UH System Purchasing Process

November 16, 2011
Uniform Process

• UHS Purchasing Directors created uniform purchasing guidelines
• Same process and dollar thresholds
  – **Spot Purchase:** competition is not required, but use existing contracts and HUBs when possible
  – **Informal Bids:** contact at least 3 vendors directly, including 2 HUBs, for quotes by phone, fax, or email
  – **Formal Bids:** post bidding opportunity on Comptroller’s Electronic State Business Daily (ESBD), which notifies vendors registered with the Comptroller, and require written responses by a stated deadline (2 to 3 weeks)
• Purchasing Directors have regular meetings to discuss process improvements and collaborate on HUB events
### Uniform Bidding Thresholds

#### FY11 Bidding Thresholds

<table>
<thead>
<tr>
<th>Campus</th>
<th>Spot Purchase</th>
<th>Informal Bids</th>
<th>Formal Bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH/UHSA</td>
<td>$1 to $5,000</td>
<td>$5,001 to $25,000</td>
<td>$25,001 and up</td>
</tr>
<tr>
<td>UHCL</td>
<td>$1 to $10,000</td>
<td>$10,001 to $25,000</td>
<td>$25,001 and up</td>
</tr>
<tr>
<td>UHD</td>
<td>$1 to $5,000</td>
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</tr>
<tr>
<td>UHV</td>
<td>$1 to $15,000</td>
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#### FY12 Bidding Thresholds

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UH System Funds Only

• Purchasing Guidelines only apply to UHS funds
  – Not Agency Funds
    Example: UH professor is chair of a national conference one year and uses an agency fund for depositing registration fees and paying conference expenses
  – Not Foundation Funds

• Restricted Gift, Contract, or Grant Funds
  – Follows Purchasing Guidelines, but additional restrictions may be required by donor or sponsor
Best Value Considerations
Texas Education Code 51.9335

- Price
- Vendor’s reputation
- Quality of goods or services
- Extent to which goods/services meet UHS needs
- Past performance with UHS
- Compliance with state rules related to HUBs and persons with disabilities
- Long-term cost to UHS
# FY11 Purchase Orders and Payments

## FY11 Payment Transaction Count

<table>
<thead>
<tr>
<th>Campus</th>
<th>FY11 PO Count</th>
<th>PO Voucher</th>
<th>Regular Voucher</th>
<th>Credit Card</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH/UHSA</td>
<td>3,512</td>
<td>10,472</td>
<td>75,271</td>
<td>76,836</td>
<td>162,579</td>
</tr>
<tr>
<td>UHCL</td>
<td>3,112</td>
<td>8,447</td>
<td>4,532</td>
<td>1,168</td>
<td>14,147</td>
</tr>
<tr>
<td>UHD</td>
<td>884</td>
<td>3,279</td>
<td>7,023</td>
<td>9,067</td>
<td>19,369</td>
</tr>
<tr>
<td>UHV</td>
<td>338</td>
<td>667</td>
<td>4,862</td>
<td>5,887</td>
<td>11,416</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7,846</strong></td>
<td><strong>22,865</strong></td>
<td><strong>91,688</strong></td>
<td><strong>92,958</strong></td>
<td><strong>207,511</strong></td>
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## FY11 Payment Amount ($)

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<tr>
<td>UHCL</td>
<td>23,447,700</td>
<td>22,950,878</td>
<td>8,495,933</td>
<td>305,673</td>
<td>31,752,484</td>
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<tr>
<td>UHD</td>
<td>15,710,960</td>
<td>15,800,331</td>
<td>14,828,563</td>
<td>2,475,929</td>
<td>33,104,823</td>
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<tr>
<td>UHV</td>
<td>3,108,600</td>
<td>3,416,773</td>
<td>14,811,323</td>
<td>1,191,958</td>
<td>19,420,054</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>254,486,487</strong></td>
<td><strong>223,681,286</strong></td>
<td><strong>218,703,380</strong></td>
<td><strong>25,111,588</strong></td>
<td><strong>467,496,254</strong></td>
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<tr>
<td>FY11 Payments</td>
<td>$181,513,304</td>
<td>$180,567,561</td>
<td>$21,138,028</td>
<td>$383,218,893</td>
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UH Clear Lake

FY11 Payments

- PO Voucher: 72.28%
- Regular Voucher: 26.76%
- Credit Card: 0.96%

FY11 Transactions

- PO Voucher: 59.71%
- Regular Voucher: 32.04%
- Credit Card: 8.26%

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## UH Downtown

### FY11 Payments

- **PO Voucher**: 47.73%
- **Regular Voucher**: 44.79%
- **Credit Card**: 7.48%

### FY11 Transactions

- **PO Voucher**: 16.93%
- **Regular Voucher**: 46.81%
- **Credit Card**: 36.26%

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## UH Victoria

### FY11 Payments

- **PO Voucher**: 6.14%
- **Regular Voucher**: 17.59%
- **Credit Card**: 76.27%

### FY11 Transactions

- **PO Voucher**: 5.84%
- **Regular Voucher**: 51.57%
- **Credit Card**: 42.59%

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Campus Procurement Officers

• Christopher Burton  
  – University of Houston/UH System Administration
• Jeanne Cumpian  
  – UH Clear Lake
• Mersades Richard  
  – UH Downtown
• Brenda Svetlik  
  – UH Victoria