

PROCUREMENT PLAN

FOR THE

FOURTEENTH COURT OF APPEALS

Agency 234

September 1, 2026

Revised: September 1, 2026

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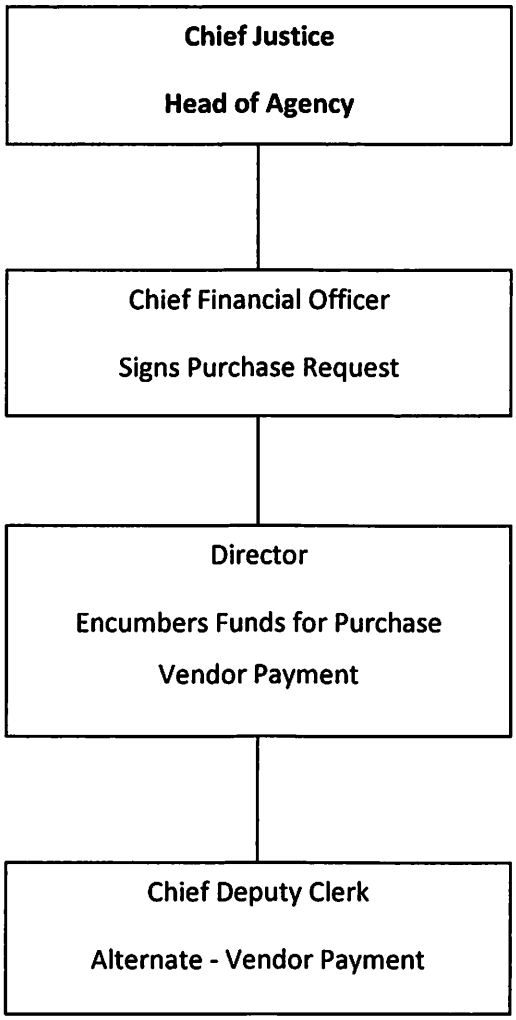
State Agency Annual Procurement Plan

Fourteenth Court of Appeals

Contents of the procurement plan:

- Organizational chart of purchasing division/office.
- Procedures for utilizing credit cards if participating in the U. S. Bank Procurement and Travel Charge Card Program.
- Protest Procedures.
- List and sample of signatures authorized to approve or sign a proprietary justification letter.
- List and sample of signatures authorized to approve agency membership fees.
- The training and certification status of the purchasing employees.
- List of purchasers authorized to purchase on behalf of the State.
- Invitation for Bid (IFB) Template including terms and conditions.
- Internal purchasing procedures for agency.
- Conflict of interest statement(s) (statement signed annually for each purchaser or a memo stating that one is in the purchaser's personnel file).
- Internal purchasing procedures for System for Award Management (SAM), Excluded Parties List System (EPLS).
- The three (3) highest priority purchases the agency expects to make in fiscal year 2027 that are not available through a term contract.
- Agency procedures for response to recommendations for delegated solicitation reviews by the Contract Advisory Team (CAT).

Organizational Chart



Credit Cards

The Fourteenth Court of Appeals does not participate in the Procurement Card purchasing program.

Protest Procedures

(a) Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation, evaluation, or award of a contract may formally protest to the Fourteenth Court of Appeals. Such protest must be in writing and received in the Chief Justice's office within 10 working days after such aggrieved person knows, or should have known, of the occurrence of the action which is protested. Formal protests must conform to the requirements of this subsection and subsection (c) of this section and shall be resolved in accordance with the procedure set forth in subsections (d) and (e) of this section. Copies of the protest must be mailed or delivered by the protesting party to the other interested parties. For the purposes of this section, "interested parties" means all vendors who have submitted bids or proposals for the contract involved.

(b) In the event of a timely protest or appeal under this section, the Fourteenth Court of Appeals shall not proceed further with the solicitation or with the award of the contract unless the Chief Justice, after consultation with the Clerk of the Court, makes a written determination that the award of contract without delay is necessary to protect substantial interest of the state.

(c) A formal protest must be sworn and contain:

(1) a specific identification of the statutory or regulatory provision(s) that the action complained of is alleged to have violated;

(2) a specific description of each act alleged to have violated the statutory or regulatory provision(s) identified in paragraph (1) of this subsection;

(3) a precise statement of the relevant facts;

(4) an identification of the issue or issues to be resolved;

(5) argument and authorities in support of the protest; and

(6) a statement that copies of the protest have been mailed or delivered to the identifiable interested parties.

(d) The Clerk of the Court shall have the authority, prior to appeal to the Chief Justice, to settle and resolve the dispute concerning the solicitation or award of a contract. The Clerk of the Court may solicit written responses to the protest from other interested parties.

(e) If the protest is not resolved by mutual agreement, the Clerk of the Court will issue a written determination on the protest.

(1) If the Clerk of the Court determines that no violation of rules or statutes has occurred, he or she shall inform the protesting party and other interested parties by letter which sets forth the reasons for the determination.

(2) If the Clerk of the Court determines that a violation of the rules or statutes has occurred in a case where a contract has not been awarded, he or she shall so inform the protesting party and other interested parties by letter which sets forth the reasons for the determination and the appropriate remedial action.

(3) If the Clerk of the Court determines that a violation of the rules or statutes has occurred in a case where a contract has been awarded, he or she shall so inform the protesting party and other interested parties by letter which sets forth the reasons for the determination, which may include ordering the contract void.

