define purchasing processes, while comparing them to those of other Texas Counties.
 - i. Defined evaluation processes and evaluation committees for review of vendor responses.
 - ii. Outlined professional services as noted in the Texas Local Government Code and Government Code.
 - iii. Drawing of lots for informal quote process in which there is a tie.

- iv. Emergency purchases.
 - 1. Updated thresholds due to Legislative changes.
 - 2. Referenced the sections of the Texas Local Government Code
 - 3. Defined purchasing emergencies during working hours
- v. Updated construction change order language to define construction change order approvals granted by Court Order No. 2007-180-02-27.
 - 1. Change order authority limits under LGC §262.031(b) did not change during this Legislative Session.

Should you have any questions regarding this agenda item, please contact me at x4142.

MC