



Office of the Attorney General
Invitation for Bids

A Response to this Invitation for Bid must be received on or before the deadline specified below:

Reference Number:	302-26-237954	Published on:	June 16, 2026
NIGP Class/Item:	208.11		
Bid Submission deadline:	July 7, 2026 @ 10:00 AM CDT		

RESPONDING VENDOR/CONTRACTOR: (to be completed by Vendor)

Vendor Name:	
Vendor Identification (VID) No.:	
Physical Address:	
Phone No.:	
Vendor Executive Representative:	
E-mail Address:	
Vendor Point of Contact:	
E-mail Address:	

Submit Responses via Bonfire at: <https://texasoag.bonfirehub.com/opportunities/237954>

General instruction: Pricing must remain good for 90 days. All associated charges relating to the equipment delivery must be provided on this form. **NOTE: (1) Late responses may not be considered, (2) award(s) will be made in the best interest of the State, and (3) Vendor must specify if quoting all or none.**

The Vendor's authorized agent must sign below. By signing this document, the Vendor acknowledges that all information contained in the document is true and correct and that Vendor agrees to comply with all terms and conditions of this document. Failure to sign will disqualify this bid. By signing this bid, Vendor certifies that if a Texas address is shown as the address of the Vendor, the Vendor qualifies as a Texas Bidder as defined in section 2155.444(c) of the Texas Government Code.

Signature

Title

Date

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1 INTRODUCTION

1.1 Overview

The Office of the Attorney General (OAG) is issuing this Invitation for Bid (IFB) to solicit bids from qualified vendors for Trial Director 360 with e-Capture and e-Scan-It Subscriptions.

Prices quoted in response to this IFB shall be considered firm by the OAG. Bid prices may not be altered, amended or negotiated by the vendor after the bid opening, except to correct mathematical errors in extensions. The OAG is a tax-exempt government agency.

Quantities listed are projected order quantities. The OAG reserves the right to increase or decrease quantities prior to award depending on bid results and budget constraints.

Award(s), if any, shall be made to the bidder providing the best value conforming to the advertised specifications, in accordance with [Texas Government Code, Title 10, Subtitle D, Section 2156.007](#).

2 AUTHORITY

This procurement shall be conducted in accordance with the [State Purchasing and General Services Act \(Title 10, Subtitle D, and Chapters 2151 through 2176, Texas Government Code\)](#) and the rules of the [Texas Comptroller of Public Accounts \(TCPA\) Statewide Procurement Division](#), including, but not limited to, procedures prescribed by the division.

Any amendment to this procurement solicitation will be posted as an addendum on the [Electronic State Business Daily \(ESBD\)](#). It is the responsibility of interested parties to periodically check the ESBD for updates to the procurement before submitting a bid. A Bidder's failure to periodically check ESBD will in no way release selected Bidder from "addenda or additional information" resulting in additional costs to meet the requirements of the IFB.

The complete contract governing this procurement will consist of the provisions in this IFB, including any attachments and supplements, the vendor's bid response, and the Purchase Order (PO), including any addenda issued by the OAG. The provisions of this IFB and those of the PO shall control in the case of any conflict with any of the provisions in the vendor's bid response, except as otherwise noted on the PO. Bidder shall provide, in its bid response, any proposed agreements that the vendor intends to be part of the contract award. The OAG may agree to, amend, or reject all or any part of such agreements if doing so would be in the State's and the OAG's best interest. The OAG will not sign form contracts. The OAG will not be bound by any Bidder's proposed limitation of liability.

3 PROCUREMENT INFORMATION

3.1 Point of Contact

Respondents must not contact OAG personnel concerning this IFB except as permitted by the Point of Contact listed in Bonfire.

General communications concerning this IFB will be distributed to the participating Respondents via <https://texasoag.bonfirehub.com/opportunities/237954> and/or email. Each participating Respondent is solely responsible for monitoring the OAG Bonfire portal and email for general OAG communications concerning this IFB.

Per [Texas Government Code § 2155.083](#) and [34 Texas Administrative Code § 20.214](#), state agencies are required to post contract award notices on the Electronic State Business Daily (ESBD) for procurements exceeding \$25,000; therefore, the official contract award notice will be posted to the ESBD. Participating Respondents are solely responsible for monitoring the ESBD for the status of the contract award and will not be contacted individually by the OAG.

