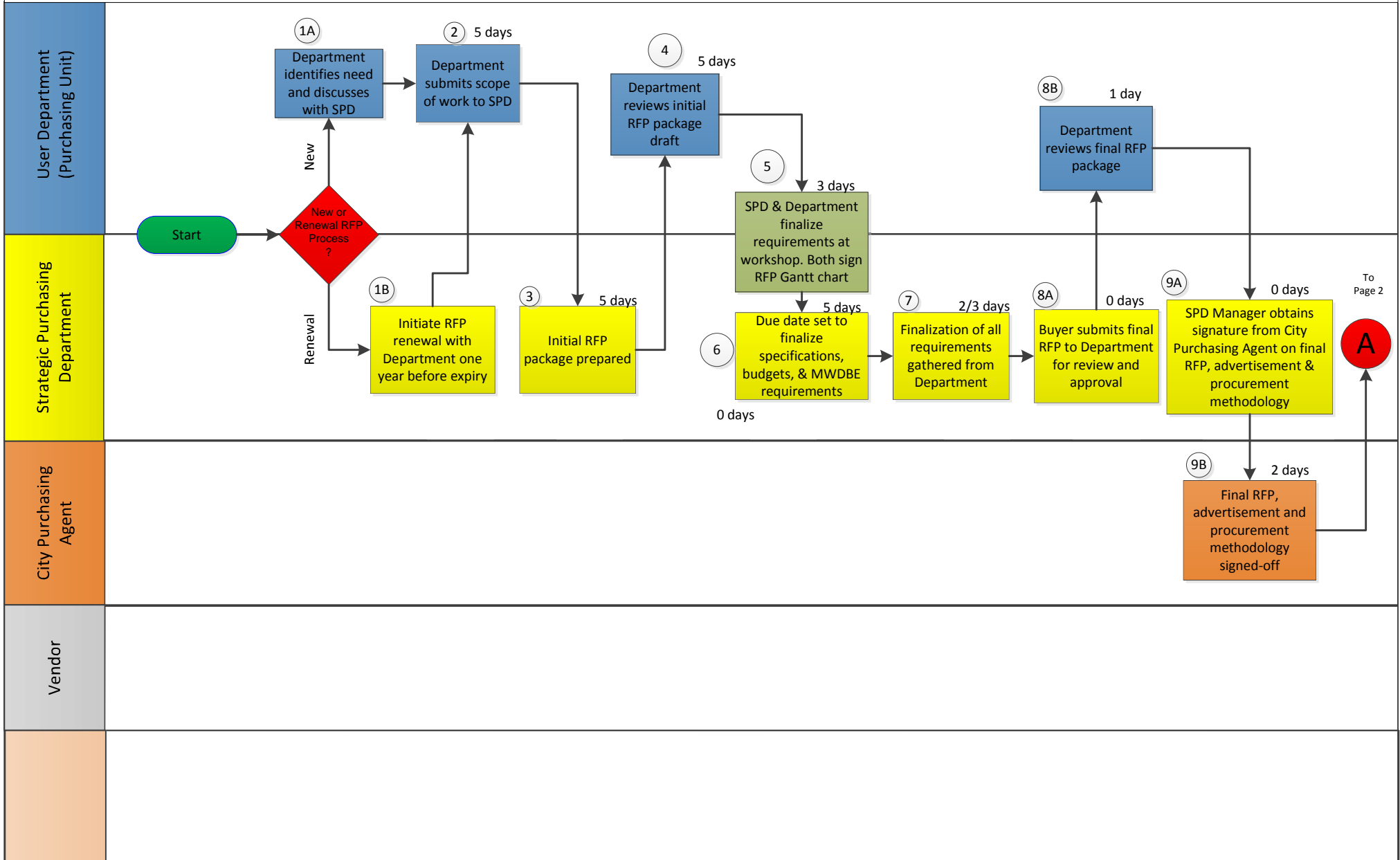




CITY OF HOUSTON PROCUREMENT

Formal RFP (Over \$50,000) Process

Subject to State Law & Federal Law (Grants)

