



# CITY OF HOUSTON COOPERATIVE PURCHASING



**Purchasing Vehicles:** Texas Department of Information Resources (DIR)  
General Services Administration (GSA)  
National Association of State Procurement Officials (NASPO) Value Point  
National Intergovernmental Purchasing Alliance (NIPA)

**Purpose:** To approve annual spending authority for routine technology related purchases up to \$300,000 per purchase order.

**Spend Authority:** \$20,240,000.00

**What is the benefit:** Cooperative purchasing leverages volume discounts obtained by state and federal purchasing organizations, and streamlines procurement time.

**Department Utilization:** All City Departments

**Term:** 1 year

**M/WBE Goal:** All purchases will comply with current City purchasing guidelines.

# REVIEW OF CONTROLS PRESENTED TO CITY COUNCIL IN 2018 PROPOSAL

- Spending Authority will be requested annually instead of multi-year
- A New Executive Order specifically for cooperative purchasing
  - Monthly reports will be posted via City of Houston intranet
  - Staff augmentation via cooperative purchasing will require additional documentation and CPO approval
- Expanding purchasing vehicle to leverage multiple federal and state cooperative contracts instead of just TX DIR
- All cooperative purchases route via SPD
- All material groups pertaining to technology require HITS approval in SAP
- All purchases over \$100,000 are to obtain MWBE participation or waiver
- Cooperative Purchasing Justification form required for each purchase

# OUTCOME OF 2018 PROPOSAL

- Executive Order 1-59: Technology Related Purchases from Cooperatives
  - All technology purchases through a Cooperative must be processed by SPD.
  - All purchases from any Cooperative shall require the then current “Request to Purchase from Cooperative/Interlocal” justification form.
  - Any department in need of Staff Augmentation should first seek to utilize existing department or citywide contracts.
  - HITS shall prepare monthly reports on citywide technology related Cooperative purchases between \$50,000 and \$300,000 and post them on the City of Houston intranet no later than the last day of the month following the reporting period.

## OUTCOME OF 2018 PROPOSAL (CONTINUED)

- All material groups pertaining to technology related items require HITS's approval in SAP.
- All purchases over \$100,000 are to obtain M/WBE participation or a goal modification.

# 11/2018 – 11/2019 COOPERATIVE PURCHASING UTILIZATION

Vendor	Original Allocation	Revised Allocation	Utilization	Remaining Allocation
DIR	\$14,426,000.00	\$17,301,525.00	\$12,801,313.40	\$4,500,211.60
GSA	\$2,000,000.00	\$2,211,300.00	\$1,025,474.36	\$1,185,825.64
NASPO	\$2,000,000.00	\$1,443,800.00	\$0.00	\$1,433,800.00
NIPA	\$2,000,000.00	\$1,659,375.00	\$499,313.76	\$1,160,061.24
US Communities	\$2,000,000.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$22,426,000.00</b>	<b>\$22,616,000.00</b>	<b>\$14,326,101.52</b>	<b>\$8,279,898.48</b>

\*Data as of 02/03/2020.

