



May 15, 2017

PROCUREMENT GUIDELINES

PROCUREMENT OPERATIONS HOUSTON COMMUNITY COLLEGE SYSTEM

Procurement Guidelines are issued by the Executive Director under Article 1 of the Houston Community College Procurement Operations Procedures Manual.

No. 9

Subject: Surplus Property Purchase – Federal or State Grant Funds.

The purpose of this guideline is to document the general process and rules governing the authority of the Executive Director and Chief Procurement Officer to consider surplus equipment in completing a purchase made with Federal or State Grant funds.

This guideline shall only apply to purchases made with Federal or State Grant funds when allowed by the funding source.

In the purchase of certain goods, consideration may be given to: HCC, state and federal surplus property whenever cost effective and feasible as an alternative to sourcing identical new goods.

When making a best value determination of a given surplus good and after determining the available surplus good meets the required specification, particular attention and assessment of the following may be considered:

1. Type of good
2. Age
3. Current condition
4. Maintenance records
5. Existing warranty
6. Fitness for purpose
7. Required ancillary devices, peripherals, connections, retrofit, software or hardware that may be required for operation of the good.

8. Typical lifecycle of such goods
9. Potential cost associated with
 - a. Transportation
 - b. Installation
 - c. Certification or Calibration
 - d. Ongoing maintenance and support
 - e. Other relevant factors specific to a particular good.

Such determination of the considerations noted above, shall be coordinated with the requesting department to determine the recommended good favorably meets the needs of the organization. Final determination of the surplus good meeting the needs shall be provided by the requesting department.

All purchases completed through this method shall include a written determination and shall be supported by the due diligence of the considerations.

In accordance with Section 44.031 of the Texas Education Code, all purchases completed through this method shall include the following documentation as part of the written determination and resulting purchase order.

This award is being made based upon State of Texas Education Code 44.031 (b).

Section 44.031. PURCHASING CONTRACTS.

(a) Except as provided by this subchapter, all school district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by the method that provides the best value for the district.

(b) Except as provided by this subchapter, in determining to whom to award a contract, the district shall consider:

- (1) the purchase price;
- (2) the reputation of the vendor and of the vendor's goods or services;
- (3) the quality of the vendor's goods or services;
- (4) the extent to which the goods or services meet the district's needs;
- (5) the vendor's past relationship with the district;
- (6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- (7) the total long-term cost to the district to acquire the vendor's goods or services;
- (8) for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
 - (A) has its principal place of business in this state; or
 - (B) employs at least 500 persons in this state; and
- (9) any other relevant factor specifically listed in the request for bids or proposals.