



Responsible Office: Procurement Operations

Administering Official: Executive Director, Procurement Operations

Revision Date: May 20, 2026

Applicable Policy: Procurement Guidelines No.7 - Vendor Management: Name Changes, Record Updates, and New Vendor Requests

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

Procurement Operations Guidelines for Vendor Management: Name Changes, Record Updates, and New Vendor Requests

PURPOSE AND SCOPE

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 vendor management.

GUIDELINES

This Guideline establishes procedures for:

1. Vendor name changes involving vendors with existing awarded contracts; and
2. Vendor record updates, supplier reactivations, and new vendor requests for vendors that do not have an existing contract with Houston City College (HCC).

The procedures for vendor name changes under existing contracts are separate and distinct from the procedures governing vendor record updates and new vendor requests.

PROCESS I – Vendor Name Change Requests for Existing Contracted Vendors

This process applies to requests for vendor name changes under any circumstances at any time after a contract award and for the duration of contract performance. Vendor name changes are not permissible and shall not be approved prior to contract award and, therefore, do not apply to bids, quotes, proposals, or other solicitations prior to contract award.

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 City 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.

PROCESS II – Vendor Record Updates, Supplier Reactivations, and New Vendor Requests

This process applies to vendors without an existing contract with HCC that request a vendor record update, supplier reactivation, vendor name update within the supplier database, or the creation of a new vendor record in PeopleSoft.

To request a new vendor, a vendor name change or update to an existing vendor record, vendors must:

1. Submit a Formal Request:

- Send a written request to the HCC Supplier Support Mailbox. (hcc.suppliersupport@hccs.edu)

2. Choose One of the Following:

- Register in the [Euna procurement portal](#) (formerly HCC Bonfire Portal) FREE registration is encouraged for all vendors to receive bid notifications,

OR

- Complete the HCC Supplier Form (paper submission).

3. Submit Mandatory Supporting Documents:

In addition to the HCC Supplier Form or Euna Portal registration, vendors must provide:

- Current IRS W-9 Form
- Completed HCC Conflict of Interest Form
- Direct Deposit Form (if applicable)
- Small Business Certifications (if applicable)

These documents are required to either update existing vendor information or to create a new PeopleSoft Vendor Number.

4. Approval Requirements:

- All new vendor requests must include either:
 - An approved Direct Pay Request, or
 - An approved Requisition Number
- To reactivate a supplier in PeopleSoft, an approved Requisition Number is required.