

AGENDA

HOUSTON FIRST CORPORATION

PROCUREMENT COMMITTEE
JULY 19, 2018 - 1:00 P.M.
Partnership Tower, 701 Avenida de las Americas, Ste. 200
Houston, Texas 77010
HFC BOARD ROOM

COMMITTEE MEMBERS:

Gerald Womack, (Chair), Ryan Martin, (Vice-Chair), Elizabeth Brock, Chris Miller, David Minchberg, John Moore, Jay Zeidman

In accordance with the Texas Open Meetings Act, this Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the Houston City Hall building, located at 901 Bagby. The Agenda is also available online at <https://www.houstonfirst.com>.

To reserve time to appear, come to the meeting at least ten minutes prior to the scheduled public session shown on the Agenda.

Any questions regarding this Agenda, or requests for special needs assistance, should be directed to Lisa K. Hargrove, General Counsel at either 713.853.8965 or Lisa.Hargrove@houstonfirst.com

- I. **Call to Order**
- II. **Public Comments**
- III. **Review and Approval of Minutes – May 3, 2018**
- IV. **Presentations, Reports and Updates**
 - 2018 2nd Quarter Diversity Report
- V. **Committee Business**
 - A. Consideration and possible recommendation of a Procurement Manual for Houston First Corporation.
- VI. **Adjournment**

III. Minutes – May 3, 2018

MINUTES

HOUSTON FIRST CORPORATION

**PROCUREMENT COMMITTEE MEETING
MAY 3, 2018 – 11:00 A.M.
Partnership Tower, 701 Avenida de las Americas, Ste. 200
Houston, Texas 77010
HFC BOARD ROOM**

The Procurement Committee of Houston First Corporation (the "Corporation" or "HFC"), a Texas local corporation created and organized by the City of Houston as a local government corporation pursuant to TEX. TRANSP. CODE ANN. §431.101 et seq. and TEX LOC. GOV'T. CODE ANN. §394.001 et seq., held a meeting at Partnership Tower, 701 Avenida de las Americas, Houston, Harris County, Texas, 77010, on Thursday, May 3, 2018, commencing at 11:00 a.m.

Written notice of the meeting including the date, hour, place and agenda for the meeting was posted in accordance with the Texas Open Meetings Act.

The following Committee members participated in the meeting: Gerald Womack, (Chair), Ryan Martin, (Vice-Chair), Elizabeth Brock, John Moore, and Jay Zeidman.

The Chairman of the Committee called the meeting to order at 11:08 a.m. and a quorum was established.

1. **Public Comments.** None.

2. **Presentations and Reports.**

A. Process for Drafting Procurement Manual. Gene Locke explained the process of drafting a Procurement Manual for Houston First Corporation.

B. Draft Outline for a Houston First Corporation Procurement Manual. Gene Locke presented a detailed draft outline for the Houston First Corporation Procurement Manual. Following the presentation, Gene further explained that he will prepare a "first draft" for the next Committee meeting, then the Committee would make recommendations for the Board to approve.

3. **Committee Business.**

A. Consideration and possible discussion on periodic Scheduled Staff Reporting to Procurement Committee on Status of Pending and Upcoming Procurements. The Committee discussed periodic reporting to the Committee as well as the status of pending and upcoming procurements. No action was taken regarding this item.

B. Consideration and possible recommendation of the Adoption of a Code of Conduct for Vendors. A draft of the Code of Conduct for Vendors was presented. It was suggested that a provision be placed in every solicitation to make it clear that a Proposer must comply with the Code of Conduct for Vendors and any failure to do so may result in termination of the agreement and possible sanctions. Following discussion on this item, a motion was made to amend the Code of Conduct for Vendors to include that certain provisions should apply to Houston First staff. The motion was approved as amended.

4. **Discussion.**

A. Procurement Committee Next Steps. The Procurement Committee decided on a deadline of July to review and recommend the Procurement Manual.

5. **Adjournment.** The meeting was adjourned at 12:10 p.m.