



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

Campus	Spot Purchase	Informal Bids	Formal Bids
UH/UHSA	\$1 to \$5,000	\$5,001 to \$25,000	\$25,001 and up
UHCL	\$1 to \$10,000	\$10,001 to \$25,000	\$25,001 and up
UHD	\$1 to \$5,000	\$5,001 to \$25,000	\$25,001 and up
UHV	\$1 to \$15,000	\$15,001 to \$25,000	\$25,001 and up

FY12 Bidding Thresholds

Campus	Spot Purchase	Informal Bids	Formal Bids
UH/UHSA	\$1 to \$5,000	\$5,001 to \$25,000	\$25,001 and up
UHCL	\$1 to \$5,000	\$5,001 to \$25,000	\$25,001 and up
UHD	\$1 to \$5,000	\$5,001 to \$25,000	\$25,001 and up
UHV	\$1 to \$5,000	\$5,001 to \$25,000	\$25,001 and up



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

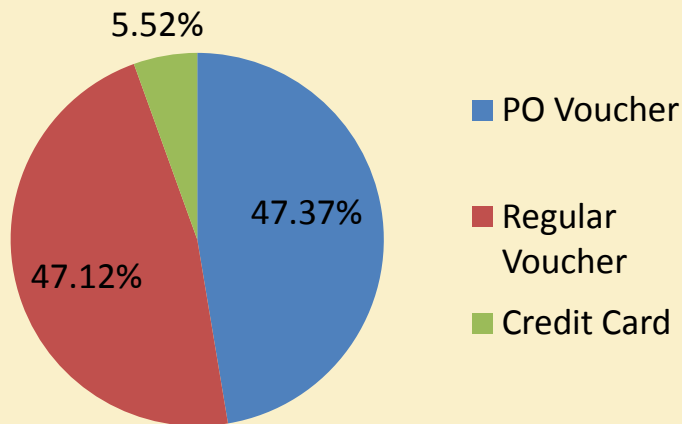
Campus	FY11 PO Count	FY11 Payment Transaction Count			
		PO Voucher	Regular Voucher	Credit Card	Total
UH/UHSA	3,512	10,472	75,271	76,836	162,579
UHCL	3,112	8,447	4,532	1,168	14,147
UHD	884	3,279	7,023	9,067	19,369
UHV	338	667	4,862	5,887	11,416
Total	7,846	22,865	91,688	92,958	207,511

Campus	FY11 PO Amount	FY11 Payment Amount (\$)			
		PO Voucher	Regular Voucher	Credit Card	Total
UH/UHSA	212,219,227	181,513,304	180,567,561	21,138,028	383,218,893
UHCL	23,447,700	22,950,878	8,495,933	305,673	31,752,484
UHD	15,710,960	15,800,331	14,828,563	2,475,929	33,104,823
UHV	3,108,600	3,416,773	14,811,323	1,191,958	19,420,054
Total	254,486,487	223,681,286	218,703,380	25,111,588	467,496,254

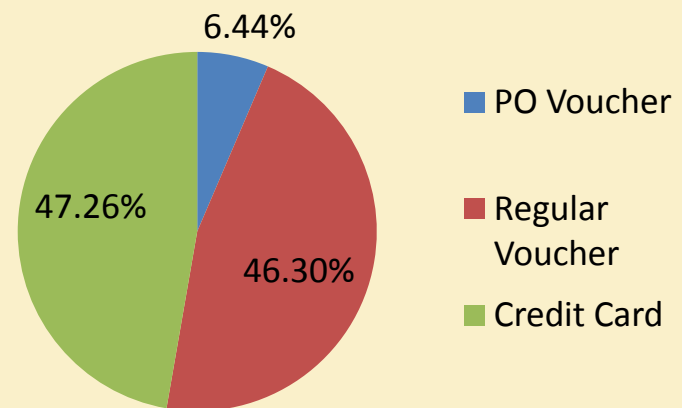


University of Houston/UH System Administration

FY11 Payments



FY11 Transactions

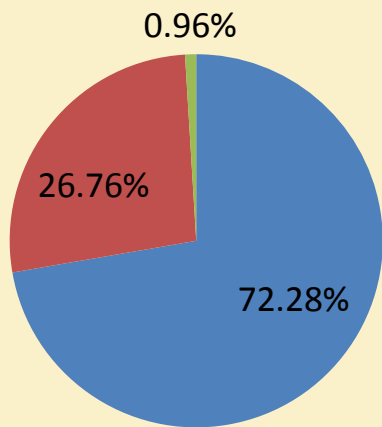


UH/UHSA	PO Voucher	Regular Voucher	Credit Card	Total
FY11 Payments	\$181,513,304	\$180,567,561	\$21,138,028	\$383,218,893
FY11 Transactions	10,472	75,271	76,836	162,579



