



SPOT BID FAIRS:
HMSDC-OCT 2024

SENATOR WEST-MAY 2025



UNIVERSITY of **HOUSTON**



HMSDC

HUB Spot Bid Fair

October 9-10, 2024

CDA Presentation

September 10, 2024

Historical Data

Category	FY2021	FY2022	FY2023	FY2024
Number of Colleges/Depts./Offices Submitting Solicitations	14	10	9	3
Number of Opportunities Submitted by Colleges	14	8	11	6
Tentative Award Amount	\$40,383	\$17,594	\$32,558	\$6,700

HUB ELIGIBLE OPPORTUNITIES

- Provide One or more HUB Eligible Opportunities
 - Minimum Value \$1,000
- Opportunities can be broken down into single units-process a requisition per single item.
- Once selected, no exceptions or changes will be made
- Minimum Tentative Award Amount Good Faith Effort
 - \$15,000
- Purchasing Authorized to Pull Solicitations as a last resort

Process Information

Send all selected opportunities to the Purchasing Department via a requisition with a Solicitation Request Form

<https://www.uh.edu/office-of-finance/forms/>

When the requisition is submitted to the Purchasing Department, please email the requisition number to Eric Cabiran

(ecabiran@central.uh.edu) and Rob Adkins

(rsadkins@central.uh.edu).

- The vendor's name can be left blank. Indicate "2024 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.

TASK TIMELINE

09/03/24 Colleges/Divisions may begin submitting FY25 requisitions for Spot Bid Fair to Purchasing.

09/30/24 Last day for Colleges/Divisions to submit requisitions for Spot Bid Fair to Purchasing.

10/2/24 Purchasing selects eligible requisitions. Once selected, no exceptions or changes will be made.

9/16/24 Purchasing to identify solicitations to be pulled to help meet \$15,000 goal.

10/7/24 Purchasing provides HOD eligible requisitions.

10/9/24 HOD enters requisitions into Comptroller Bid Portal.

10/16/24 Bids due no later than 5:00 p.m. on Oct 16, 2024.

10/23/24 Purchasing will send bids to applicable Colleges/Divisions.

10/31/24 Last day for Colleges/Divisions to send a response to Purchasing Dept.

11/6/24 Purchasing will distribute the notification awards to applicable vendors.

Contacts

Rob Adkins, Director of Purchasing
(rsadkins@central.uh.edu) procurement
questions

Dr. Linelle Clark, Director of HUB
Operations (flclark@central.uh.edu) HUB
questions.