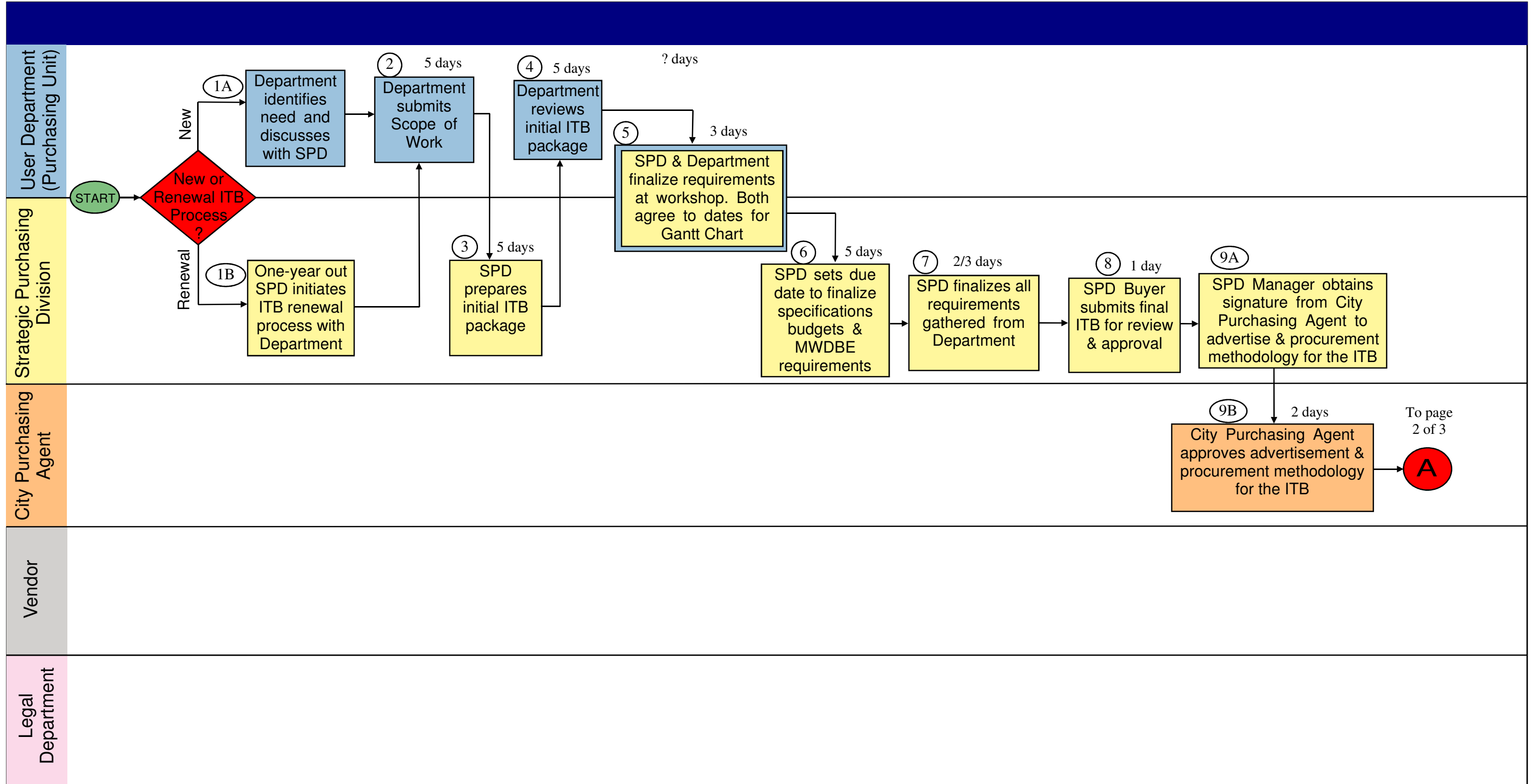




CITY OF HOUSTON PROCUREMENT

Invitation to Bid (Over \$50,000) Contracts Process

