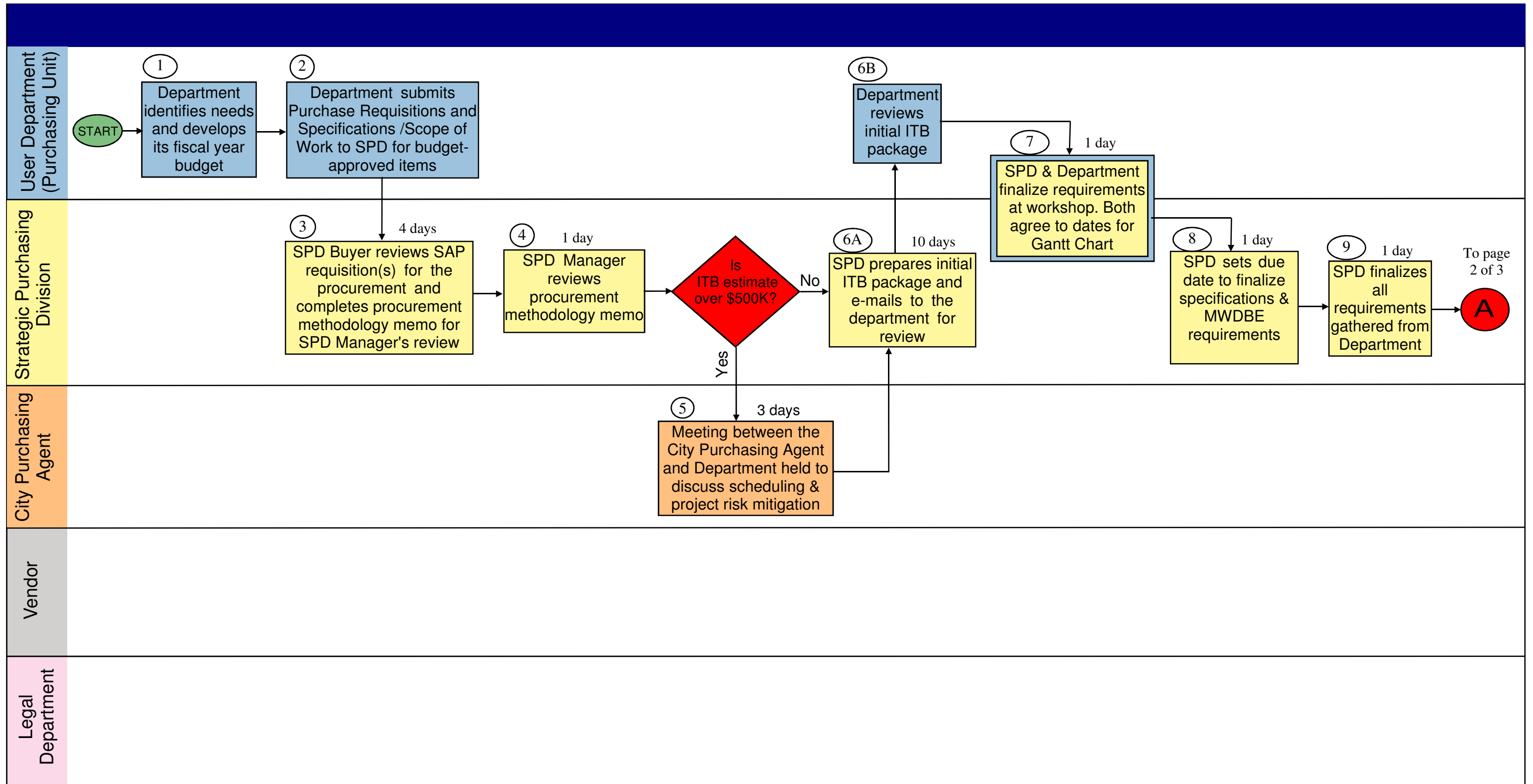




CITY OF HOUSTON PROCUREMENT

Formal Invitation to Bid (Over \$50,000) One-Time & Rolling Stock

Subject to State Law

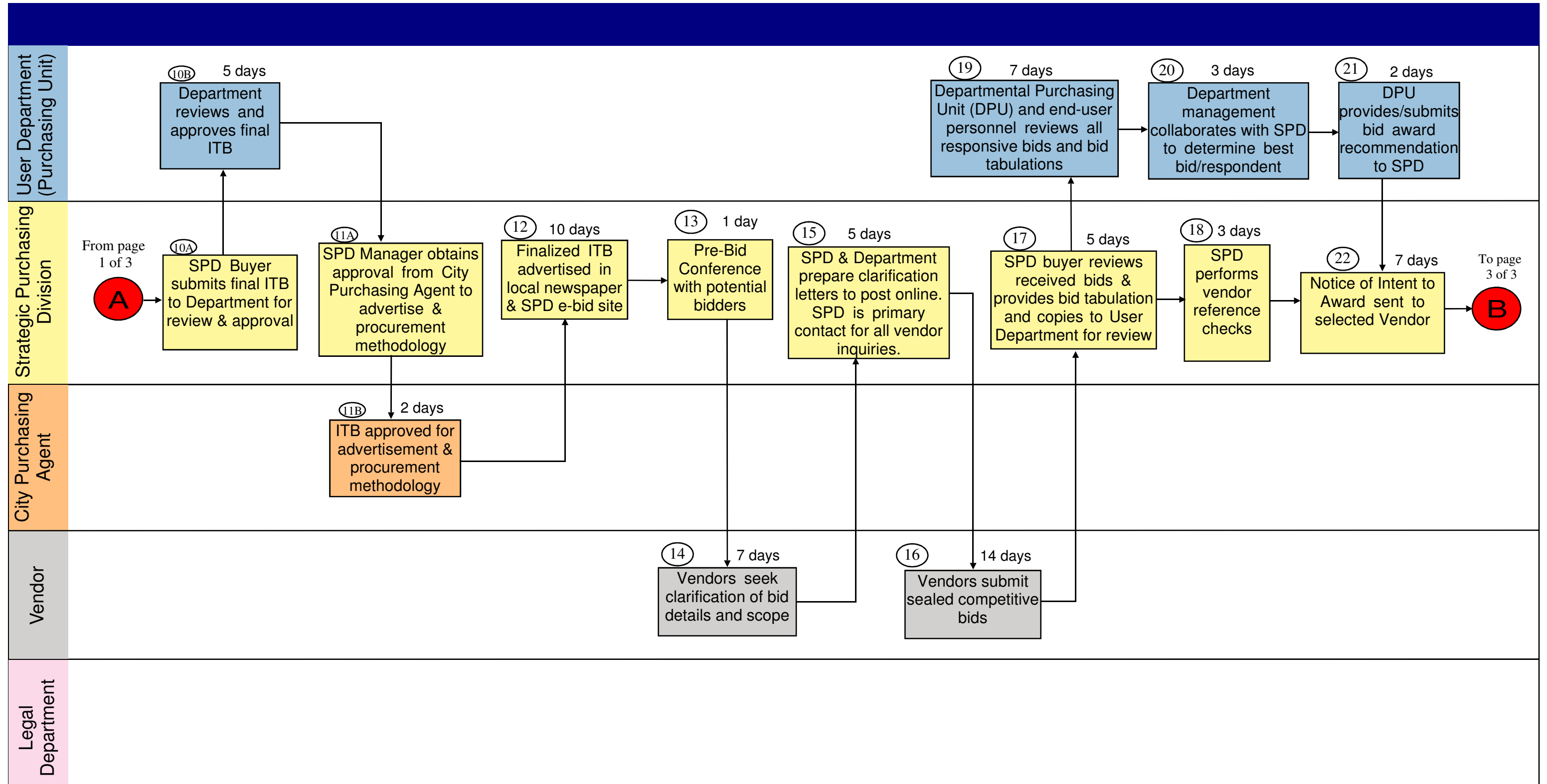




