



Responsible Office: Procurement Operations
Administering Official: Executive Director, Procurement Operations
Revision Date: May 20, 2026
Applicable Policy: Procurement Guideline No.4 - Signature Authority

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

Procurement Operations Guidelines for Signature Authority

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 (HCC). This guideline supplements applicable Texas state laws, HCC policies, and resolutions, including those governing sole-source procurements.

GUIDELINES

As internal guidelines and supplemental guidance under Article 3.5 of the Houston City College Procurement Procedures Manual, "Process for Certain Dollar Thresholds," this Guideline shall govern the process for which contract awards, execution, modification and cancellations are to be conducted. 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 City College System. This Procurement Guideline is supplemental to all Texas State Statutes and Houston City College resolutions and policies governing dollar thresholds and contract awards, including Article 3, Purchase Requisition Processing of the Procurement Operations Procedures Manual.

Purpose

The purpose of this guideline is to illustrate the delegated levels of authority for purposes of approval and execution of Competitive procurement notices of recommended awards, purchase orders, contract awards, contract modifications (extensions or renewals), and Sole Source procurement contract awards, modifications and renewals. In accordance with the Procurement Operations Manual, the Executive Director who functions as the Chief Procurement Officer is responsible for ensuring that procurements are completed in accordance with the Laws of the State of Texas.

Goal

The goal of this Guideline is to define the contract award authority as aligned to the procurement process. Additionally, the level of delegation as described herein, will allow for the expeditious processing and award of procurements items that meet the requirements of the Laws of the State of Texas. Thus, reducing the time needed to deliver a final Purchase Order to the many User Departments and Colleges which Procurement serves. In turn, this improvement in the procurement process time will allow for quicker delivery of goods and services which directly benefit operations and classroom instruction.

1. Contract Award

- a) Board of Trustees. The Board of Trustees shall award:
 - i. All contracts of \$100,000 or more;
 - ii. All contracts subject to Section 3.8.5 (Sole Source) of \$100,000 or more, shall require a finding that the waiver of competitive bidding is in the best interests of HCC;
 - iii. Cooperative contracts greater than \$500,000; and
 - iv. Job Order Contracts greater than \$500,000.

- b) Chancellor or Designee. Except as otherwise provided in Subsection .a of this Section, the Chancellor or Designee may award
 - i. Any contract or purchase order less than \$100,000;
 - ii. Any contract subject to Section 3.8.5 (Sole Source) less than \$100,000;
 - iii. Cooperative contracts up to \$500,000; and
 - iv. Job Order Contracts up to \$500,000.

- c) Executive Director & Chief Procurement Officer. Except as otherwise provided in Subsection .a and .b of this Section, the Executive Director & Chief Procurement Officer may award
 - i. Any contract or purchase order less than \$25,000; and
 - ii. Any contract subject to Section 3.8.5 (Sole Source) less than \$25,000.

- d) Dollar Thresholds. For purposes of this Section, the dollar thresholds for approval shall be based upon the total length of the proposed contract, excluding any optional renewal periods.

- e) Authority Matrix. For purposes of illustration an authority matrix with corresponding contract award authority is noted below:

Competitive Award	Dollar Threshold	Contract Award Authority
	<\$25,000	Executive Director & Chief Procurement Officer
	≥\$25,000 to <\$100,000	Chancellor or Designee
	≥\$100,000	Board of Trustees
Sole Source Award*	Dollar Threshold	Contract Award Authority
	<\$25,000	Executive Director & Chief Procurement Officer
	≥\$25,000 to <100,000	Chancellor or Designee
	≥\$100,000	Board of Trustees
Cooperative Contracts	Dollar Threshold	Contract Award Authority
	<\$25,000	Executive Director & Chief Procurement Officer
	≥\$25,000 to <\$500,000	Chancellor or Designee
	≥\$500,000	Board of Trustees
Job Order Contracts	Dollar Threshold	Contract Award Authority
	<\$25,000	Executive Director & Chief Procurement Officer
	≥\$25,000 to <\$500,000	Chancellor or Designee
	≥\$500,000	Board of Trustees

* Requesting department will be required to complete the Sole Source Justification. The requesting department must also complete the Employee Conflict of Interest Certificate, and the vendor will be required to complete the Vendor Conflict of interest Certificate. If the request for Sole Source is determined to be in the best interests of HCC, only then will Procurement be allowed to begin to work with the recommended vendor on completing a proper contract.

2. Contract Execution

- a) Board Approval The Chancellor or Designee shall execute, on behalf of the Board, all contracts,

contract renewals, change orders, contract modifications and other documents which the Procurement Procedures Manual requires the Board of Trustees to approve.

- b) Executive Director & Chief Procurement Officer The Chancellor may authorize the Executive Director of Procurement Operations to execute, on behalf of the Board, all contracts, contract modifications and other documents which the Procurement Procedures Manual authorizes the Executive Director to approve.
- c) Legal Review All Contracts shall be approved as to legal form and sufficiency by of the Office of General Counsel in accordance with HCC Policy.

3. Modification.

- a) Contract modifications to increase the contract value will be completed in accordance with Section I, or as otherwise defined in the Action Item as approved by the Board of Trustees.
- b) Contract modifications to decrease the contract value will be approved by the Executive Director & Chief Procurement Officer.

4. Contract Cancellation.

- a) The Executive Director & Chief Procurement Officer may, after consulting with the General Counsel's Office for legal sufficiency, and subject to the provisions of Section 3.8.1.11 (Contract Cancellation), terminate a contract for convenience or default in accordance with the terms of the contract. The Executive Director & Chief Procurement Officer shall issue a written determination stating the reasons for the termination.

5. Notice of Advertisement.

- a) The Executive Director & Chief Procurement Officer shall have the authority to issue formal and informal notices of advertisement either in print form or via electronic media, including but not limited to the HCC Procurement Operations website or such other website for similar purposes as deemed in the best interests of HCC.

6. Appointment of Evaluation Committee.

- a) The Executive Director & Chief Procurement Officer shall have the authority to appoint members to an evaluation committee for purposes of the evaluation of competitive solicitations.

7. Vendor Name Change.

- a) The Executive Director & Chief Procurement Officer shall have the authority to process vendor name changes provided proper documentation and evidence of same is demonstrated by the requesting vendor. Such instruments of evidence to demonstrate a vendor name change shall include, but not be limited to formal notice on company letter head from the requesting and original vendor, articles of incorporation, business license, Securities and Exchange filing, etc.

8. Purchasing Card.

- a) The Executive Director & Chief Procurement Officer shall have the authority to assign and withdraw access and spending authority for the assignment and use of the P-Card.

9. PeopleSoft Procurement Module.

- a)** The Executive Director & Chief Procurement Officer shall have the authority to assign and withdraw access to the various access levels within the Procurement module of PeopleSoft.