



Legislation Text

File #: 22-5769, **Version:** 1

Department: Purchasing

Department Head/Elected Official: DeWight Dopslauf

Regular or Supplemental RCA: Regular RCA

Type of Request: Purchase Order

Project ID (if applicable): N/A

Vendor/Entity Legal Name (if applicable): Citibank N.A.

MWDBE Contracted Goal (if applicable): N/A

MWDBE Current Participation (if applicable): N/A

Justification for 0% MWDBE Participation Goal: N/A - Goal not applicable to request

Request Summary (Agenda Caption):

Request for approval of a TxSmartBuy Term Contracts - State of Texas Cooperative Program purchase on the basis of only quote from Citibank N.A. at no cost to the county for purchase card services for Harris County for the period of September 27, 2022 - September 26, 2023.

Background and Discussion:

This is a request to approve the Award of Purchase Card Services to Citibank N.A. via the CO-OP; Texas Smart Buy. Purchase Card Services is designed to improve efficiency, timeliness and internal control in processing low dollar purchases from vendors

Expected Impact:

The Purchase Card Services will allow cardholders to purchase approved commodities, travel expenses and services directly from vendors and is intended to simplify the buying process. By utilizing the Purchase Card, you dramatically shorten the payment cycle from the traditional process that includes pricing inquiry, order placement, delivery of goods, invoice and voucher review.

Alternative Options:

The county would need to complete an RFP for the services.

Alignment with Goal(s):

- ☐ Justice and Safety
- ☐ Economic Opportunity
- ☐ Housing
- ☐ Public Health
- ☐ Transportation

- ☐ Flooding
☐ Environment
☒ Governance and Customer Service

Prior Court Action (if any): N/A

Date	Agenda Item #	Action Taken

Location: N/A

Address (if applicable): N/A

Precinct(s): Choose an item.

Fiscal and Personnel Summary			
Service Name			
	SFY 22	FY 23	Next 3 FYs
Incremental Expenditures (do NOT write values in thousands or millions)			
Labor Expenditures	\$	\$	\$
Non-Labor Expenditures	\$	\$	\$
Total Incremental Expenditures	\$	\$	\$
Funding Sources (do NOT write values in thousands or millions)			
Existing Budget			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Current Budget	\$	\$	\$
Additional Budget Requested			
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Choose an item.	\$	\$	\$
Total Additional Budget Requested	\$	\$	\$
Total Funding Sources	0.00\$	\$	\$
Personnel (Fill out section only if requesting new PCNs)			
Current Position Count for Service	-	-	-
Additional Positions Requested	-	-	-
Total Personnel	-	-	-

Anticipated Court Date: September 27, 2022

Anticipated Implementation Date (if different from Court date):

Emergency/Disaster Recovery Note: Not an emergency, disaster, or COVID-19 related item

Contact(s) name, title, department: Chris Kaminski, P-Card Manager, Purchasing

Attachments (if applicable): Letter