



NOTICE TO VENDORS REGARDING DISCUSSIONS OF POTENTIAL VENDOR PRODUCTS OR SERVICES



The Texas State Library & Archives Commission (TSLAC) greatly appreciates your interest in providing information to TSLAC about your products and services. In order to continue providing high quality, efficient services to the citizens of Texas, TSLAC recognizes the importance of staying informed of advancements and business offerings in the private sector. While we are appreciative of the information you have, we hope that you will understand that TSLAC, as a state agency, is subject to certain restrictions and must follow certain processes before engaging vendors.

Therefore, to ensure transparency in the nature of your interactions with TSLAC and its employees, and to avoid any misunderstandings, we wanted to provide you with the following information. Interactions include but are not limited to: meetings, discussions, or presentations.

- Although TSLAC has agreed to speak with you or your business, the discussion is solely for the purpose of explaining and/or demonstrating how your products or services may benefit TSLAC's operations. TSLAC must follow all applicable state purchasing and contracting requirements. In most cases, the procurement will require a competitive solicitation process. As a result, TSLAC is not and cannot make any express or implied promise or commitment to enter into an agreement of any type with you as a part of the discussion. In no event should any comment made by a TSLAC employee be interpreted as an agreement to engage you or your business.
- No TSLAC employee has the authority to agree to enter into a contract or agreement of any kind as a result of the discussion. All proposed contracting arrangements must be approved by the TSLAC's Purchasing Department and signed by the appropriate TSLAC staff, and only *after* TSLAC has completed the appropriate procurement process. No TSLAC employee has the authority to enter a verbal agreement. All agreements with TSLAC must be in writing.
- TSLAC will not discuss the specifics of TSLAC projects, including any projects for which there is an anticipated or active solicitation. Vendors and potential vendors are responsible for complying with any additional restrictions on contacting or interacting with TSLAC personnel contained in active solicitation. If a vendor contacts a TSLAC employee in connection with an active solicitation (an employee not designated in the solicitation), TSLAC will likely be required to exclude or disqualify any response submitted by that vendor.
- If you bring an idea or potential contracting opportunity to TSLAC, TSLAC may meet with or solicit information from other vendors regarding the idea or opportunity. Such information may be gathered informally or through use of a competitive solicitation process or a formal request for information.
- TSLAC cannot and will not provide assurances of confidentiality regarding the existence of the discussion. TSLAC will comply with all applicable laws, including the Public Information Act. Any information relating to or from the discussion and any written/emailed materials provided to TSLAC employees or notes take by TSLAC employees are subject to the requirements of the [Texas Public Information Act](#) and may be subject to public disclosure.
- TSLAC cannot accept gifts from vendors; therefore, please do not offer or leave with TSLAC employee(s) product samples, coupons, or other types of gifts.
- For technology products and services, please refer to the Department of Information Resources (DIR) "[Safeguards and Vendor Interactions](#)" for additional guidelines.

Again, we appreciate your willingness to share information and ideas with TSLAC.