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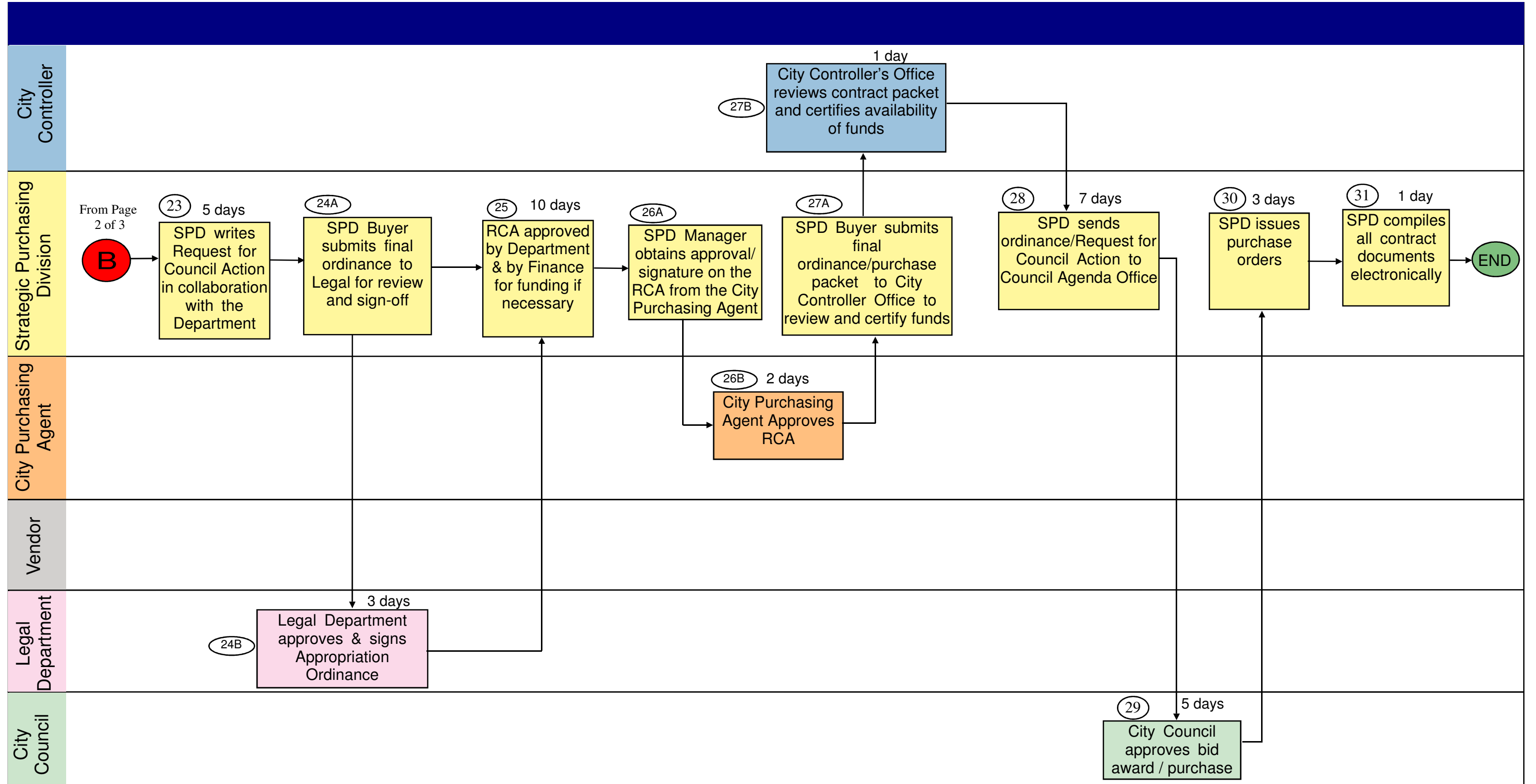




