

Preparing the Solicitation

After an agency determines which statutory solicitation method is appropriate, the solicitation document is prepared. (Refer to Chapter 2 for the various procurement types). Keep in mind that except as otherwise provided by statute, a purchase of or contract for goods or services shall, whenever possible, be accomplished through competitive solicitation. In preparing the solicitation document, review the relevant statutes and rules to identify each of the statutory and regulatory requirements necessary to comply with the law before attempting to draft a solicitation document.^{viii} Employees involved in preparing a solicitation should sign and submit a Non-Disclosure Statement (See **Appendix 7**) and conflict of interest statement prior to beginning work on a solicitation.

ⁱ All notices requiring publication in the Texas Register, the Electronic State Business Daily, or newspapers should be identified, scheduled and drafted at this stage.