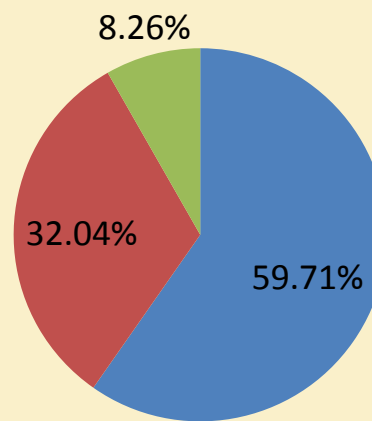
UH Clear Lake

FY11 Payments



- PO Voucher
- Regular Voucher
- Credit Card

FY11 Transactions



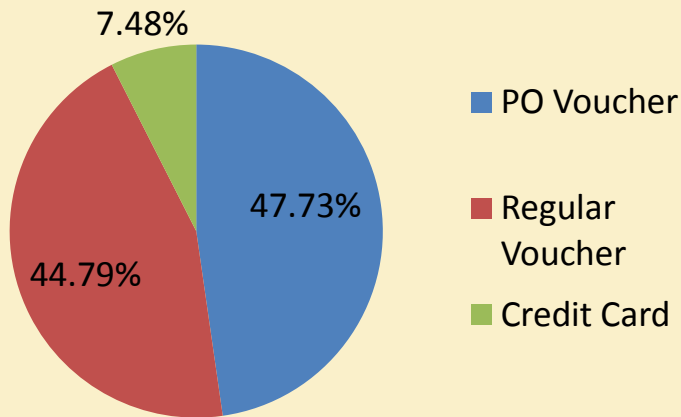
- PO Voucher
- Regular Voucher
- Credit Card

UHCL	PO Voucher	Regular Voucher	Credit Card	Total
FY11 Payments	\$22,950,878	\$8,495,933	\$305,673	\$31,752,484
FY11 Transactions	8,447	4,532	1,168	14,147

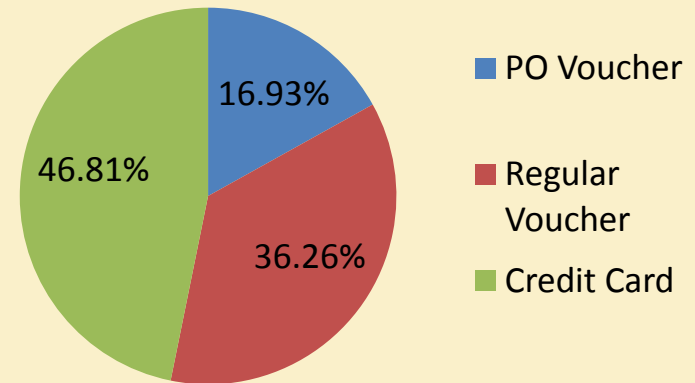


UH Downtown

FY11 Payments



FY11 Transactions

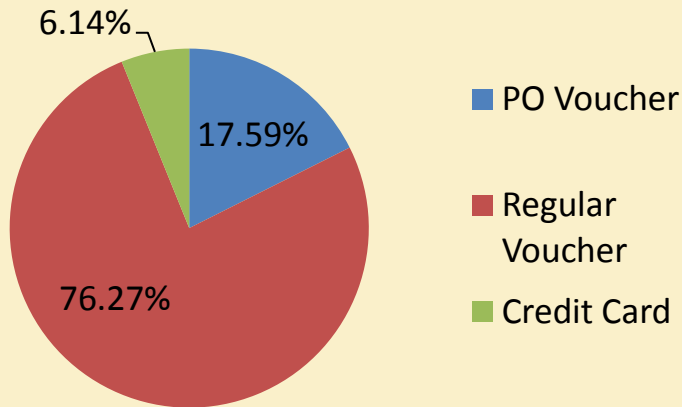


UHD	PO Voucher	Regular Voucher	Credit Card	Total
FY11 Payments	\$15,800,331	\$14,828,563	\$2,475,929	\$33,104,823
FY11 Transactions	3,279	7,023	9,067	19,369

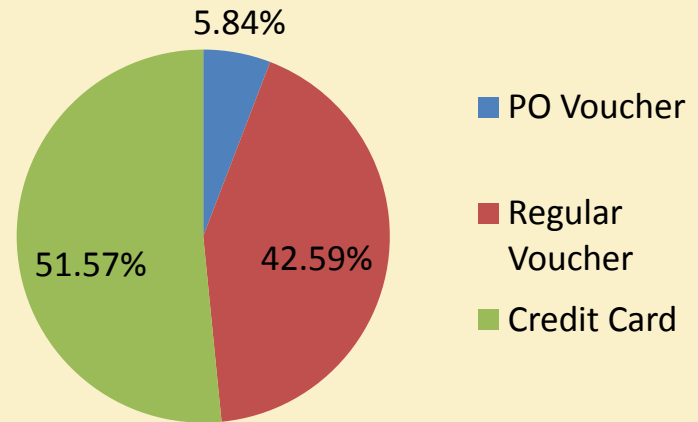


UH Victoria

FY11 Payments



FY11 Transactions



UHV	PO Voucher	Regular Voucher	Credit Card	Total
FY11 Payments	\$3,416,773	\$14,811,323	\$1,191,958	\$19,420,054
FY11 Transactions	667	4,862	5,887	11,416



Campus Procurement Officers

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