

**PROCUREMENT POLICY
OF
HOUSTON FIRST CORPORATION**

It shall be the policy of Houston First Corporation to procure goods and services in an efficient and effective manner, exercising integrity and transparency, obtaining best value based on a competitive process and creating opportunities for participation. To fully pursue these goals, it is the policy of Houston First Corporation to adhere to the following policy mandates:

1. Houston First Corporation may utilize any and all procurement methods recognized by state law and permitted for governmental entities, including, but not limited to Chapter 252 and Chapter 271 of the Texas Local Government Code, Chapter 431 of the Texas Transportation Code, and Section 2254 and Section 2269 of the Texas Government Code.
2. In utilizing any procurement method, Houston First Corporation will seek the best value that results from an open and impartial process, while considering qualifications and competence.
3. Houston First Corporation will, at all times during any procurement process, adhere to the corporation's policy of non-discrimination, requiring that Houston First Corporation and its staff act in a manner to prohibit discrimination based on race, sex, religion, national or ethnic origin, sexual orientation, sexual identity, age or disability.
4. Houston First Corporation may utilize procurement methods that further enhance other policy goals of the corporation, including, but not limited to, small business participation, diversity in participation, and city preference considerations, so long as these policy goals and their implementation are in accordance with state and federal law.
5. Procurements by Houston First Corporation will be in adherence to City of Houston and State of Texas conflict of interest rules and laws (including Texas Local Government Code, Chapters 171 and 176) and the corporation's staff is affirmatively charged with the

responsibility to be aware of potential conflicts of interest related to Board members, staff or public officials.

6. Houston First Corporation's staff is required to monitor compliance with procurement rules and contractual mandates and utilize various procedures and actions so as to insure compliance, including, but not limited to, required vendor progress reporting, review of vendor performance data, audits, and periodic measurement of progress toward contract goals.
7. Nothing in this procurement policy creates, gives or recognizes a property interest or right of any kind for the bidder or proposer prior to the award of the contract by the Board and compliance with all statutory and legal requirements.
8. This procurement policy may be amended or expanded at the pleasure of the Board of Directors.