



CITY OF HOUSTON

COOPERATIVE PURCHASING
FOR TECHNOLOGY



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

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

Spend Authority: \$24,886,600.00

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.

SUMMARY OF CONTROLS

- Executive Order 1-59: Technology Related Purchases from Cooperatives
 - All technology purchases through a Cooperative must be processed by Strategic Purchasing Division.
 - *SPD Oversight* (for procurement standards): All purchases from any Cooperative shall require the “Request to Purchase from Cooperative/Interlocal” justification form signed by Chief Procurement Officer.
 - Any department in need of Staff Augmentation should first seek to utilize existing department or citywide contracts.
 - *HITS oversight* (for technology standards): All material groups pertaining to technology related items require HITS’ approval in SAP.
 - *Tracking transactions*: 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.
- All purchases over \$100,000 are to obtain M/WBE participation or a goal modification.

3/2020 – 12/2020 COOPERATIVE PURCHASING UTILIZATION*

Vendor	Original Allocation	Revised Allocation	Utilization	Remaining Allocation
DIR	\$18,000,000.00	\$17,788,906.27	\$13,750,923.07	\$4,037,983.20
GSA	\$1,250,000.00	\$700,542.74	\$378,282.63	\$322,260.11
NASPO	\$240,000.00	\$204,500.00	\$0.00	\$204,500.00
NIPA/OMNIA	\$750,000.00	\$1,546,050.99	\$1,288,777.03	\$257,273.96
TOTAL	\$20,240,000.00	\$20,240,000.00	\$15,417,982.73	\$4,822,017.27¹

¹ Forecasted to exhaust remaining spending authority within next 90 days
 Most departments' spending authority buckets are at minimal levels and need to be replenished
 Bulk of remaining spending authority is with HPD, MYR-Homeland Security, & HPW

*Data thru 12/31/2020.

UTILIZATION BY DEPARTMENT

MARCH 2020

THROUGH

DECEMBER 2020

Dept.	DIR	GSA	NASPO	NIPA/OMNIA	Total Utilization
ARA	\$223,737.35	\$0.00	\$0.00	\$0.00	\$223,737.35
CNL	\$19,338.33	\$0.00	\$0.00	\$0.00	\$19,338.33
CTR	\$1,850.00	\$0.00	\$0.00	\$0.00	\$1,850.00
DON	\$16,888.24	\$0.00	\$0.00	\$9,151.02	\$26,039.26
FIN	\$16,160.40	\$0.00	\$0.00	\$25,852.91	\$42,013.31
FMD	\$26,008.65	\$0.00	\$0.00	\$0.00	\$26,008.65
GSD	\$86,748.43	\$0.00	\$0.00	\$0.00	\$86,748.43
HAS	\$2,079,711.30	\$153,759.18	\$0.00	\$13,558.75	\$2,247,029.23
HCD	\$288,864.05	\$0.00	\$0.00	\$9,089.00	\$297,953.05
HEC	\$34,037.48	\$9,000.00	\$0.00	\$70,068.74	\$113,106.22
HFD	\$290,498.32	\$9,068.77	\$0.00	\$22,709.27	\$322,276.36
HHD	\$916,332.06	\$0.00	\$0.00	\$0.00	\$916,332.06
HITS	\$4,114,369.03	\$90,668.96	\$0.00	\$284,306.43	\$4,489,344.42
HPD	\$2,763,817.89	\$0.00	\$0.00	\$157,620.00	\$2,921,437.89
HPL	\$335,906.24	\$0.00	\$0.00	\$4,145.18	\$340,051.42
HPW	\$1,970,961.38	\$103,558.80	\$0.00	\$622,774.99	\$2,697,295.17
HR	\$110,797.65	\$0.00	\$0.00	\$0.00	\$110,797.65
LGL	\$89,012.36	\$0.00	\$0.00	\$0.00	\$89,012.36
MCD	\$170,250.14	\$12,226.92	\$0.00	\$15,000.00	\$197,477.06
MYR	\$59,953.45	\$0.00	\$0.00	\$4,168.89	\$64,122.34
OBO	\$57,707.32	\$0.00	\$0.00	\$50,331.85	\$108,039.17
PD	\$28,569.04	\$0.00	\$0.00	\$0.00	\$28,569.04
PRD	\$37,674.00	\$0.00	\$0.00	\$0.00	\$37,674.00
SWD	\$11,729.96	\$0.00	\$0.00	\$0.00	\$11,729.96
TOTAL	\$13,750,923.07	\$378,282.63	\$0.00	\$1,288,777.03	\$15,417,982.73

PROPOSED ALLOCATION

Dept.	DIR	GSA	NASPO	OMNIA	Total Proposed Allocation
ARA	\$363,900.00	\$10,000.00	\$0.00	\$10,000.00	\$383,900.00
CNL	\$31,900.00	\$10,000.00	\$0.00	\$10,000.00	\$51,900.00
CTR	\$25,100.00	\$10,000.00	\$0.00	\$10,000.00	\$45,100.00
DON	\$27,900.00	\$10,000.00	\$0.00	\$10,000.00	\$47,900.00
FIN	\$26,700.00	\$10,000.00	\$0.00	\$37,100.00	\$73,800.00
FMD	\$42,900.00	\$10,000.00	\$0.00	\$10,000.00	\$62,900.00
GSD	\$125,800.00	\$10,000.00	\$0.00	\$10,000.00	\$145,800.00
HAS	\$2,884,200.00	\$253,700.00	\$0.00	\$22,400.00	\$3,160,300.00
HCD	\$476,600.00	\$10,000.00	\$0.00	\$15,000.00	\$501,600.00
HEC	\$56,200.00	\$14,900.00	\$0.00	\$115,600.00	\$186,700.00
HFD	\$436,700.00	\$15,000.00	\$0.00	\$37,500.00	\$489,200.00
HHD	\$1,207,600.00	\$10,000.00	\$0.00	\$10,000.00	\$1,227,600.00
HITS	\$5,554,900.00	\$149,600.00	\$0.00	\$469,100.00	\$6,173,600.00
HPD	\$4,084,100.00	\$10,000.00	\$0.00	\$260,100.00	\$4,354,200.00
HPL	\$551,500.00	\$10,000.00	\$0.00	\$10,000.00	\$571,500.00
HPW	\$3,850,000.00	\$170,900.00	\$0.00	\$707,200.00	\$4,728,100.00
HR	\$171,200.00	\$10,000.00	\$0.00	\$10,000.00	\$191,200.00
LGL	\$144,500.00	\$10,000.00	\$0.00	\$10,000.00	\$164,500.00
MCD	\$222,100.00	\$20,200.00	\$0.00	\$24,800.00	\$267,100.00
MYR	\$1,650,000.00	\$10,000.00	\$0.00	\$10,000.00	\$1,670,000.00
OBO	\$95,200.00	\$10,000.00	\$0.00	\$81,600.00	\$186,800.00
PD	\$47,100.00	\$10,000.00	\$0.00	\$10,000.00	\$67,100.00
PRD	\$69,600.00	\$10,000.00	\$0.00	\$10,000.00	\$89,600.00
SWD	\$26,200.00	\$10,000.00	\$0.00	\$10,000.00	\$46,200.00
TOTAL	\$22,171,900.00	\$804,300.00	\$0.00	\$1,910,400.00	\$24,886,600.00

QUESTIONS?