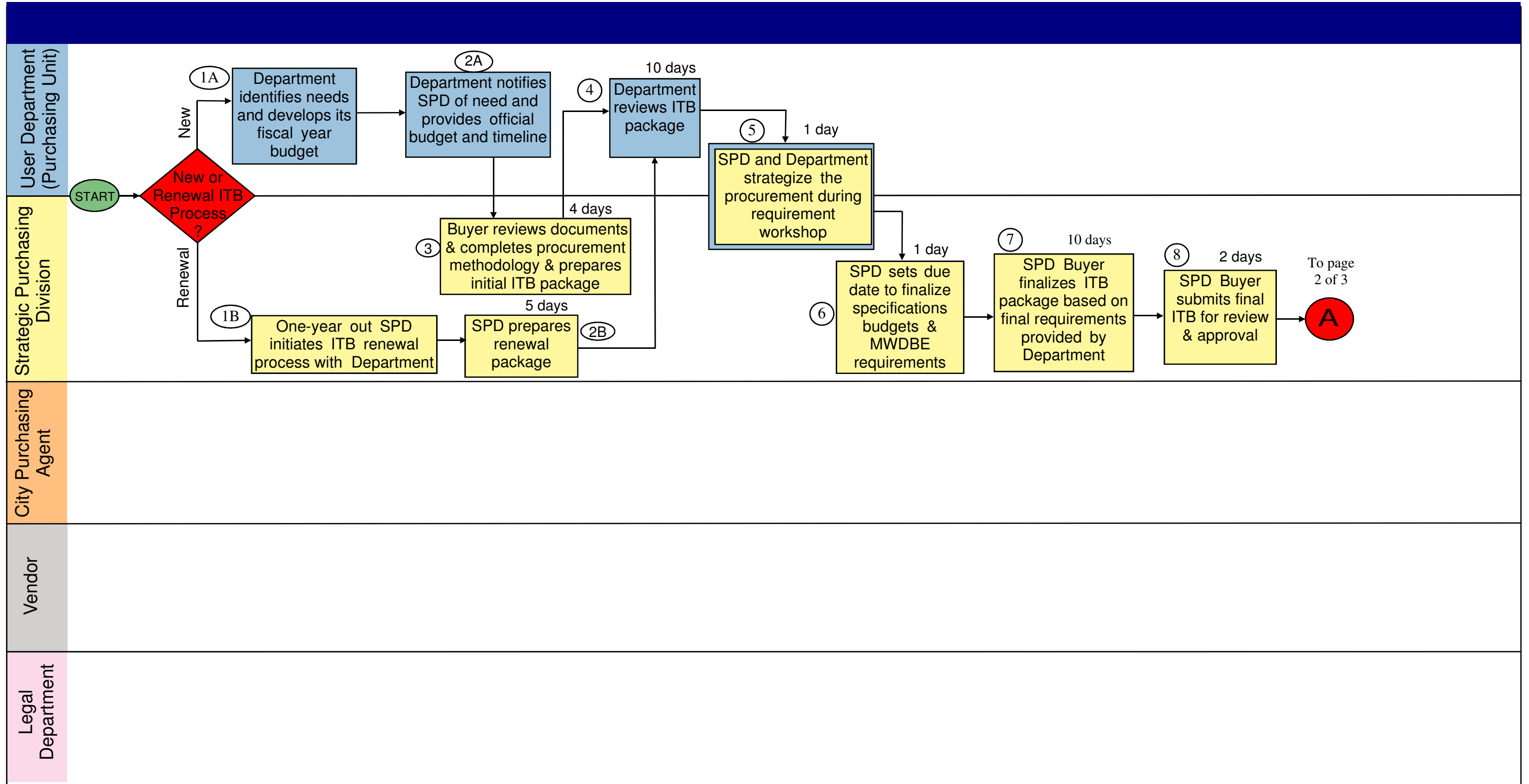




CITY OF HOUSTON PROCUREMENT

Formal Invitation to Bid (Over \$50,000) Supply

Subject to State Law



