



Mission



The Office of Business Opportunity is committed to creating a competitive and diverse business environment in the City of Houston by promoting the growth and success of local small businesses, with special emphasis on historically underutilized groups by ensuring their meaningful participation in the government procurement process.



What's Covered



- Supplier Registration
- Certification
- Hire Houston First
- City of Houston Contract Goals
- OBO Solution Center



Steps to Becoming a Supplier



1. Create a web account
2. Complete and submit an online vendor registration form
3. Fax your W-9 to the Vendor Assistance Desk,
832.393.8761 or email to spdwebmaster@houstontx.gov
– Supplier Registration Office 832-393-8800



Strategic Purchasing Division



> Strategic Procurement Division

WARNING: It was recently reported that a fraudulent purchase order (PO) representing City of Houston was sent to some of our vendors. We would like to raise your awareness on this issue and ask you to please be alerted if you receive a PO from City of Houston which seems abnormal. Read [here](#) for more information.

Welcome to the City of Houston's Strategic Procurement Website. The complete online resource dedicated to doing business with the City of Houston. **Strategic Procurement** is the primary organization within the City authorized to issue bid invitations and request for proposals, process and release purchase orders and administer term contracts. **Our Mission** is to manage, facilitate and provide the highest quality, value-added procurement services that exceed the needs and expectations of our customers.

CITY OF HOUSTON STRATEGIC PROCUREMENT DIVISION

Please make a selection from the menu below

Guide to Doing Business with the City & FAQs	New Users Creat New Acct. User Name / PW	Existing User Register, Log In, or Search
Supplier Resources and Procurement	All About Formal Bids and RFPs	Search Bids, RFPs, Tabs, Pre-Bid Schedules
Forms Business, Pay or Play, Hiring, Etc.	Office of Business Opportunity	Strategic Procurement Buyer Groups
Purchasing Terms and Conditions	City of Houston Procurement Manual	State of Texas Bid Law

CONTACT US

Finance Department
Strategic Procurement Division
City Hall Building
901 Bagby St. Concourse Level
Houston, TX 77002

Email: spdwebmaster@houstontx.gov

STRATEGIC PROCUREMENT LINKS

[SPD Home Page](#)

[Existing Suppliers Login](#)

[FY16 Procurement Plan \(.pdf\)](#)

[NIGP Code Search](#)

[Overview of Bid and RFP Processes](#)

[Records Management](#)

[Chief Procurement Officer](#)



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Benefits of Becoming a Supplier



- Identifies you as a potential bidder;
- Captures contact information about your business
- Identifies your company with required products and/or services.
- Over \$1.5 Billion
 - (Dollars awarded to Suppliers in FY2015)



Types of Certifications



- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Small Business Enterprise (SBE)
- Persons with Disabilities Business Enterprise (PDBE)
- Disadvantaged Business Enterprise (DBE)
- Airport Concession Disadvantaged Business Enterprise (ACDBE)



Benefits of Certification



- Listing in the City's Online Directory of Certified Vendors
- Access to workshops, seminars, and our quarterly newsletter
- Bidding opportunities on goal oriented City contracts
- Specialized business development
- Over \$288 Million
 - (Dollars awarded to certified firms in FY2015)



Citywide Program Goals



Construction – 34 % MBE, WBE, SBE

Purchasing - 11% MBE, WBE

Professional Services - 24% MBE, WBE

Persons with Disabilities – 1% PDBE

“Good Faith Efforts”

Those efforts required to be made and demonstrated by an apparently successful bidder or proposer prior to award of a contract and at the conclusion of performance of the contract in the event it has been unsuccessful in meeting the contract MWSBE goal.



Advantages of Certification

Our certification is accepted by:



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Hire Houston First



- Purchases of Personal Property (Goods): Awarded to local business within 3% of lowest bid received if contract value is \$100,000 or greater
Within 5% of lowest bid received if contract value is under \$100,000
- Purchases of Services*: Within 3% of the lowest bid if contract value is \$100,000 or greater
Within 5% of the lowest bid if contract value is under \$100,000
- Purchases Under \$50,000: No more than 5% greater than the lowest bid



OBO Solution Center



- Resource Center
- Assists companies with navigating the City's licensing and permitting process
- Provides business development, networking activities, and access to various contracting opportunities
- Collaborates with partners such as banks, educational institutions, local chambers, government agencies, and trade organizations



Important Websites



- Super Bowl LI Opportunities (Supplier Registration)
 - www.housuperbowl.com
- Office of Business Opportunity (Certification, HHF, Directory, OBO Solution Center)
 - www.houstontx.gov/obo
- Strategic Purchasing Division (Supplier Registration, Solicitations, Pre-Bids)
 - <http://purchasing.houstontx.gov>



Thank You.



EDUCATE. CONNECT. GROW.