CITY OF HOUSTON PROCUREMENT

Formal Invitation to Bid (Over \$50,000) One-Time & Rolling Stock

Subject to State Law



Administration and Regulatory Affairs

City of Houston Procurement

Formal Invitation to Bid Process (Over \$50,000) One-Time & Rolling Stock



#	Steps of Formal Process	Reason	Duration
1	Department identifies needs and develops its fiscal year budget.	Required. Establishes the basis for developing the specifications/scope of work to fulfill the Department's needs and requirements.	
2	Department submits Purchase Requisitions (PR) and Specifications/Scope of Work to SPD for budget-approved items.	Required. Informs SPD of what the Department needs to procure/purchase in order to perform its mission. Allows SPD to begin the procurement process. Also, it helps SPD determine the appropriate procurement methodology, i.e., BVB, ITB or to utilize cooperative agreement contracts, etc.	
3	SPD Buyer reviews SAP requisition(s) for the procurement and completes procurement methodology memo for SPD Manager's review.	Required. Allows SPD to review the PR(s) and attendant scope of work/specifications and determine whether the scope of work/specifications is/are biddable as submitted and the requested items are approved-budgeted items.	4 days
4	SPD Manager reviews procurement methodology memo.	Required. Ensures that the buyer has selected the procurement methodology that will achieve maximum competition and a competitive price.	1 day
5	If ITB procurement estimate is over \$500k, a meeting between the City Purchasing Agent and Department may be required.	The meeting is a procedure deployed, as a result of SPD's best practices, to determine if there are risks associated with the procurement. (Scheduling)	3 days
6A	SPD prepares initial ITB package and e-mails to the department for review. Department provides SPD with the M/WBE goal. Both the Department and SPD agree to dates for Gantt Chart. SPD schedules workshop as required.	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 pinpoint items that need to be discussed, revised and/or clarified. The Gantt Chart is a project management tool required by SPD.	10 days
6B	Department reviews initial ITB package		
7	SPD and Department finalize ITB requirements at workshop.	SPD and the Department make all applicable revisions to the ITB draft to ensure that it is accurate and that the information contained in the solicitation clearly and concisely communicates the needs of the City/department. Ensures that all interested bidders can respond to the ITB requirements.	1 day

#	Steps of Formal Process	Reason	Duration
8	SPD sets due date to finalize scope of work/specifications and MWDBE requirements.	Required. Ensures that SPD can accurately complete the ITB and advertisement documents, which are consistent with established budgets and M/WBE Goals.	1 day
9	SPD finalizes all requirements gathered from Department.	Required to ensure that the solicitation document contains accurate and relevant information as it pertains to meeting the Department's and City's overall needs.	1 day
10A	SPD Buyer submits final ITB to Department 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.	
10B	Department reviews and approves final ITB		5 days
11A	SPD Manager obtains signature from City Purchasing Agent to advertise and procurement methodology for the ITB.	The final ITB advertisement request and Procurement Methodology/MOU, requires the signature of the City Purchasing Agent in order to finalize the posting of the ITB documents to the E-bid system. Additionally, the 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.	
11B	ITB approved for advertisement & procurement methodology		2 days
12	SPD advertise and posts finalized ITB/solicitation document.	Required. Chapter 252 of the Texas Local Government Code mandates that procurements valued at greater than \$50,000.00 be published at least once a week for two consecutive weeks in a newspaper published in the municipality. Posting to the SPD e-Bidding site is required because that is the only place where potential bidders can download a copy of the ITB/solicitation document. The site also allows the bidders to enter their pricing for subsequent submittal to the City. (State Bid Law)	10 days
13	Pre-Bid Conference with potential bidders.	Pre-Bid conferences are required and are held to allow potential bidders the opportunity to ask questions pertaining to the ITB/solicitation requirements and specifications (two weeks following Advertisement).	1 day
14	Vendors requests for clarification of ITB details and scope/specifications.	This is required because the City allows potential bidders the opportunity to ask questions/request clarification to ensure they have the correct interpretation and a clear understanding of the City's requirements are as it pertains to the ITB.	7 days