Subject to State Law

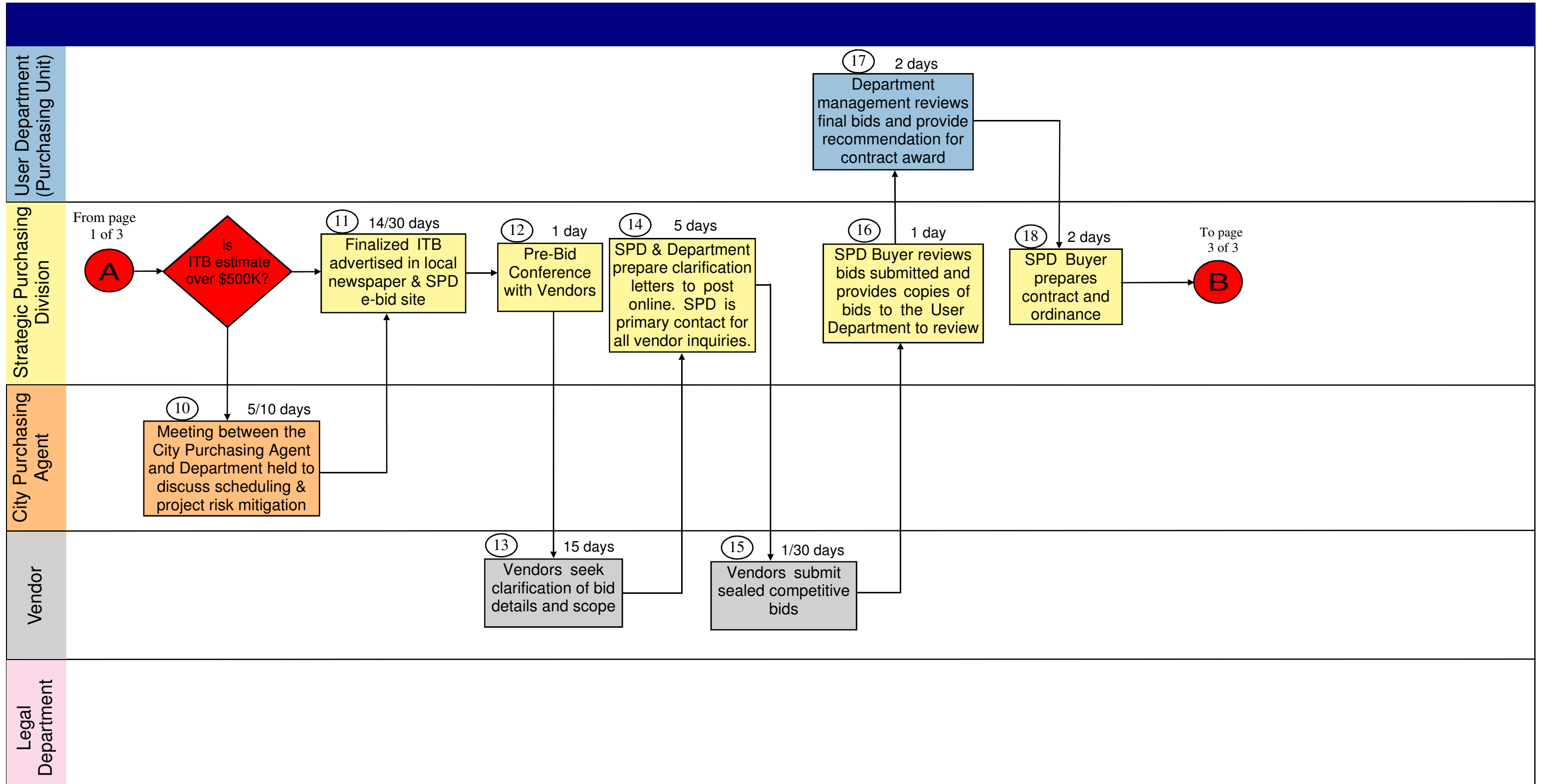




CITY OF HOUSTON PROCUREMENT

Invitation to Bid (Over \$50,000) Contracts

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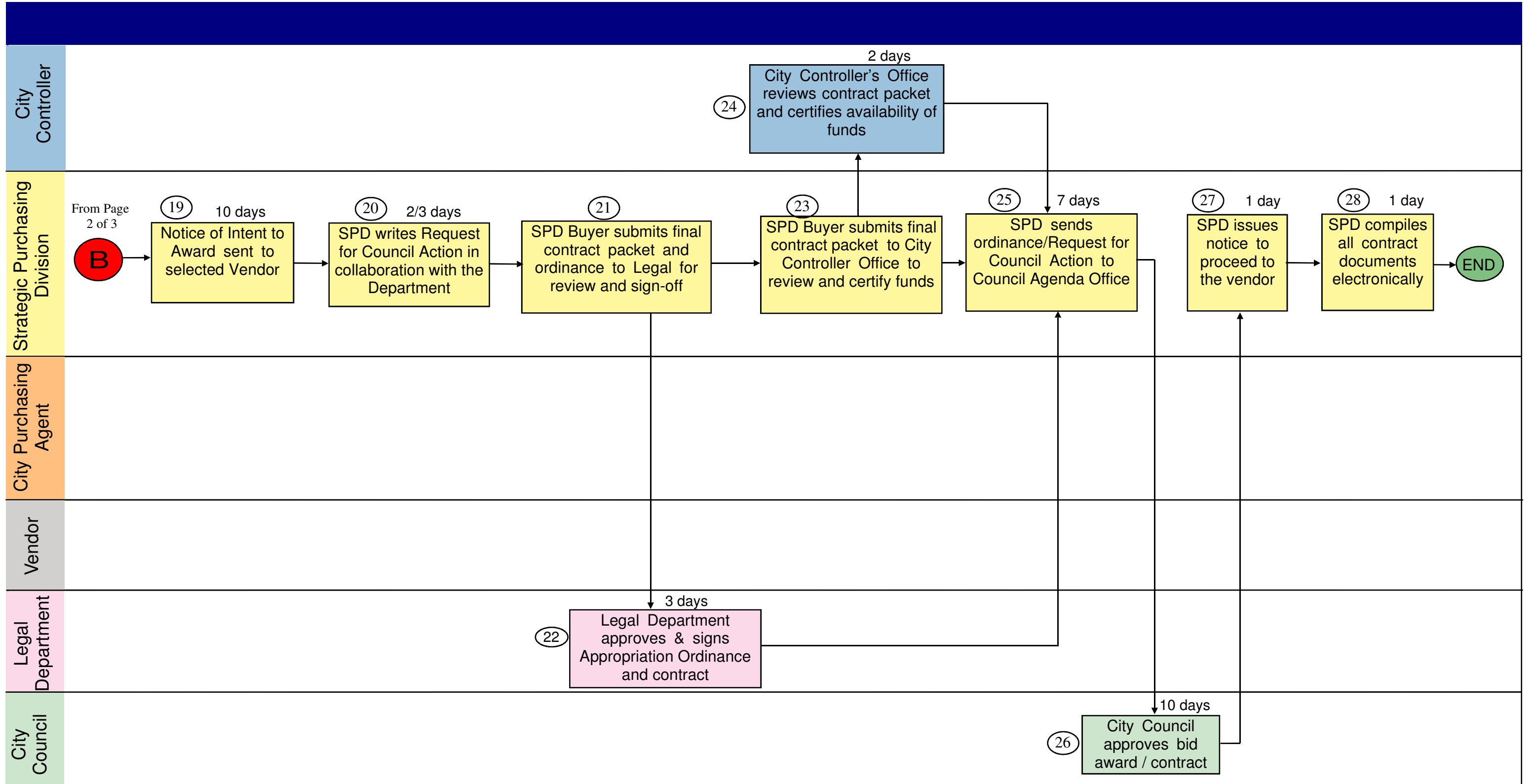