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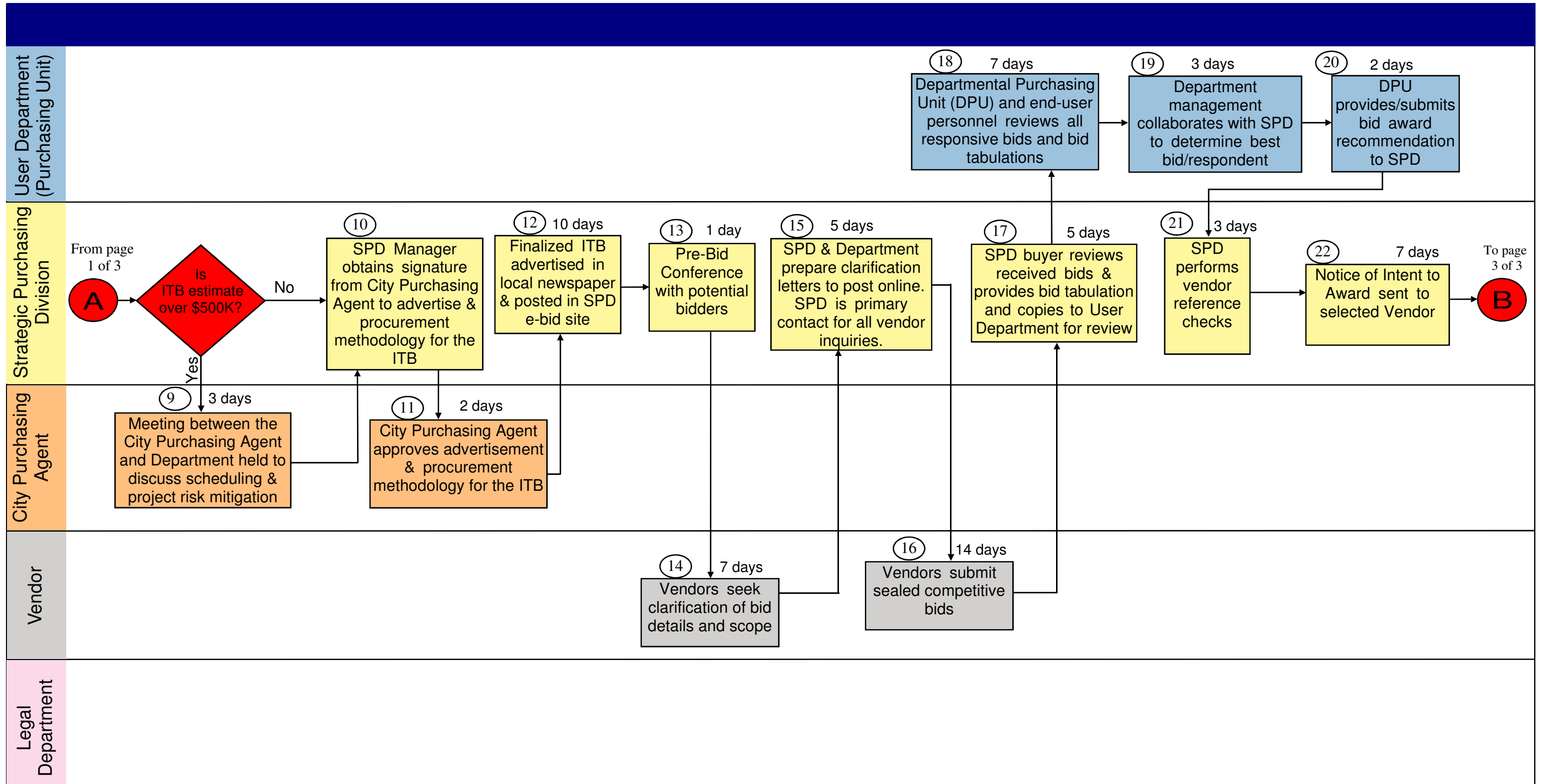
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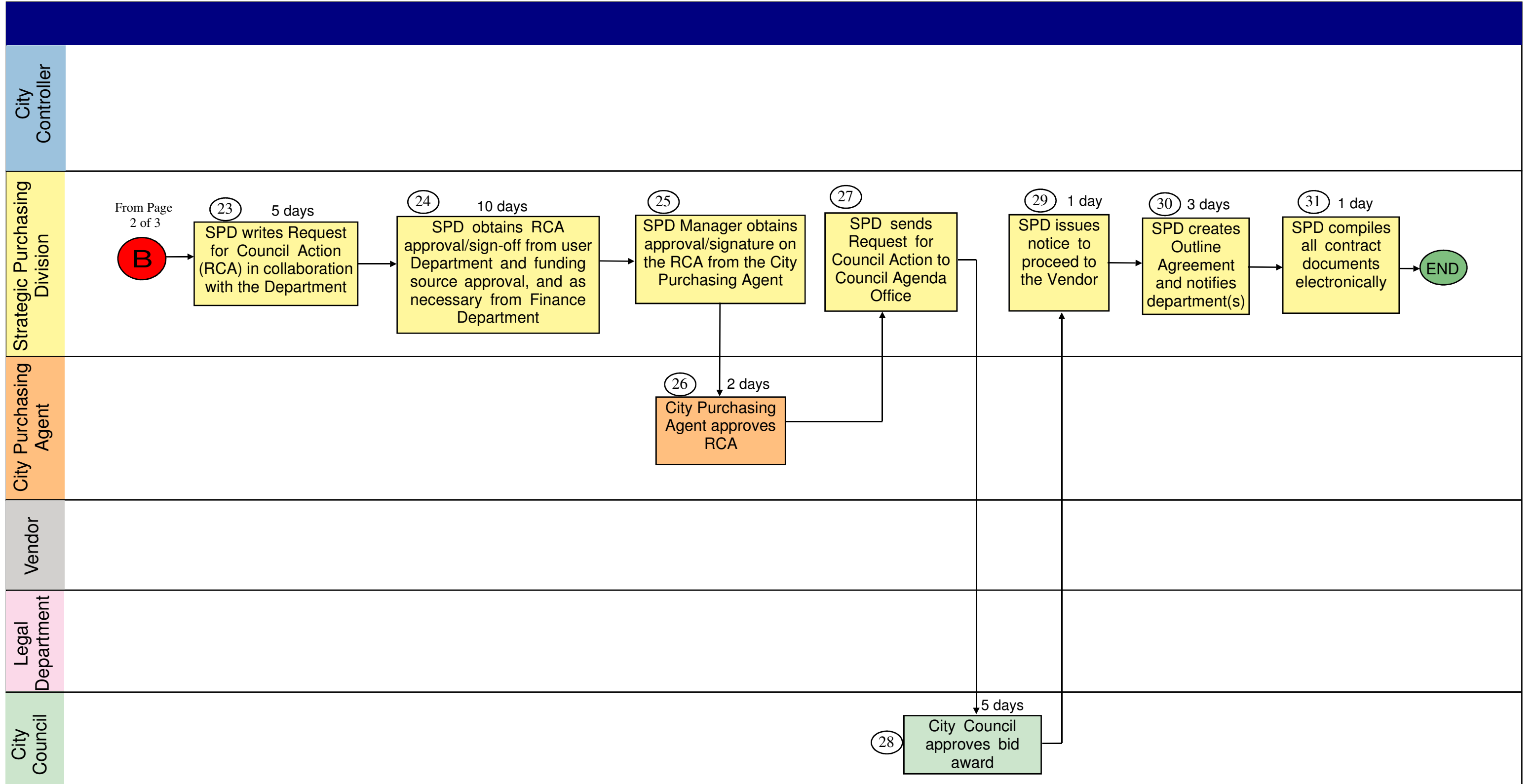




