University of Houston System Non-Construction Contracts Over $1 Million

**Approval Process**

1. Non-Construction Revenue or Expense Contracts Over $1 Million
   - UHS BOR Approves (see Note below)?
     - Yes: End
     - No: Purchasing Determines Appropriate Procurement Process

2. Purchasing Sends Sole Source Recommendation to A&F Vice Chancellor for Review
   - A&F VC Agrees Sole Source is Justified?
     - Yes: Contract with Sole Source Vendor
       - End
     - No: Purchasing Sends Sole Source Recommendation to A&F Vice Chancellor for Review

3. A&F VC Asks Committee to Re-Evaluate Proposals Based on Criteria in Solicitation
   - A&F VC Agrees Ranking is Valid?
     - Yes: Attempt to Contract with Highest Ranked Vendor
       - Contract Completed?
         - Yes: End
         - No: Attempt to Contract with Next Highest Ranked Vendor
     - No: Purchasing Determines Sole Source is Justified?
       - Yes: Purchasing Publishes Competitive Solicitation (RFQ, RFP, ITB) on Electronic State Business Daily
       - No: Contract with Sole Source Vendor

4. Contract Completed?
   - Yes: End
   - No: Purchasing Receives and Reviews Responses for Completeness and Sends Complete Responses to Selection Committee

5. Committee Evaluates Responses Based on Criteria in Solicitation and Sends Evaluations to Purchasing

6. Purchasing Compiles Evaluations and Ranks Vendors According to their Overall Scores

7. Purchasing Sends Vendor Ranking to A&F Vice Chancellor for Review

8. A&F VC Asks Committee to Re-Evaluate Proposals Based on Criteria in Solicitation

9. A&F VC Agrees Ranking is Valid?
   - Yes: Contract with Sole Source Vendor
     - End
   - No: Purchasing Sends Vendor Ranking to A&F Vice Chancellor for Review

**Procurement Process**

- Purchasing Determines Appropriate Procurement Process

- Purchasing Receives and Reviews Responses for Completeness and Sends Complete Responses to Selection Committee

- Committee Evaluates Responses Based on Criteria in Solicitation and Sends Evaluations to Purchasing

- Purchasing Compiles Evaluations and Ranks Vendors According to their Overall Scores

- Purchasing Sends Vendor Ranking to A&F Vice Chancellor for Review

Note: While the procurement process may precede UHS Board of Regents approval, contract execution will not occur until after Board approval.