Welcome to the new POD system! The look and feel is completely different, but users will find familiarity with the data entry process. To submit information to POD, users navigate the system by providing the required information. This user guide contains instructions and screen shots demonstrating the process from start to finish.

Users will login to the new CPA Portal to access the application. Your agency superuser can provide access, or you may contact the SPD Outreach Team for assistance.

Go to TxSmartbuy.com and click the Sign In button. Enter your login credentials to begin.
Once you’ve logged in to the Portal, each user shall have the ability to complete an online form to initiate an agency request for a solicitation review. Under the My Account section, click the **Procurement Oversight & Delegation** tab.
After clicking the POD tab, you will be directed to the online form. Click **Submit Procurement Oversight & Delegation Solicitation** to begin.
You will now see the actual form that requires specific information about the solicitation you are submitting. Some of the fields will auto populate based off your login information. All fields marked with asterisks are required. You will not be allowed to proceed to the next step if required information is left out. You will also have the ability to override information that is auto-populated. Once the required information is entered, click **Next**.
Enter the NIGP Class/Item Code and click **Add**. The NIGP Class/Item description will populate for you to verify. Click **Next** when complete.
Enter the Estimated Total Value of the Contract and answer the additional questions. Click Next to proceed.

Contract value is defined as “the estimated dollar amount that a state agency may be obligated to pay pursuant to the contract and all executed and proposed amendments, extensions and renewals of the contract.”

Example:
A contract with an initial annual value of $4 million, with three (3) annual renewals, would be calculated to have a contract value of $12 million and is subject to CAT review.
Quality Assurance Team (QAT) solicitations tied to Major Information Resources Projects (MIRP) must be submitted in the application. The application will ask if the solicitation is part of an MIRP.
  o If yes, ask if solicitation has gone through QAT
    ▪ If yes – application will flag Solicitation as “QAT approved”
    ▪ If no – application will flag Solicitation as “QAT not approved”
  o If not part of MIRP – application will flag Solicitation as “QAT N/A”
You will now be able to view all of the information that was entered. You cannot edit from this view; however, if users see something that is incorrect, click Previous to go back and make edits.
On the same page, users will have the ability to upload the solicitation, along with any other corresponding documentation relating to the solicitation for review by clicking the **Submit & Upload Solicitation Documents** green tab.
Click the **Update Files** tab.
You will have the ability to upload multiple documents for review. Select the file number you wish to upload and click **Next**.

Select the file you wish to upload and provide a description of what the file contains. Click **Finish** and close the window when prompted.
You will be directed back to the initial “Update Files” screen. Click on the refresh button near the browser to view what has been uploaded. If you do not refresh your screen, you will not see any documents. To add another file, repeat the previous steps. Again, do not forget to refresh your screen after uploading each document.