



Responsible Office: Procurement Operations  
Administering Official: Executive Director, Procurement Operations  
Effective Date: September 1, 2025  
Applicable Policy: Procurement Guidelines – Best Value Procedure

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

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## **Procurement Operations Guidelines for Best Value Procedures**

### **PURPOSE AND SCOPE**

The Procurement Operations Department, which includes Procurement and Contract Administration, is responsible for all procurement activities on behalf of the entire Houston City College System (HCCS). This guideline implements Texas Education Code §51.9335 and related statutes, and supplements HCC policies and resolutions governing best value procurements.

### **GUIDELINES**

#### **1. Verification of Use of Best Value Standard**

Best value is determined based on defined criteria and documented evaluation, ensuring compliance with applicable laws and institutional standards. The contract manager or procurement director of Houston City College shall:

- a) Approve each contract for which the College is required to purchase goods or services using the best value standard.
- b) Ensure that, for each contract, the College documents the best value standard used for the contract; and
- c) Acknowledge in writing that the College complied with HCC's and comptroller's contract management guide in the purchase.

Documentation must be retained in accordance with HCC records retention policy and be available for audit by the State Auditor's Office

For each purchase of goods or services for which the College is required to use the best value standard, the comptroller shall ensure that the College includes in the vendor performance tracking system established under Section [2262.055](#) information on whether the vendor satisfied that standard.

#### **2. Texas Education Code §51.9335**

An institution of higher education may acquire goods or services by the method that provides the best value to the institution, including:

- a) competitive bidding;
- b) competitive sealed proposals;
- c) a catalogue purchase;
- d) a group purchasing program; or

e) an open market contract.

### **3. Best Value Factors**

Best Value Policy is intended to provide a framework that guides appropriate decision making; In determining what is the best value to the College, HCC 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 College's needs
- (5) the vendor's past relationship with the College
- (6) the impact on the ability of the College to comply with laws and rules relating to the procurement of goods and services from persons with disabilities
- (7) the total long-term cost to the College of acquiring the vendor's goods or services
- (8) the use of material in construction or repair to real property that is not proprietary to a single vendor unless the College provides written justification in the request for bids for use of the unique material specified.
- (9) any additional factors approved by the Executive Director of Procurement Operations and documented in the procurement file

The state auditor may audit purchases of goods or services by the College or by a component of an institution of higher education that purchases goods and services.

When addressing these considerations, the College will match them to its strategic plan and its institutional values. Typically, the College will consult with their stakeholders when identifying top level organizational values. Those values shape formation of standard guidelines for documenting the decision making and justification process and inform procurement's choice of information to gather and the selection criteria to use for specific procurements or categories of procurement.

### **4. Professional Services**

This guideline does not apply to professional services as defined by Texas Government Code §2254.002. Such services shall be procured in accordance with Subchapter A, Chapter 2254, Government Code based on most qualified.

In any contract for the acquisition of goods and services to which the College is a party, a provision required by applicable law to be included in the contract is considered to be a part of the executed contract without regard to:

- whether the provision appears on the face of the contract; or
- whether the contract includes any provision to the contrary.

All contracts shall include provisions required by applicable law, which are deemed incorporated by reference regardless of whether explicitly stated in the contract