



March 8, 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. 5**

**Subject: Vendor Name Change**

As internal guidelines and supplemental guidance under the Houston Community College Procurement Procedures Manual, this Guideline shall govern the process in the Procurement Operations Department for the evaluation and approval of requests for vendor name change. This applies to requests for name change under any circumstances at any time after a contract award and for the duration of contract performance. Vendor name change is not permissible and shall not be approved prior to a contract award and, therefore, does not apply to bids, quotes or proposals prior to contract award.

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 sole source procurements.

#### Process:

1. Any request for a change of name must be presented in writing by the existing vendor to the Director, Procurement Operations Department.
2. The request must include: (a) a letter from the existing vendor citing the reason(s) for the request for name change signed by an authorized representative of the Board of Directors, or owner, or equivalent of the existing vendor and agreeing unconditionally to

the assignment or transfer of all of its rights under the existing contract to the firm or individual bearing the requested vendor name for the duration of the contract; and (b) a letter signed by an authorized representative of the Board of Directors, or owner, or equivalent, of the firm in whose name the change is requested consenting to the requested name change and agreeing unconditionally to all terms and conditions of the existing contract and agreeing unconditionally to assume all rights, duties and liabilities under the existing contract for the duration of the contract.

3. The Director, Procurement Operations Department, shall consult the General Counsel's Office for advice and a determination of legal sufficiency.

4. Houston Community College (HCC) is under no obligation to approve a request for vendor name change, and shall do so only in the best interests of the HCC.

5. When the Director, Procurement Operations Department, obtains a written determination of legal sufficiency from the General Counsel's Office, and believes the vendor name change to be in the best interests of HCC, the Director shall make a written recommendation to the Executive Director & Chief Procurement Officer. The Chief Procurement Officer is the approving authority for all vendor name change requests.