

University of Houston Procurement Methods for Federal and Non-Federal Funds

Procurement Method	Process	General Requirements	Only Federal Funds	Only Non-Federal Funds	Both Federal and Non-Federal Funds
Spot Purchase (Notes 3, 4)	P-Card or Voucher	Use UH contract, if applicable. May also use State Contract or Purchasing Cooperative, if available. Bidding not required, but encouraged to find best value and include HUB vendors in your search.	\$0 - \$3,000.00	\$0 - \$5,000.00	\$0 - \$3,000.00
Informal Bid (Notes 3, 4, 5)	Requisition/PO	Use UH contract, if applicable. May also use State Contract or Purchasing Cooperative, if available. Department or Purchasing obtains minimum of 3 quotes, including 2 from HUB vendors.	\$3,000.01 - \$150,000.00	\$5,000.01 - \$25,000.00	\$3,000.01 - \$25,000.00
Formal Solicitation (Notes 1, 2, 3, 4, 5, 6)	Requisition/PO	Use UH contract, if applicable. May also use State Contract or Purchasing Cooperative, if available. Purchasing posts ITB, RFP, RFO, or RFQ on the Comptroller's website (ESBD). Vendors send responses to Purchasing.	\$150,000.01 or more	\$25,000.01 or more	\$25,000.01 or more

Note 1: Formal solicitations that are paid in part with non-federal funds and expected to be \$80,000 or more for Facilities goods or services or \$100,000 or more for non-Facilities goods or services require vendors to submit a HUB Subcontracting Plan (HSP) with their response if Purchasing determines that subcontracting is probable. Formal solicitations that are paid solely with federal funds and expected to cost \$150,000.01 or more require a HSP if Purchasing determines that subcontracting is probable.

Note 2: POs and contracts expected to exceed \$1 million, regardless of duration, type of contract, or funds used, require Board of Regents approval prior to issuing a PO or signing the contract.

Note 3: Splitting a purchase or contract to avoid a more lengthy procurement method is not allowed.

Note 4: Reallocating a purchase or contract (in whole or in part) to a federal fund is only allowed if the original procurement method used would have been allowed for federal funds. A MAPP exception will not be approved to move a non-compliant purchase to federal funds.

Note 5: Invitation to Bid (ITBs) are posted on the ESBD for a minimum of 14 calendar days. Lowest qualified bid wins. ITBs are usually for commodities only.

Note 6: Request for Proposals (RFPs), Request for Offer (RFOs), and Request for Qualifications (RFQs) are posted on the ESBD for a minimum of 21 calendar days. A seven member (or greater) selection committee independently reviews qualified vendor responses and submits evaluations to Purchasing, which totals scores to determine winner. RFPs are for consulting and complex purchases that normally involve services. RFOs are for information technology purchases (hardware, software, and/or services). RFQs are for professional services (architects, engineers, physicians, accountants, etc.).