CITY OF HOUSTON PROCUREMENT

Formal Invitation to Bid (Over \$50,000) Supply

Subject to State Law



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



#	Steps of Formal Process	Reason	Duration
1A	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.	
1B	SPD initiates renewal process	Required. SPD begins the process 12-months prior to award expiration to allow a sufficient amount of time to gather the necessary information to forward to the user department(s) so that an award is in place prior to expiration.	
2A	Department notifies SPD of need and provides official budget and timeline	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.	?
2B	SPD prepares renewal package	Required. This provides the departments all of the necessary information relative to the current award (i.e. usage, M/WBE participation met, prior bid specifications, etc.) so that they can put together the specification review to submit for the renewal and provide feedback during the workshop.	5 days
3	SPD Buyer reviews documents received from department for the procurement and completes procurement methodology memo for SPD Manager's review.	Required. Allows SPD to review the department requirements and scope of work/specifications to determine whether the scope of work/specifications is/are biddable as submitted. It also ensures that the buyer has selected the procurement methodology that will achieve maximum competition and a competitive price.	4 days
4	Department reviews renewal package submitted by SPD	Required. This allows the departments the opportunity to analyze the information submitted by SPD and to gather the necessary information from its end users to ensure that viable renewal information is submitted back to SPD for processing.	10 days
5	SPD and Department strategize during requirement 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
6	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

#	Steps of Formal Process	Reason	Duration
7	SPD Buyer prepares ITB package based on final requirements provided by departments.	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.	10 days
8	SPD Buyer obtains Manager's final approval of ITB. If the ITB is less than \$500K, the Procurement Methodology is prepared by the Buyer for the Manager and City Purchasing Agent to approve.	Required. This provides the Buyer approval from the Manager and City Purchasing Agent to proceed with the procurement process for the advertisement of the solicitation.	2 days
9	Meeting between the City Purchasing Agent and Department held to discuss scheduling & project risk mitigation	If ITB procurement estimate is over \$500k, a meeting between the City Purchasing Agent and Department may be required. The Buyer submits the Gantt Chart and MOU to the Department for review and establishes a date for a meeting with the City Purchasing Agent. 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)	3 days
10	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.	
11	City Purchasing Agent approves advertisement & procurement methodology for the ITB		2 days
12	Finalized ITB advertised in local newspaper & posted in SPD e-bid site	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 seek clarification of bid details and scope	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 as it pertains to the ITB.	7 days

#	Steps of Formal Process	Reason	Duration
15	SPD & Department prepare clarification letters to post online. SPD is primary contact for all vendor inquiries.	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	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