

H-GAC is the regional organization through which local governments consider issues and cooperate in solving area wide problems. Through H-GAC, local governments also initiate efforts in anticipating and preventing problems, thus saving public funds. The 13-county H-GAC service region is growing, becoming more diverse, and constantly changing. In order to address the needs of citizens and businesses, local governments are providing leadership to guide regional development wisely and manage change constructively.

Councils of Governments (COGs) are political subdivisions of the State of Texas. A COG may purchase goods or a service only if the COG complies with the same provisions for purchasing goods or a service that are equivalent to the provisions, including Chapter 252, Local Government Code and Chapter 2254, Texas Government Code, applying to a local government. COGs must also comply overall with OMB Uniform Grant Guidance Super Circular 2 CFR 200, and the Texas Uniform Grant and Contract Management Standards and other applicable federal requirements when procurement involves the expenditure of federal funds.

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### **Procurement Process**

Although oversight of the purchasing process is centralized, procurement happens at varied levels within H-GAC and it is recognized that in order for the day to day business operations of the agency to flow continually, there are times when it may be necessary to decentralize the procurement process. In these instances, procurement authority can be delegated to the various departments within H-GAC as determined by the Procurement Committee. All personnel with delegated purchasing authority shall be responsible for using that authority in conformance with the Houston Galveston Area Council procurement policies and procedures.

All contracts exceeding \$50,000 in value are submitted to the competitive sealed bid/proposal review process per applicable code. Potential contractors who are interested in responding to open procurement solicitations are asked to visit our website <http://www.h-gac.com/procurement> to view open opportunities.

For the purchases of goods or services between \$3,500 and \$50,000, the Purchasing Program relies on quotations from multiple contractors prior to awarding a contract or purchase order.

### **Cooperative Purchasing Alliances**

H-GAC utilizes the following cooperatives including, but not limited to, the following:

- State of Texas (TXMAS/SmartBuy)
- GSA (General Services Administration)
- Choice Partners
- DIR -Texas Department of Information Resources
- HGACBuy – Houston-Galveston Area Council of Governments Purchasing Cooperative
- National IPA
- PACE
- U.S. Communities Government Purchasing Alliance

The Houston-Galveston Area Council may give preference to the use of cooperative or state contracts where goods and services can be purchased at competitive prices. This is done to reduce administrative costs.

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### **Board Meetings**

All requests for contracts based on bids or proposals are presented to the Board of Directors prior to the issuance of a contract by the Purchasing Program. Meetings of the Board of Directors are normally held on the third Tuesday of each month. Those interested in attending these meetings should visit <http://www.h-gac.com/board-of-directors/default.aspx> to verify the place and time of a specific meeting.