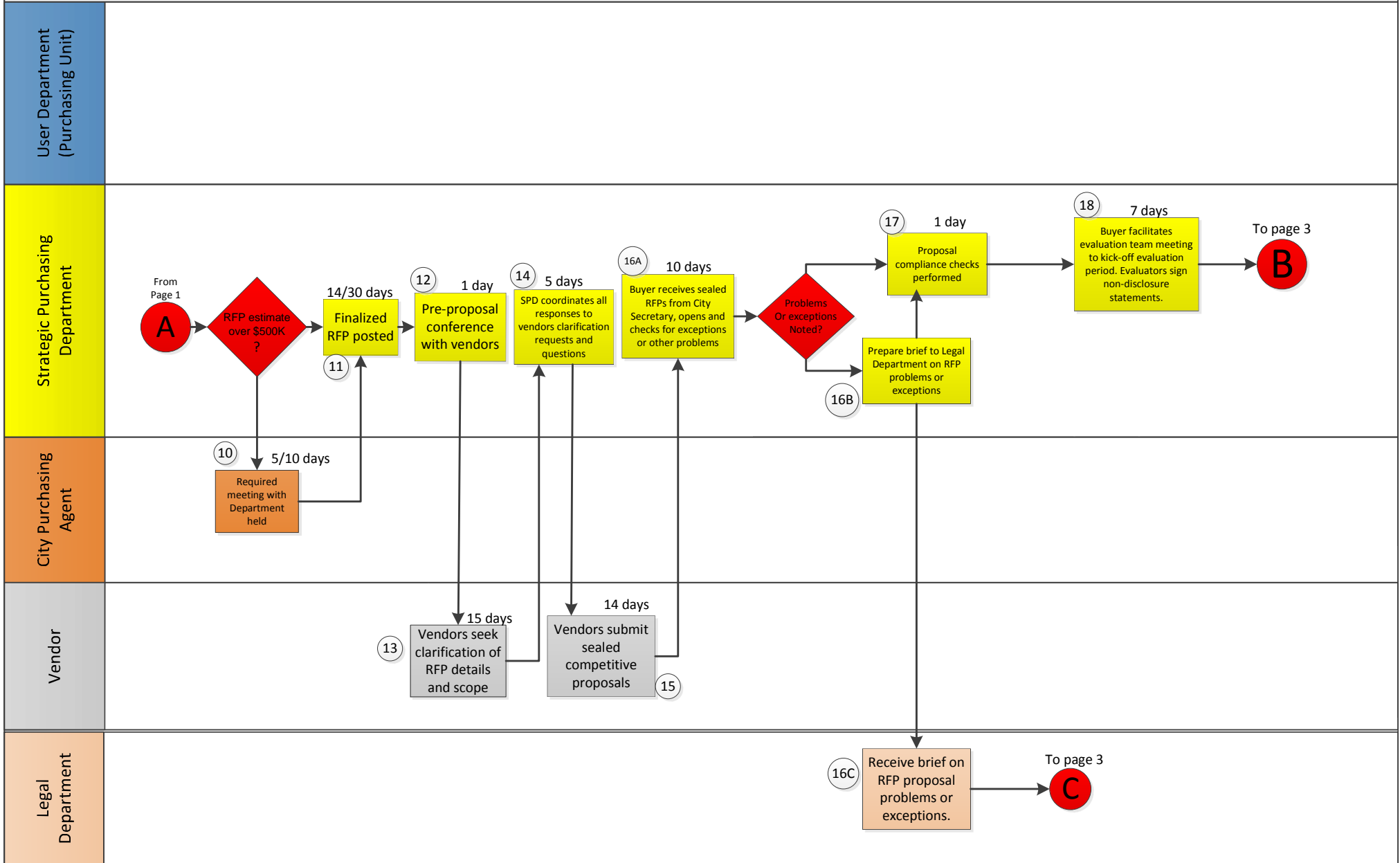




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