

University of Houston Post-Award Vendor Debriefing Procedures

I. Procedure to request a Vendor Debriefing meeting:

A. Who may request a debriefing meeting:

A debriefing is offered as a courtesy to any unsuccessful bidder or proposer, on a contract over \$100,000. Only an actual bidder, offeror, or contractor, on any formal procurement solicitation offered by the University may request a debriefing.

B. How to request a debriefing meeting:

A request for a debriefing meeting must be made in writing to the Purchasing Director. Email requests are accepted.

C. When and where a debriefing can be filed:

The written requests for a debriefing must be received by the University of Houston Purchasing Director within ten (10) working days after the notifications of award and non-award are distributed via email by the Purchasing Department, unless good cause for delay is shown. Requests for debriefing are not considered before distribution of award/ non-award letters. A Vendor Debriefing meeting is not a pre-requisite to filing a Vendor Protest.

II. Information to be Provided

The primary purpose of a debriefing is to provide information to unsuccessful vendors that may help them better understand why they were not selected in order to improve their chances of selection in potential similar procurements. UH cannot guarantee that a debriefing will improve a vendor's ranking in future procurements, since each procurement is assessed independently based on specific factors and bids received.

The Purchasing Director or his designee shall conduct the debriefing for the following information:

- a. The UH Purchasing Departments evaluation of significant weaknesses or deficiencies in the vendor's bid or proposal, if applicable.
- b. The overall evaluated cost or price, and technical rating, if applicable, of the successful vendor(s) and the debriefed vendor.
- c. The name and total bid price, where applicable, of the successful bidder.

A Vendor Debriefing will not provide:

- a. Point-by-point comparisons of the debriefed vendor's bid or proposal with those of other offering vendors, or a discussion of other vendors' proposals.
- b. The names of, or contact with, evaluation committee members.
- c. Responses to questions regarding procedural, compliance, or other procurement concerns that are addressed via the Vendor Protest Process.

Contact information for the UH Purchasing Director:

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