3.2 Questions

Submit all questions regarding this solicitation via the following link:
<https://texasoag.bonfirehub.com/opportunities/237954>

The official answer to questions will be published in Bonfire via the following link: <https://texasoag.bonfirehub.com/opportunities/237954>. Questions submitted will be answered at the sole discretion of the OAG. Respondents shall periodically check Bonfire for public questions and answers. Respondents must ensure they have read, understand, and consider the information as part of its response.

3.3 Procurement Schedule

Table 1: Schedule of Events

Event	Date/Time
IFB Release Date	June 16, 2026 @ 10:00 AM CDT
Deadline for Submission of Questions	June 24, 2026 @ 10:00 AM CDT
Answers to Questions Posted	June 29, 2026
Deadline for Submission of Responses	July 7, 2026 @ 10:00 AM CDT

3.4 Bid Submission Requirements

Bidders must submit the following information with their bid response. Failure to sign and submit all required documents may result in disqualification.

1. Signed Invitation for Bid (Cover page)
2. Completed Form A - Pricing Sheet (Bonfire)
3. Vendor Quote
4. Completed Questionnaire for Preference to Texas and US Products and Texas Services and Recycled Material (page 4)

4 SPECIFICATIONS

The OAG is requesting quotes for products and subscriptions as listed on Form A – Pricing Sheet found via the Bonfire link: <https://texasoag.bonfirehub.com/opportunities/237954>.

The term for all products listed is 8/26/2026 – 8/25/2027.

By signing and submitting a response, bidder guarantees renewal of licenses or subscriptions by the term start date.

5 AWARD

Evaluation of Bids will begin as soon as practical after receipt. Bids that are responsive to the IFB will be evaluated using the following criteria:

- Price;
- Compliance with OAG Terms and Conditions;
- Acceptance and response to IFB Specifications; and
- Bidder's Qualifications.

The OAG has sole discretion and the absolute right to reject any and all offers, terminate, amend, or re-issue this IFB. The OAG reserves the right to remedy technical errors in the IFB process, waive any informalities and irregularities relating to any or all offers, and qualifications submitted in response to this request, and to negotiate modifications necessary to improve the quality or cost effectiveness of services resulting from this IFB. The issuance of this IFB does not constitute a commitment by the OAG to award any contract. The OAG intends to use any material provided in response to this IFB as a means of identifying, selecting, and contracting with an entity offering the best value to the OAG.

The OAG reserves the right to make a partial award to a vendor, including some, but not all, of the services and deliverables.

6 INVOICING

The OAG shall not be liable for any delivery of products, services rendered, or obligations incurred on behalf of the OAG by the Contractor before contract award.

All payments will be made in accordance with the Texas Prompt Payment Act ([Texas Government Code, Chapter 2251](#)).

6.1 Submitting Invoices

The Contractor must submit invoices to the OAG Accounting Division at:

Accounts Payable Section
Office of the Attorney General
Accounting Division, Mail Code 003
P.O. Box 12548
Austin, TX 78711-2548
invoices@oag.texas.gov
cc: texashubs@oag.texas.gov

7 QUESTIONNAIRES

NOTE: Vendor must indicate whether products listed contain recycled material and must check below if preferences are being claimed under Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter D, Division 2, Rule 20.306:

	Supplies, materials, or equipment: Produced in Texas/offered by Texas Vendors
	Agricultural products produced or grown in Texas
	Agricultural products and services offered by Texas Vendors
	Products offered by a Texas Bidder owned by a Texas resident service-disabled veteran
	USA Produced supplies, materials, or equipment
	Products of persons with mental or physical disabilities
	Products made of recycled, re-manufactured, or environmentally sensitive materials including recycled steel
	Energy efficient products
	Rubberized asphalt paving material
	Recycled motor oil and lubricants
	Products produced at facilities located on formerly contaminated property
	Products and services from economically depressed or blighted areas
	Vendors that meet or exceed air quality standards
	Recycled or Reused Computer Equipment of Other Manufacturers
	Foods of Higher Nutritional Value

8 TERMS AND CONDITIONS (SEE ATTACHMENT 1)