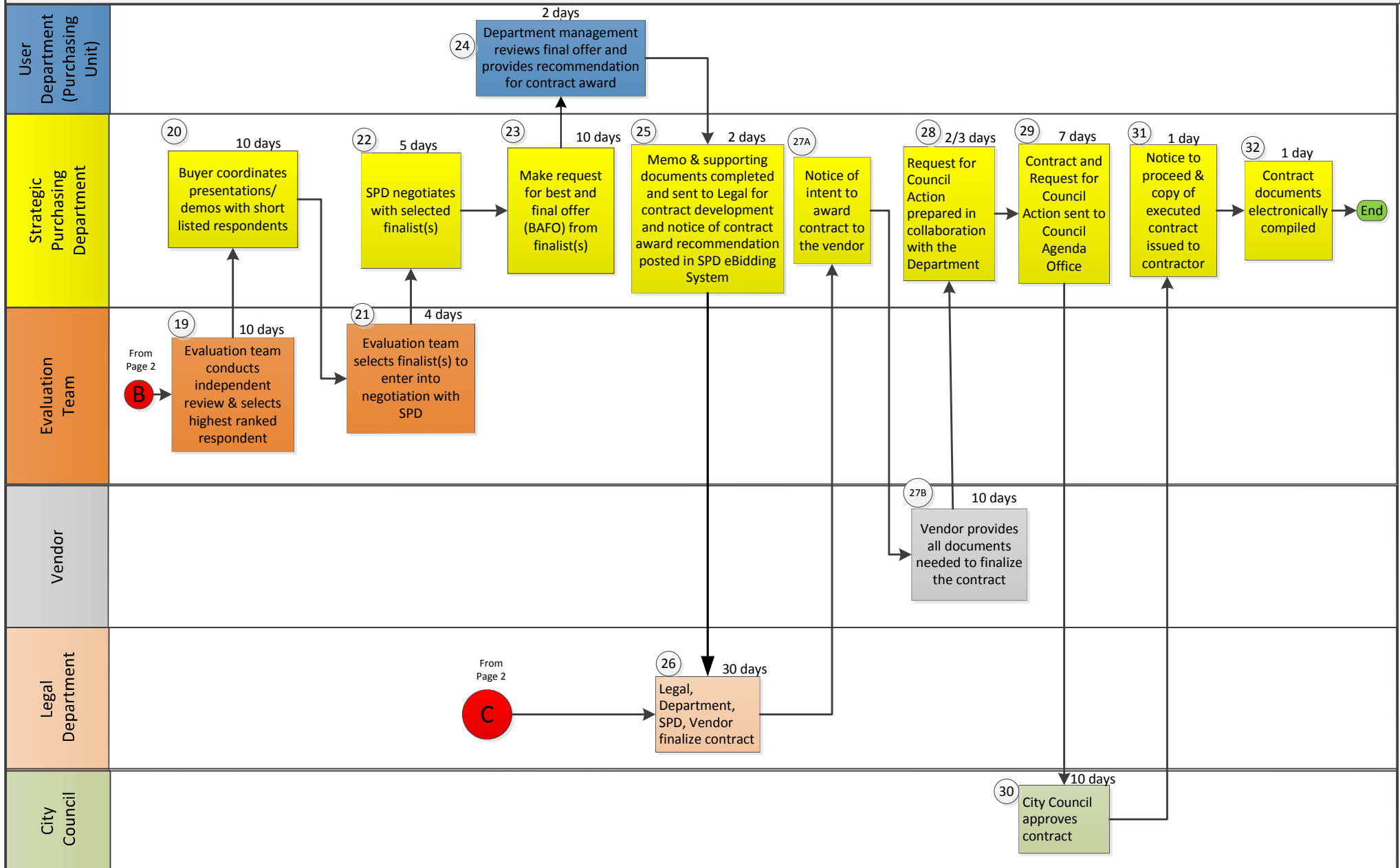




