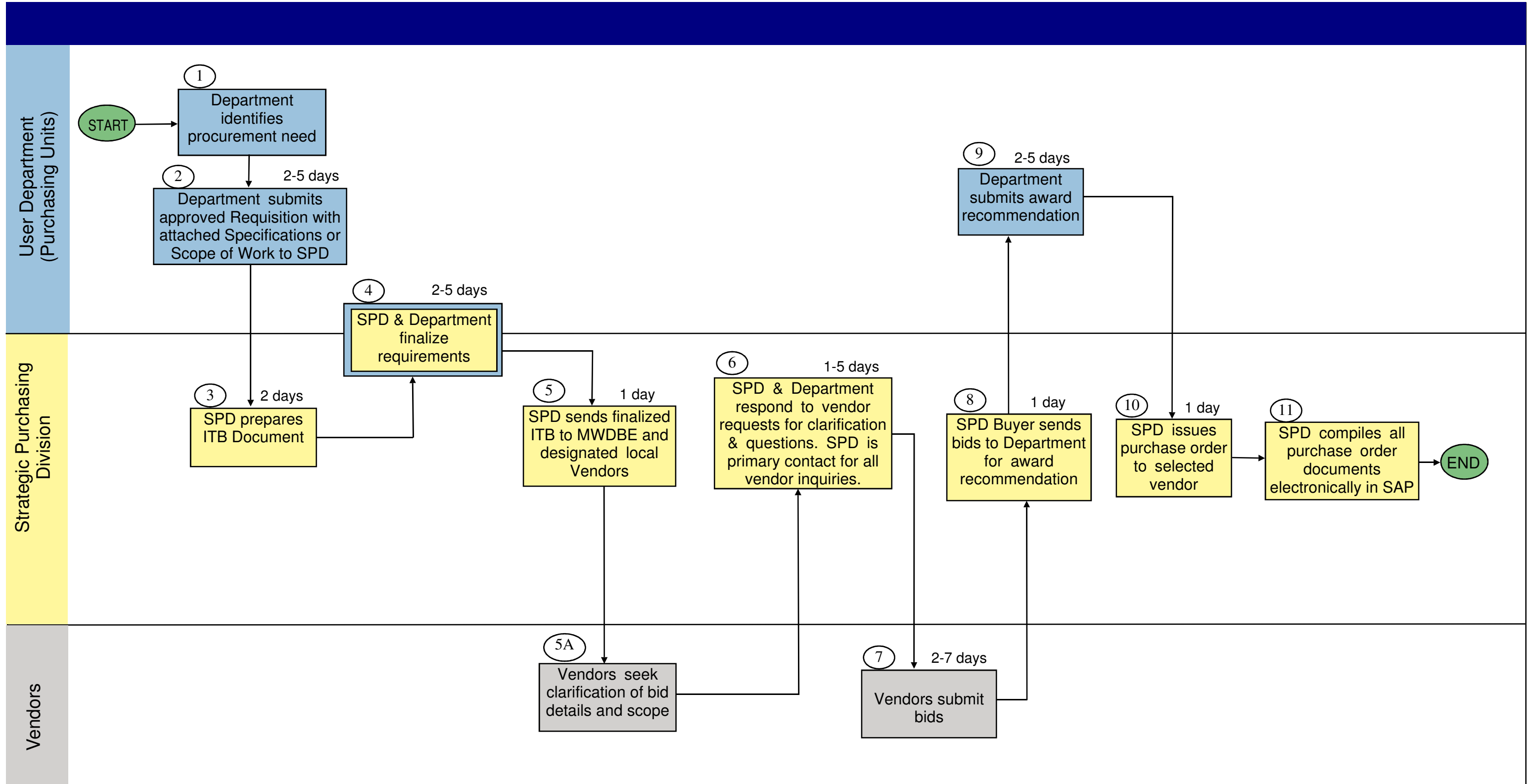




CITY OF HOUSTON PROCUREMENT

Invitation to Bid - (Under \$50,000)

Subject to State Law



Administration and Regulatory Affairs
City of Houston Procurement
 Informal Invitation to Bid Process (Under \$50,000)



#	Steps of Informal Process	Reason	Duration
1	Department identifies need.	Required. Informs SPD what the Department intends to purchase.	
2	Department submits approved Requisition with attached Specifications or Scope of Work to SPD.	Required. Validates budget availability. Allows SPD to review and determine if requirement can be purchased from a contract.	2-5 days
3	SPD prepares ITB Document	Required. This draft makes it easier to pin point items that need to be discussed, revised and/or clarified.	2 days
4	SPD & Department finalize requirements.	SPD and the Department make all applicable revisions to the ITB draft to ensure that it is accurate and that the best solicitation is published.	2-5 days
5	SPD sends finalized ITB to MWDBE and designated local Vendors	Ensures that all Vendors receive and bid on the same specifications.	1 day
5A	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.	
6	SPD acts as point of contact for Vendor clarifications and questions.	Ensures that all questions are directed toward the SPD buyer. SPD buyer will work with Department staff to generate the appropriate response to all questions asked.	1-5 day
7	Vendors submit proposals	This is required per State Law Chapter 252.	2-7 days
8	SPD Buyer sends bids to Department for award recommendation	Required to ensure the Vendor is providing the City's requirements as it pertains to the ITB.	1 day
9	Department submits award recommendation.	Instructs Buyer to issue purchase order to lowest responsive bidder.	2-5 days
10	SPD issues purchase order.	Required to provide the Contractor with the official start date to deliver goods and/or provide services to the City Department.	1 day
11	SPD compiles all purchase order documents electronically in SAP.	Required to compile the Purchase Order and supporting documents in an electronic format.	1 day

Total Business Days: 15-33 days

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