**HOUSTON FIRST CORPORATION**

**PROCUREMENT COMMITTEE**

**MAY 3, 2018 – 11:00 A.M.**

**PARTNERSHIP TOWER, 701 AVENIDA DE LAS AMERICAS**

**2ND FLOOR BOARDROOM**

1. Call to Order
2. Public Comments
3. Presentation/Discussion
   1. Process for Drafting Procurement Manual
   2. Draft Outline for a Houston First Corporation Procurement Manual
4. Committee Business
   1. Consideration and possible discussion on periodic scheduled staff reporting to Procurement Committee on Status of Pending and Upcoming Procurements.
   2. Consideration and possible recommendation of the adoption of a Code of Conduct for Vendors.
5. Discussion
   1. Procurement Committee Next Steps
6. Next meeting
7. Adjournment

***For special needs assistance, please contact Pamela Walko at 713.853.8089 prior to the scheduled meeting.***