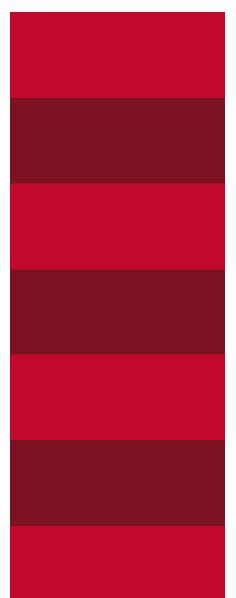


#### SPOT BID FAIRS: HMSDC-OCT 2024

#### **SENATOR WEST-MAY 2025**

# UNIVERSITY of HOUSTON



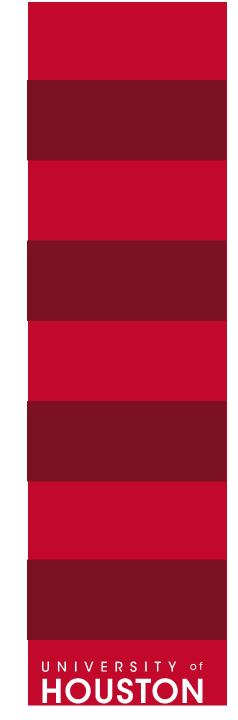
HMSDC HUB Spot Bid Fair October 9-10, 2024

CDA Presentation September10, 2024

## **Historical Data**

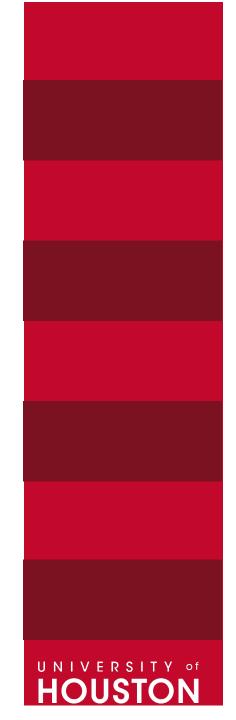
Category	FY2021	FY2022	FY2023	FY2024
Number of Colleges/Depts./Offices Submitting Solicitations	14	10	9	3
Number of Opportunities Submitted by Colleges	14	8	11	6
Tentative Award Amount	\$40,383	\$17,594	\$32,558	\$6,700





# HUB ELIGIBLE OPPORTUNITIES

- Provide One or more HUB Eligible Opportunities
  - Minimum Value \$1,000
- Opportunities can be broken down into single unitsprocess 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



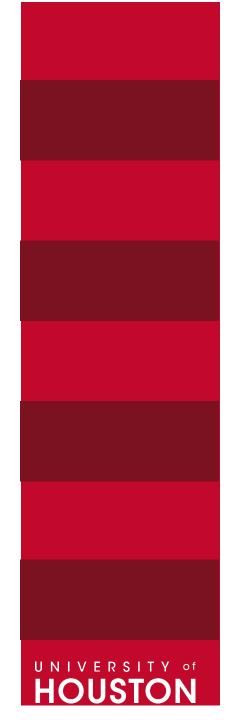
## **Process Information**

Send all selected opportunities to the Purchasing Department via a requisition with a Solicitation Request Form <a href="https://www.uh.edu/office-of-finance/forms/">https://www.uh.edu/office-of-finance/forms/</a>

When the requisition is submitted to the Purchasing Department, please email the requisition number to Eric Cabiran (<u>ecabiran@central.uh.edu</u>) and Rob Adkins (<u>rsadkins@central.uh.edu</u>).

- 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.

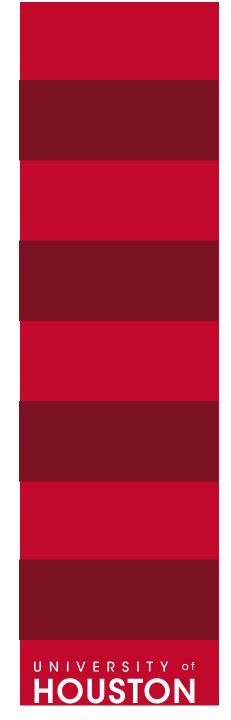
10/7/24 Purchasing provides HOD eligible requisitions.

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 (<u>rsadkins@central.uh.edu</u>) procurement questions

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