



CITY OF HOUSTON
Strategic Purchasing Division
Finance and Administration
Department

Bill White
Mayor

Calvin D. Wells
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Dear Supplier,

As The City Purchasing Agent, I am pleased to announce, that the City of Houston, Texas will be using a new Enterprise Resources Planning (ERP) system, provided by SAP, which will modernize our accounting, human resources, payroll, and procurement systems.

Implementing this "state of the art" ERP system, will give the City of Houston, Texas new technical tools that will transform us into a more efficient municipality. In anticipation of a July 5, 2006 "go-live" date, I want to inform you of some of the many changes the Strategic Purchasing Division (SPD) has made to its business processes and website in order to augment the new System:

Business Process Changes

- Solicitations will be advertised using the National Institute of Government Purchases ([NIGP](#)) seven digit Commodity Code
- Solicitations, and Letters of Clarifications (i.e., addendums) will not be mailed or faxed to interested suppliers
- The terms & conditions for purchase orders and request for quotations are not included on their respective documents
- The Official Bid Forms and Price Sheets in our solicitations are now available on-line via our e-bidding tools

Web Site Changes

- You can register to receive a solicitation by accessing the ([NIGP](#)) five digit Commodity Code
- You automatically receive via e-mail all Letters of Clarifications when you [register](#) and download a solicitation
- The terms and conditions for purchase orders and request for quotations are now listed on the [website](#)
- Instructions for submitting the Official Bid Form and Bid Price Sheets are now displayed on the [website](#)

Due to these changes, I strongly encourage you to take this opportunity to visit our [website](#), which is now <http://purchasing.houstontx.gov>, and make any changes you feel are necessary to your [company's profile](#), and update and/or insert your e-mail address to electronically receive notifications from SPD.

As always, you can visit our Supplier Assistance Area (located at 901 Bagby, Houston, Texas 77251) in the basement of City Hall, between the hours of 8 a.m. and 5 p.m., and access our free computer to; view our new website, update your [company's profile](#), insert your e-mail address, and see current solicitations.

I appreciate your patience of these continuous process-improvements, as we make changes to meet the needs of our customers and in response to our new SAP System.

Sincerely,

Calvin D. Wells,
City Purchasing Agent