(f) The Clerk of the Court's determination on a protest may be appealed by an interested party to the Chief Justice. An appeal of the Clerk of the Court's determination must be in writing and must be received in the Chief Justice's office no later than 10 working days after the date of the Clerk of the Court's determination. The appeal shall be limited to review of the Chief Justice's determination. Copies of the appeal must be mailed or delivered by the appealing party to the other interested parties and the appeal must contain an affidavit that such copies have been provided.

(g) The general counsel shall review the protest, Clerk of the Court's determination, and the appeal and prepare a written opinion with recommendation to the Chief Justice. The Chief Justice shall issue a written decision on the protest, which shall be the final administrative action of the Fourteenth Court of Appeals.

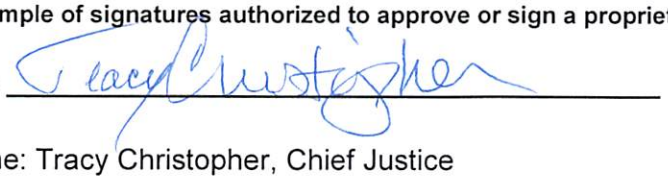
(h) A protest or appeal that is not filed timely will not be considered, unless good cause for delay is shown.

Signature 

Print Name: Eileen M. Gaffney, Chief Financial Officer

Proprietary Justification

List and sample of signatures authorized to approve or sign a proprietary justification letter.

Signature 

Print Name: Tracy Christopher, Chief Justice

Comments: The Chief Justice has sole authority to approve and sign proprietary justification letters. The current Chief Justice is Tracy Christopher with her signature shown above.

Agency Membership Fees

List and sample of signatures authorized to approve agency membership fees.

Signature 

Print Name: Eileen M. Gaffney, Clerk of Court

Comments: The Clerk of Court has authority to approve agency membership fees. The current Clerk of Court, who also serves as Chief Financial Officer is Eileen M. Gaffney with her signature shown above.

Training and Certification

Training and certification status of agency purchasing employees.

The following employees involved with purchasing will be required to achieve the training and certification levels listed. The purchasing roles and responsibilities are outlined in the organizational chart.

Introduction to Travel/Travel Workshop
Prompt Payment and Payment Scheduling
Comptroller Expenditure Object Code Workshop
Basic Expenditure Processing and Documentation
Appropriation Management (ILT) 3-Day Course
Advanced Expenditure Processing & Documentation (ILT)

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713-274-2840
eileen.gaffney@txcourts.gov

Esthefania Bogany, Director
713-274-2886
esthefania.rodriguez@txcourts.gov

Agency Purchasers

List of agency purchasers authorized to purchase on behalf of the State.

Signature _____

Print Name: Eileen M. Gaffney, Clerk of Court

Signature _____

Print Name: Esthefania Bogany, Director

Signature _____

Print Name: Renee Wilson, Chief Deputy Clerk

Invitation for Bid Form

The Fourteenth Court of Appeals will use the Invitation for Bids as formatted and adapted to model the State of Texas example provided via Texas SmartBuy.

Internal Purchasing Procedures

The Fourteenth Court of Appeals currently does not have or use an internal automated purchasing system other than automated term contract orders. All purchases are verified with the State Term Contract Vendor list to ensure use when available.

The Fourteenth Court of Appeals will not solicit bids/requests for offers for catalogue purchases under $2,000 following the procedures under delegated authority (competitive bids not required under $2,000). The Fourteenth Court of Appeals exercises the advantages of competition whenever possible, regardless of dollar amount. Although the Fourteenth Court of Appeals does not require three offers for purchase, our purchasing staff continually seek the best buy and best value on all categories of purchases.

Signature _____

Print Name: Eileen M. Gaffney, Chief Financial Officer

Conflict of Interest Statements

Statement signed annually for each purchaser or a memo stating that one is in the purchaser's personnel file.

The Fourteenth Court of Appeals will use the Code of Ethics & Conflict of Interest as formatted and adapted to model the State of Texas example is provided below. A signed copy is in the purchaser's personnel file.

CONFLICT OF INTEREST

TEXAS GOVERNMENT CODE TITLE 10 SUBTITLE D SECTION 2155.003

No member of the Court or any employee or appointee of the Court shall be interested in, or in any manner connected with, any contract or bid for furnishing supplies, materials, services, and equipment of any kind to any agency of the State of Texas. Neither shall any member or employee or appointee, under penalty of dismissal, accept or receive from any person, firm, or corporation to whom any contract may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatever, nor shall he receive any promise, obligation, or contract for future reward or compensation from any such party.

I certify that I have read and understand the above statement.

_____
Employee Signature

_____
Date

_____
Printed Name

cc: Personnel File
Supervisor's File

SECTION 1.2
REVISED DATE: 09/22

System for Award Management (SAM) and Excluded Parties List System (EPLS)

Internal purchasing procedures for SAM/Excluded Parties List System (EPLS)

All vendors will be verified with the System for Award Management (SAM) at www.sam.gov and perform required vendor compliance verifications listed by the State Comptroller in the Divestment Statute Lists. A copy of the search data and list(s) shall be dated. No contract or purchase shall be awarded to any entity debarred by the Comptroller or the SAM System.

Signature 

Print Name: Eileen M. Gaffney, Chief Financial Officer

Priority Purchases for FY2027

The Fourteenth Court of Appeals has no priority purchases planned for FY2027 at this time. This is mainly due to the approximate expenditure of 95% of our appropriation for salaries. Furthermore, our largest line-item expenditure is our periodicals and subscriptions which are solely available from the publisher.

Response to CAT Recommendations

The Fourteenth Court of Appeals has no CAT recommendations.