CITY OF HOUSTON PROCUREMENT

Invitation to Bid (Over \$50,000) Contracts

Subject to State Law



Administration and Regulatory Affairs
City of Houston Procurement
Formal Invitation to Bid Process (Over \$50,000) - Contracts



#	Steps of Formal Process	Reason	Duration
1A	(New) Department identifies need and discusses with SPD.	Required. Established the groundwork in developing specifications to address the Department needs and informs SPD on what the Department intends to purchase. Also helps SPD determine the most appropriate procurement methodology. (i.e. ITB, ITB, RFQ etc.)	
1B	(Renewal)	One-year out SPD initiates ITB renewal process with the Department	
2	Department submits Scope of Work to SPD	Required. Allows SPD to review and place into established ITB template.	5 days
3	SPD prepares initial ITB package	Required. This initial draft will assist all parties involved, as it deploys a visual concept of how the ITB will look. Makes it easier to pin point items that need to be discussed, revised and/or clarified.	5 days
4	Department reviews initial draft of ITB.	Required. Allows Department Representatives ability to review the ITB draft in advance and make comments prior to the solicitation workshop.	5 days
5	SPD & Department finalize requirements at workshop. Both agree to dates for Gantt Chart.	SPD and the Department make all applicable revisions to the ITB draft to ensure that it is accurate and that the best bid solicitation is published. Ensures that all interested bidders can respond to the ITB requirements. The Gantt Chart is a project management tool required by SPD.	3 days
6	SPD sets due date to finalize specifications budgets & MWDBE requirements	Required. Ensures that SPD can accurately complete the ITB document and Advertisement forms, which are consistent with established budgets and M/WBE Goals.	5
7	SPD finalizes all requirements gathered from Department	Required to ensure that the ITB document contains all accurate and relevant information as it pertains to meeting the Department's and City's overall needs.	2/3 days
8	SPD Buyer submits final ITB for review & approval	Required to allow the Department one last opportunity to review the ITB documents. This final review is to ensure accuracy and to make sure that it contains all relevant information in order to meet the Department's and City's overall needs. Moreover, it allows SPD to secure final sign-off of the ITB document by the user Department.	1 day
9A	SPD Manager obtains signature from City Purchasing Agent to advertise & procurement methodology for the ITB	Advertisement request is required per State Law Chapter 252, which states that all formal ITBs (Over \$50K) must advertise in a local newspaper once a week for two consecutive weeks and remain open for a minimum of fourteen consecutive days.	0 days