CITY OF HOUSTON PROCUREMENT

Formal RFP (Over \$50,000) Process

Subject to State Law & Federal Law (Grants)



Administration and Regulatory Affairs
City of Houston Procurement
Formal RFP Process (Over \$50,000)



#	Steps of Formal Process	Reason	Duration
1A	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. RFP, RFQ etc.)	
1B	Initiate RFP renewal with Department one year before expiry		
2	Department submits Scope of Work to SPD	Required. Allows SPD to review and place into established RFP template.	5 days
3	SPD prepares initial RFP package	Required. This initial draft will assist all parties involved, as it deploys a visual concept of how the RFP 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 RFP.	Required. Allows Department Representatives ability to review the RFP draft in advance and make comments prior to the solicitation workshop.	5 days
5	SPD & Department finalize requirements at workshop. Both sign off on Gantt Chart.	SPD and the Department make all applicable revisions to the RFP draft to ensure that it is accurate and that the best proposed solicitation is published. Ensures that all interested proposers can respond to the RFP 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 RFP 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 RFP document contains all accurate and relevant information as it pertains to meeting the Department's and City's overall needs.	2/3 days
8A	SPD Buyer submits final RFP for review & approval	Required to allow the Department one last opportunity to review the RFP 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 RFP document by the user Department.	0 days

#	Steps of Formal Process	Reason	Duration
8B	Department reviews final RFP package	Required to allow the Department one last opportunity to review the RFP 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 RFP document by the user Department.	1 day
9A	SPD Manager obtains signature from City Purchasing Agent on final RFP, advertisement & procurement methodology	The final RFP, Advertisement request, and Procurement Methodology (MOU) require the signature of the City Purchasing Agent in order to finalize the posting of the RFP documents to the E-bid system. Additionally, the Advertisement request is required per State Law Chapter 252, which states that all formal RFPs (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.	
9B	Final RFP, advertisement, and procurement methodology signed-off	The final RFP, Advertisement request, and Procurement Methodology (MOU) require the signature of the City Purchasing Agent in order to finalize the posting of the RFP documents to the E-bid system. Additionally, the Advertisement request is required per State Law Chapter 252, which states that all formal RFPs (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.	2 days
10	If RFP 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 RFP	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 proposers will download a copy of the RFP document from this site. (State Bid Law)	14/30 days
12	Pre-Proposal Conference with Vendors	Pre-proposal conferences are required and are held to allow potential proposers the opportunity to ask questions pertaining to the RFP requirements and specifications (2 weeks following Advertisement).	1 day
13	Vendors clarify RFP details and scope	This is required because the City grants all potential proposers 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 RFP.	15 days
14	SPD coordinates all responses to vendor clarification requests 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 proposers to discuss the RFP 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 proposers the same opportunity to see the questions posed and the responses garnered by the City	5 days