#	Steps of Formal Process	Reason	Duration
15	SPD is the primary point of contact for all requests for clarifications/questions from potential bidder(s)/vendor(s).	Required. Ensures that all questions/requests for clarification are directed to the SPD buyer and not to multiple sources. Additionally, this may prevent potential issues, protests and/or unethical practices from occurring as it forbids/prevents potential bidders from discussing the ITB requirements with Department staff. The SPD buyer works with Department staff to generate the appropriate response to questions asked, requests for clarification and facilitates transparency as all responses to questions and requests for clarification are compiled into a letter of clarification and posted to SPD's e-Bidding website, i.e., in the same location as the ITB. This affords all potential bidders the same opportunity to see the questions posed and the responses thereto.	5 days
16	Vendors submit bids.	Required by Chapter 252 of the Texas Local Government Code, i.e., State procurement law. Sealed competitive bids shall be received by the City for formal ITB (greater than \$50K) and publicly opened by the City Secretary and read aloud.	14 days
17	SPD buyer reviews bids submitted, determines responsiveness of bids received, and provides bid tabulation and copies of bids to the User Department for 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. Ensures that bids that are not responsive to the solicitation requirements are not considered for bid award.	5 days
18	SPD performs reference checks.	Required. Ensures that the low bidder meeting specifications is capable and has the expertise and experience necessary to fulfill the requirements set forth in the published scope of work/specifications.	3 days
19	Departmental Purchasing Unit (DPU) and end-user personnel reviews all responsive bids and bid tabulations.	Required and necessary to ensure that the bid selection/award is made to the low responsive and responsible bidder who meet all aspects of the published scope of work/specifications.	7 days
20	Department management collaborates with SPD to determine best bid/respondent	Required, as each Department must be good stewards of public funds. Therefore, Department management needs to review the bids received and take into consideration all aspects of the goods/services, which includes the bid price, budgeted amount and the potential impact on citizens, Department(s) or the City's overall operations. Also, close collaboration with SPD is necessary and required to ensure the bid award recommendation is being made to the lowest responsive and responsible bidder.	3 days
21	DPU provides/submits bid award recommendation to SPD.	Required. The procurement cannot be finalized without an award recommendation from the Department as the Department is the determining factor as to whether the goods or services advertised are still needed/required.	2 days
22	Notice of Intent to Award to Vendor.	This notice is in the form of a letter or e-mail and is required to inform the contractor/supplier that the City intends to enter into a contract upon City Council approval. Moreover, it informs/instructs the contractor/supplier of the documents, i.e. insurance certificate, bonds, drug forms, M/WBE forms, etc., required to finalize the award recommendation to City Council.	7 days

#	Steps of Formal Process	Reason	Duration
23	SPD prepares/writes Request for Council Action and collaborates with the Department, as necessary.	Required to provide City Council with a brief synopsis of the goods or services staff is requesting that they approves the purchase thereof. The RCA delineates the overall cost of the goods or services, funding source, procurement methodology and M/WBE utilization, as applicable, etc.	5 days
24A	SPD Buyer submits final ordinance to Legal for review and sign-off.	Required when funds are being appropriated to fund the procurement.	
24B	Legal Department approves & signs Appropriation Ordinance and contract		3 days
25	The City Purchasing Agent's administrative staff obtains RCA approval/sign-off from user Department and funding source approval, and as necessary from Finance Department.	Required. Agenda Director will not accept RCA from SPD without a sign-off from the user Department and on RCAs that cite funding sources which requires the Finance Department's approval/sign-off.	10 days
26A	SPD Manager obtains approval/signature on the RCA from the City Purchasing Agent.	Required. RCA cannot be processed without the approval/signature of the City Purchasing Agent.	
26B	City Purchasing Agent Approves RCA		2 days
27A	SPD Buyer submits final ordinance/purchase packet to City Controller's Office for review and certification of funds.	Required when funds are being appropriated to fund the procurement.	
27B	City Controller's Office reviews contract packet and certifies availability of funds		1 day
28	SPD sends ordinance/RCA to Council Agenda Office.	Required to allow the Agenda Office the opportunity to review and place the RCA as a motion/ordinance on the agenda for City Council to review, consider and approve.	7 days
29	City Council approves bid award/purchase.	Required per City Charter. The Mayor and City Controller's signatures are required as they are the only two Elected City Officials who can legally bind the City into a contract/agreement.	5 days
30	SPD issues purchase order(s).	Required to provide the Contractor with the official start date to begin providing goods/services to the City Department(s).	3 days
31	SPD compiles all contract documents electronically.	Required to compile all the contract and supporting documents in an electronic format.	1 day

Total Business Days: 129 days

Total Months: 5.9 months

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