

Guidelines for HMSDC Spot Bid Fair -Oct 2023

The HUB Spot Bid Fair at the Houston Minority Supplier Development Council's EXPO 2023 will be held on October 11-12, 2023. Outlined below are actions requiring your attention along with a detailed task list.

College/Division Actions:

Each College and Division is asked to provide one or more HUB eligible opportunities with a minimum value of \$1,000 and maximum dollar threshold of \$14,999.

The process to send items, selection and notification process are outlined below:

- 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 "2023 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.

The timeline for submission/award process is as follows:

- 09/01/23 Colleges/Divisions begin submitting FY24 requisitions for Spot Bid Fair to Purchasing.
- 09/29/23 Last day for Colleges/Divisions to submit requisitions for Spot Bid Fair to Purchasing.
- 10/2/23 Purchasing selects eligible requisitions. Once selected, no exceptions or changes will be made.
- 10/6/23 Purchasing provides HOD eligible requisitions.
- 10/9/23 HOD enters requisitions into Comptroller Bid Portal.
- 10/13/23 Bids due no later than 5:00 p.m. on Oct 13, 2023.
- 10/23/23 Purchasing will send bids to applicable Colleges/Divisions.
- 10/30/23 Last day for Colleges/Divisions to send a response to Purchasing Dept.
- 11/6/23 Purchasing will distribute the notification awards to applicable vendors.

The attached guidelines provide additional helpful information. If you have any questions, please contact:

Rob Adkins, Director of Purchasing (rsadkins@central.uh.edu) for procurement questions; or
Dr. Linelle Clark, Director of HUB Operations (flclark@central.uh.edu) for HUB questions.

Thank you.