



HHS Circular C-037

Procurement Roles and Responsibilities

Purpose

To define and clarify the roles and responsibilities for the various activities required to complete an HHS purchase through Enterprise Contract and Procurement Services (ECPS).

Directive

The following matrix identifies the necessary activities for processing a procurement through ECPS. Each activity denotes the primary responsible entity, along with any joint/shared responsibility or supporting role. The identified entities will assume the responsibilities as outlined in the matrix.

Legend:			
P = primary/lead responsibility			
J = joint/shared responsibility			
S = support responsibility			
Activity	ECPS	Agency/Program	Legal
Identification of need	-	P	-
Determination of appropriate procurement method	P	S	S
Develop procurement timeline	P	S	S
Develop statement of work	S	P	S
Develop evaluation criteria	J	P	S
Draft solicitation document	P	S	S
{ If >\$100,000 consult with HUB coordinator }	P	S	S
Program/agency approval of RFP	S	P	S
Coordinate external reviews	P	J	S
Solicitation advertising/vendor conference	P	S	S
Identification of the evaluation team	S	P	S
Receive, secure, and then open solicitations	P	-	-
Coordinates vendor evaluations, presentations, and negotiations	P	S	S



Legend:

P = primary/lead responsibility

J = joint/shared responsibility

S = support responsibility

Activity	ECPS	Agency/Program	Legal
Prepares final award recommendation	P	S	S
Approves award recommendation	J	J	J
Submits award recommendation to the Executive Commissioner	P	J	S
Prepares P.O./coordinated contract	P	S	S
Debrief qualified vendors not selected	P	S	S
Assignment of contract manager	S	P	S
Maintain procurement contract administration file	P	S	S
Proposes amendment or renewal	S	P	S
If amendment/renewal allowable, develops necessary documentation and completes processes	P	J	S

Inquiries

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