



May 19, 2011

## **PROCUREMENT GUIDELINES**

### **PROCUREMENT OPERATIONS HOUSTON COMMUNITY COLLEGE SYSTEM**

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

#### **No. 6**

Subject:           **Evaluation Committees: Appointment and Performance of  
Evaluation Committee Members including “Substitute” and  
“Alternate” Members**

As internal guidelines and supplemental guidance under Article 5.3.3.9 of the Houston Community College (HCC) Procurement Procedures Manual, “Proposal Evaluation,” this Guideline shall govern the process for appointment and performance of Evaluation Committee members. The Procurement Operations Department consists of Procurement and Contract Administration, and is responsible for the procurement of all goods and services for the entire Houston Community College System. This Procurement Guideline is supplemental to all Texas State Statutes and Houston Community College resolutions and policies governing the use and performance of Evaluation Committees.

As provided for in Section 5.3.3.9. Proposal Evaluation, of the Procurement Operations Manual, Procurement Operations will be responsible for convening an evaluation team composed of three (3), five (5) or seven (7) voting representatives. At no time shall a majority of the Evaluation Committee report to the same Vice Chancellor or President. As deemed in the best interest of HCC, none voting subject matter - Technical Advisors can be appointed to provide technical interpretation of the proposal to the Evaluation Committee, provided said Technical Advisors are vetted and approved by the Chief Procurement Officer prior to any participation. Such Technical Advisors are not subject to the voting rules described above as they are non-voting participants who represent very specific subject matter expertise in a particular discipline and are only used for purposes

of supplementing the technical knowledge and skill-set of the voting Evaluation Committee. A representative of the Procurement Operations Department will be present to coordinate the evaluation and discussion of proposals while guiding the Evaluation Committee thru the procurement process. The Evaluation Committee shall always seek to award to the proposers offering the best value to HCC in accordance with the evaluation criteria as listed in the published solicitation and in accordance with Texas Education Code, Section 44.031(b). The Evaluation Committee shall conduct evaluations of all responsive proposals in an ethical and fair manner.

The purpose of this guideline is to document the process and rules governing the appointment and performance of Evaluation Committees including the use of “Substitute” and “Alternate” members.

I. The underlying purpose for “substitute” and “alternate” members is to promote the continuity and reliability of an Evaluation Committee’s performance while also allowing a reasonable measure of operating flexibility.

II. A “substitute” is a permanent replacement of an appointed member of an Evaluation Committee due to unavailability or any other cause determined by the Executive Director Procurement Operations who functions as the Chief Procurement Officer (CPO). Substitutions shall be made in writing by the CPO, normally upon the recommendation of the Procurement Officer responsible for the solicitation, and may not take place any time after the first meeting of the Evaluation Committee in which discussion occurs concerning the content or merit of one or more opened proposals.

III. An “alternate” is a potential member of an Evaluation Committee as set forth below:

- A. “Alternates” shall be identified in writing by the CPO before the first meeting of the Evaluation Committee in which discussion occurs concerning the content or merit of one or more opened proposals. An “alternate” shall be recommended to the CPO by the Procurement Officer responsible for the solicitation, upon nomination by an appointed member of the Evaluation Committee to the Procurement Officer.
- B. “Alternates” are not required for Evaluation Committees.
- C. An “alternate” shall be specifically associated with the appointed member of the Evaluation Committee that nominated him or her, and shall report to the same Vice Chancellor or President as that appointed member. The Chief Procurement Officer may, however, on a case-to-case basis, approve the recommendation of an “alternate” member that does not report to the same Vice Chancellor or President as the appointed member, provided that at no time shall a majority of all Selection Committee members report to the same Vice Chancellor or President.
- D. An “alternate” will attend all meetings of the Evaluation Committee and shall lose his or her “alternate” status when absent from more than one meeting. If five meetings of the Evaluation Committee have already taken place, then the permissible number of absences shall increase from one to two, and so on.

- E. The “alternate” associated with an appointed member shall serve as a voting member of the Evaluation Committee for a particular meeting when the appointed member is absent.
- F. When an appointed member fails to appear a second time for a meeting of the Evaluation Committee, the “alternate” associated with that appointed member shall immediately and permanently replace the appointed member as a voting member of the Evaluation Committee for the remainder of the selection process, and shall perform as if he or she had been an original “appointed” member, and the absent appointed member shall no longer serve as a member of the Evaluation Committee. If five meetings of the Evaluation Committee have already taken place, then the permissible number of absences shall increase from one to two.
- G. In the event there is no “alternate” member associated with an appointed member and either “E” or “F”, above, occur, then another “alternate” member shall serve but only if he or she reports to the same Vice Chancellor or President as the absent appointed member or, failing that, any other “alternate” shall serve provided that at no time shall the majority of all Selection Committee members report to the same Vice Chancellor or President.

#### IV. Related Features

- A. Except for product demonstrations, site visits or equivalent, an appointed member of an Evaluation Committee that participates in a meeting of the Evaluation Committee by way of teleconference and performs all the functions of a member during the meeting shall be considered present for the meeting.
- B. All the appointed members of an Evaluation Committee are required to attend all meetings of the Evaluation Committee, but may not be required to attend when the Chief Procurement Officer has authorized in writing either a subcommittee of the Selection Committee to act for the entire Selection Committee and/or has appointed such other committee or qualified staff to assist or conduct the work of the Evaluation Committee including negotiation of contract terms, conditions and prices during the competitive procurement process (Section 5.3.2.8 of the Procurement Operations Manual).
- C. The Chief Procurement Officer may allow an Evaluation Committee to operate with a reduced number of voting members, but only when specifically approved in advance and in writing by the Chief Procurement Officer.