

Information on Spot Bid Fair

The HUB Spot Bid Fair at the Houston Minority Supplier Development Council's EXPO 2022 will be held on September 28-29, 2022. Outlined below are actions requiring your attention along with a detailed task list.

College/Division Actions:

Each College and Division is asked to provide one or more HUB eligible opportunities with a minimum value of \$1,000 and maximum dollar threshold of \$14,999.

The process to send items, selection and notification process are outlined below:

- Send all selected opportunities to Purchasing via a requisition with a Solicitation Request Form <https://www.uh.edu/office-of-finance/forms/>
- When the requisition is submitted to Purchasing, please email the requisition number to Eric Shen (etshen@central.uh.edu) and Rob Adkins (rsadkins@central.uh.edu).
 - The vendor name can be left blank. Indicate "2022 HMSDC Spot Bid Fair" in the requisition comment field.
 - Once requisitions are submitted, no cancellations may be made.
- Purchasing will prepare the solicitation documents for the bid fair, which will include the university's terms and conditions.
- When preparing the Formal Solicitation Requirements Form, standard purchasing practices as it pertains to evaluation procedures will apply.

The timeline for submission/award process is as follows:

- 09/02/22 – Colleges/Divisions begin submitting FY23 requisitions for Spot Bid Fair to Purchasing.
- 09/20/22 - Last day for Colleges/Divisions to submit requisitions for Spot Bid Fair to Purchasing.
- 09/22/22-Purchasing select eligible requisitions. Once selected, no exceptions or changes will be made.
- 09/23/22 - Purchasing provides HOD eligible requisitions.
- 09/24/22-HOD enters requisitions into Comptroller Bid Portal.
- < 09/28/22 – 09/28/22 Spot Bid Fair > * Bids close no earlier than 2:30 p.m.-September 30, 2022.
- 10/4/22 – Purchasing will send bids to applicable Colleges/Divisions.
- 10/14/22 - Last day for Colleges/Divisions to send a response to Purchasing Dept. contact.
- 10/17/22 - Purchasing will distribute the notification awards to applicable vendors.

The attached guidelines provide additional helpful information. If you have any questions, please contact:

Rob Adkins, Director of Purchasing (rsadkins@central.uh.edu) for procurement questions; or Linelle Clark, Director of HUB Operations (flclark@central.uh.edu) for HUB questions

Guidelines for Spot Bid Fair Processing

HUB event by Houston Minority Supplier Development Council (HMSDC)

The following are the guidelines for Spot Bid Fair hosted by the Houston Minority Supplier Development Council (HMSDC) in September 2022.

- The HMSDC Spot Bid Fair set the dollar value of Invitation to Bid (ITB) to be from \$1,000.00 (minimum) to \$14,999.99 (maximum).
- Colleges/Divisions can submit selected opportunities by sending requisitions to Purchasing.
 - Create a FY23 requisition
 - Leave the vendor blank
 - Indicate “This is for the HMSDC Spot Bid Fair” in the requisition comment field
 - Submit the requisition via workflowIf you have questions regarding the above process, contact Eric Shen (etshen@central.uh.edu).
- Colleges/Divisions may conduct market research for their Spot Bid Fair items/services to determine applicable market values and availabilities.
- Colleges/Divisions may contact the HUB department and request an event flyer be sent to specific HUB vendors. However, this publically announced HUB event is not administrated by UH, and UH Purchasing will not initiate invitations to any vendors. If you have questions regarding the HUB event, contact Dr. Linelle Clark (flclark@central.uh.edu).
- The procurement solicitation method used for Spot Bid Fair is the Invitation to Bid (ITB). ITBs are awarded to the vendor fair participant with the lowest proposed price that is less than or equal to the College’s requirement budget value.
- The University of Houston’s issuance of an ITB communicates to vendors that the College’s requirement is valid and funded.
- The ITB should not be cancelled and should be awarded to the lowest HUB vendor fair participant with the lowest proposed price. Further, ITBs should not be cancelled to award the requirement to another vendor that did not participate in the fair.
- This event is hosted by the Houston Minority Supplier Development Council (HMSDC), and HUB vendors interested in Spot Bid opportunities should directly contact HMSDC and follow HMSDC’s directions/guidelines.
- The timeline for solicitation/award processing is as follows:
 - 09/02/22 – Colleges/Divisions begin submitting FY23 requisitions for Spot Bid Fair to Purchasing
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 - 10/4/22 – Purchasing will send bids to applicable Colleges/Divisions
 - 10/14/22 - Last day for Colleges/Divisions to send a response to Purchasing Dept. contact
 - 10/17/22 - Purchasing will distribute the notification awards to applicable vendors