# UTILIZATION BY DEPARTMENT

Dept.	DIR Utilization	NIPA Utilization	GSA Utilization	NASPO Utilization	Total Utilization
ARA	\$73,159.52	\$-	\$-	\$-	73,159.52
CNL	\$-	\$-	\$-	\$-	\$-
CTR	\$-	\$-	\$-	\$-	\$-
DON	\$-	\$2,971.00	\$-	\$-	\$2,971.00
FIN	\$-	\$-	\$-	\$-	\$-
FMD	\$23,769.20	\$-	\$-	\$-	\$23,769.20
GSD	\$34,813.55	\$-	\$-	\$-	\$34,813.55
HAS	\$1,572,549.79	\$-	\$591,755.41	\$-	\$2,164,305.20
HCD	\$351,452.42	\$29,704.09	\$-	\$-	\$381,156.51
HEC	\$181,343.57	\$-	\$-	\$-	\$181,343.57
HFD	\$313,819.53	\$5,220.00	\$-	\$-	\$319,039.53
HHD	\$663,188.31	\$-	\$-	\$-	\$663,188.31
HITS	\$2,781,823.24	\$113,650.51	\$-	\$-	\$2,895,473.75
HPD	\$4,029,983.52	\$1,538.91	\$4,870.12	\$-	\$4,036,392.55
HPL	\$148,395.17	\$29,267.00	\$-	\$-	\$177,662.17
HPW	\$2,122,982.49	\$312,250.81	\$213,016.83	\$-	\$2,648,250.13
HR	\$120,234.56	\$-	\$-	\$-	\$120,234.56
LGL	\$121,851.24	\$-	\$-	\$-	\$121,851.24
MCD	\$14,745.61	\$4,071.52	\$-	\$-	\$18,817.13
MYR	\$7,558.68	\$-	\$49,512.00	\$-	\$57,070.68
OBO	\$57,608.00	\$639.92	\$-	\$-	\$58,247.92
PD	\$181,177.00	\$-	\$-	\$-	\$181,177.00
PRD	\$-	\$-	\$-	\$-	\$-
SWD	\$858.00	\$-	\$166,320.00	\$-	\$167,178.00
<b>TOTAL</b>	<b>\$12,801,313.40</b>	<b>\$499,313.76</b>	<b>\$1,025,474.36</b>	<b>\$-</b>	<b>\$14,326,101.52</b>

# PROPOSED ALLOCATION

Dept.	DIR	NIPA	GSA	NASPO	Total Proposed Allocation
ARA	\$82,800.00	\$15,000.00	\$10,000.00	\$10,000.00	\$117,800.00
CNL	\$18,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$53,000.00
CTR	\$18,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$53,000.00
DON	\$18,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$53,000.00
FIN	\$18,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$53,000.00
FMD	\$27,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$62,000.00
GSD	\$43,200.00	\$15,000.00	\$10,000.00	\$10,000.00	\$78,200.00
HAS	\$1,760,400.00	\$15,000.00	\$676,375.00	\$10,000.00	\$2,461,775.00
HCD	\$424,800.00	\$25,725.00	\$10,000.00	\$10,000.00	\$470,525.00
HEC	\$232,200.00	\$15,000.00	\$10,000.00	\$10,000.00	\$267,200.00
HFD	\$401,400.00	\$15,000.00	\$10,000.00	\$10,000.00	\$436,400.00
HHD	\$1,294,200.00	\$15,000.00	\$10,000.00	\$10,000.00	\$1,329,200.00
HITS	\$3,218,400.00	\$106,800.00	\$10,000.00	\$10,000.00	\$3,345,200.00
HPD	\$4,872,600.00	\$15,000.00	\$10,000.00	\$10,000.00	\$4,907,600.00
HPL	\$185,400.00	\$28,050.00	\$10,000.00	\$10,000.00	\$233,450.00
HPW	\$3,002,400.00	\$289,425.00	\$173,500.00	\$10,000.00	\$3,475,325.00
HR	\$108,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$143,000.00
LGL	\$156,600.00	\$15,000.00	\$10,000.00	\$10,000.00	\$191,600.00
MCD	\$18,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$53,000.00
MYR	\$1,760,400.00	\$15,000.00	\$10,000.00	\$10,000.00	\$1,795,400.00
OBO	\$73,800.00	\$15,000.00	\$10,000.00	\$10,000.00	\$108,800.00
PD	\$230,400.00	\$15,000.00	\$10,000.00	\$10,000.00	\$265,400.00
PRD	\$18,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$53,000.00
SWD	\$18,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$233,125.00
<b>TOTAL</b>	<b>\$18,000,000.00</b>	<b>\$750,000.00</b>	<b>\$1,250,000.00</b>	<b>\$240,000.00</b>	<b>\$20,240,000.00</b>



QUESTIONS?