#	Steps of Formal Process	Reason	Duration
15	Vendors submit proposals	This is required per State Law Chapter 252. Sealed competitive proposals shall be received by the City for formal RFP (Over \$50K).	14 days
16A	Buyer receives sealed RFPs from City Secretary, opens and checks for exceptions or other problems.	SPD Buyer opens sealed RFPs and peruses all enclosed content. If a proposer took exception to any of the City's General requirements posted in the RFP, SPD will bring to Legal's attention. This will assist in verification of any potential problems in developing a contract if the proposer was deemed by the evaluation committee as the best respondent.	10 days*
16B	SPD Buyer prepares brief to Legal Department on RFP problems or exceptions.		
16C	Legal Department receives brief on RFP proposal exceptions or problems. Takes these into account when reviewing contract for the selected vendor.		
17	SPD performs proposal compliance checks.	Required to ensure that the proposer has submitted all documents required in the RFP.	1 day
18	SPD Buyer facilitates evaluation team meeting to kick off evaluation period	Required to ensure that SPD buyer explains the evaluation process to the evaluation team, gets non-disclosure documents signed, and distributes proposal packets and evaluation matrices to the evaluation team members. The evaluation matrices are the documents, allowing each voting team member the ability to record their independent scores.	7 days
19	Evaluation team conducts independent review and selects highest ranked respondent.	Required and is determined by the initial aggregate scores of each evaluation team member. The highest ranked respondents will be shortlisted, which allows the respondents an opportunity to move to the next phase of the process for further contract award consideration.	10 days
20	SPD Buyer coordinates demos with short listed respondents	Required because the short list respondents will be invited and have the opportunity to conduct a more thorough demonstration to the evaluation team. They will provide extensive information, visual concepts, and a hands on approach to support the written practical concepts as referenced in the respondent's proposal. Additionally, the evaluation team members will have the opportunity to ask questions and obtain further clarification on matters that were unclear in the respondent's proposal.	10 days
21	Evaluation team selects finalist(s)	Required and is determined by the final aggregate score of each evaluation team member. The highest ranked respondents will have the opportunity to enter into negotiations with SPD, Department Representatives and Legal staff.	10 days

#	Steps of Formal Process	Reason	Duration
22	SPD drives negotiation with Department and Legal oversight	Required to ensure that the City receives the most fair and reasonable price for the required and/or proposed services. Therefore, SPD will assist both the Department Representatives and Legal in developing a negotiation strategy (e.g., Cost/Price Analysis, Negotiation Matrix etc.) to assist the City. Ensures that the City receives the required services for the best possible price. The SPD buyer will then schedule negotiation meetings with highest ranked respondents.	5 days*
23	SPD requests Best and Final Offer (BAFO) from finalist(s)	Required to ensure that all agreed items negotiated are stated in this document. It also allows the respondent one last opportunity to reassess its final price/cost for the required services. This will be the final document that the Department representatives will review and propose their final contract award decision.	10 days
24	Department management reviews final offer 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 proposed services/solutions, best and final 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 services/solutions will be most advantageous to the City and worth pursuing.	2 days*
25	SPD completes memo & supporting documents, sends to Legal for contract development, and posts notice of contract award recommendation to SPD eBidding System.	Required by Legal. Ensures that the contract contains terms and conditions that will legally protect the City from potential claims and/or issues. The notice of contract award recommendation is to inform unsuccessful proposers of the City's intent of the successful proposer who will be recommended to City Council for contract award.	2 days
26	Legal, Depts, SPD, Vendor finalize contract	Required to ensure that all parties are in agreement with the contract language prior to submitting the final conformed contract to the Contractor for signature. Allows both the City's Legal Department and the Contractor's Attorneys the opportunity to discuss all legal ramifications and concerns in an attempt to mitigate all potential issues prior to agreeing to the established terms and conditions as outlined in the final contract (Best case scenario is approximately 30 days, but the average business days for this step has been approximately 3 to 4 months.)	30 days
27A	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.	
27B	Vendor provides all documents needed to finalize the contract	contractor provides all outstanding required documents needed to finalize the contract (i.e. insurance, bonds, drug forms etc.	10 days

#	Steps of Formal Process	Reason	Duration
28	SPD writes Request for Council Action with dept oversight	Required to provide City Council with a brief synopsis of the requested item/service being purchased, its overall cost, Departmental funding source, contract term, procurement methodology, and M/WBE utilization etc.	2/3 days
29	SPD sends contract/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
30	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
31	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
32	SPD compiles all contract documents electronically.	Required to compile all the contract and supporting documents in an electronic format.	1 day

Total Business Days: 210 / 233

Total Months: 9.5 to 10.6 months

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