#	Steps of Formal Process	Reason	Duration
9B	City Purchasing Agent approves advertisement & procurement methodology for the ITB	The final ITB advertisement request, and Procurement Methodology (MOU) require the signature of the City Purchasing Agent in order to finalize the posting of the ITB documents to the E-bid system.	2 days
10	If ITB estimate is over \$500k, a meeting between the City Purchasing Agent and Department is required	This meeting is a procedure deployed, as a result of SPD's best practices, to determine if there are risks associated with the procurement. (scheduling)	5/10 days
11	SPD posts finalized ITB	This is required to ensure that we advertise in the local newspaper per State Law. Posting to the SPD e-bid site is required, because all potential bidders will download a copy of the ITB document from this site and will also enter their pricing on the e-bid sites bid tab. (State Bid Law)	14/30 days
12	Pre-Bid Conference with Vendors	Pre-Bid conferences are required and are held to allow potential bidders the opportunity to ask questions pertaining to the ITB requirements and specifications (2 weeks following Advertisement).	1 day
13	Vendors clarify ITB details and scope	This is required because the City grants all potential bidders the opportunity to ask questions to ensure they have the correct interpretation and a clear understanding of what the City requirements are as it pertains to the ITB.	15 days
14	SPD acts as point of contact for Vendor clarifications and questions.	This is required because it ensures that all questions are directed toward the SPD buyer. Additionally, this may prevent potential issues, protests and/or unethical practices from occurring because it eliminates the ability for potential bidders to discuss the ITB requirements with Department staff. SPD buyer will work with Department staff to generate the appropriate response to all questions asked and will be transparent by posting all Letter(s) of Clarification to the e-bid site. This will allow all potential bidders the same opportunity to see the questions posed and the responses garnered by the City	5 days
15	Vendors submit bids	This is required per State Law Chapter 252. Sealed competitive bids shall be received by the City for formal ITB (Over \$50K). Which will be opened publicly by the City Secretary and read aloud to the public.	1/30 days
16	SPD Buyer reviews bids submitted and provides copies of bids to the User Department to review.	Required to ensure that the bidder has submitted all required documents requested in the ITB and is in compliance with the published scope of work/specifications.	1 day
17	Department management reviews final bids and provide recommendation for contract award.	Required, as each Department has to be good stewards of public funds. Therefore, Department management shall review and take into consideration all aspects of the goods/services, and the bid price, Department budget and its potential impact on citizens, Department(s) or the City's overall operations. Also, Department Director provide recommendation after he/she has considered all aspects on why these goods/services will be most advantageous to the City and worth purchasing.	2 days*

#	Steps of Formal Process	Reason	Duration
18	SPD Buyer prepares contract and ordinance	Legal provides SPD with a copy of a conformed contract template, which contains terms and conditions that will legally protect the City from potential claims and/or issues. Therefore, this allows the buyer to develop/complete the contract and ordinance with limited input from the Legal Department.	2 days
19	Notice of Intent to Award to Vendor	This is a cover letter for the final contracts. Required to inform the contractor that the City intends to enter into a contract upon City Council approval. Moreover, it informs/instructs the contractor of all outstanding required documents needed to finalize the contract (i.e. insurance, bonds, drug forms etc.	10 days
20	SPD writes Request for Council Action in collaboration with the Department	Required to provide City Council with a brief synopsis of the requested goods/service being purchased, its overall cost, Departmental funding source, contract term, procurement methodology, and M/WBE utilization etc.	2/3 days
21	SPD Buyer submits final contract packet and ordinance to Legal for review and sign-off.	Required to allow for Legal to review the contents of the contract and ordinance. Upon concurrence Legal Representation will sign both the final contract and ordinance.	0 days
22	Legal Department approves & signs Appropriation Ordinance and contract	Required to allow for Legal to review the contents of the contract and ordinance. Upon concurrence Legal Representation will sign both the final contract and ordinance.	3 days
23	SPD Buyer submits final contract packet to City Controller Office to review and certify funds.	Required to allow for City Controller Office to review the appropriation of funds and ordinance to certify funds. Upon concurrence City Controller Representation will certify funds and move contract to Secretary Office.	0 days
24	City Controller's Office reviews contract packet and certifies availability of funds	Required to allow for City Controller Office to review the appropriation of funds and ordinance to certify funds. Upon concurrence City Controller Representation will certify funds and move contract to Secretary Office.	2 days
25	SPD sends ordinance/RCA to Council Agenda Office	Required to allow the Agenda Office the opportunity to review and place the purchase/contract as a motion/ordinance agenda item for City Council to review, consider and approve.	7 days
26	City Council approves contract	Required per City Charter. The Mayor, and City Controller signatures are required as they are the only two Elected City Officials who can legally bind the City into a contract/agreement.	10 days
27	SPD issues notice to proceed	Required to provide the Contractor with the official start date to begin providing services to the City Department(s). A copy of the final executed contract will also accompany this NTP.	1 day
28	SPD compiles all contract documents electronically.	Required to compile all the contract and supporting documents in an electronic format.	1 day

Total Business Days: 110 to 162 days

Total Months: 5 to 7.4 months

Note: The duration reflects "best case scenario". The average step in several instances may be higher.