



Responsible Office: Procurement Operations
Administering Official: Executive Director, Procurement Operations
Effective Date: July 22, 2025
Applicable Policy: Procurement Guidelines 7 - Vendor Name Changes

Procurement Guidelines are issued by the Executive Director under Article 1 of the Houston City College Procurement Operations Procedures Manual.

Procurement Operations Guidelines for Supplier Support

PURPOSE AND SCOPE

The Procurement Operations Department, which includes Procurement and Contract Administration, is responsible for all procurement activities on behalf of the entire Houston City College System (HCC). This guideline supplements applicable Texas state laws, HCC policies, and resolutions, including those governing sole-source procurements.

GUIDELINES

As internal guidance under the Houston City College Procurement Procedures Manual, this guideline governs the process for evaluating and approving vendor name change requests after a contract has been awarded and during the contract term.

Note: Vendor name changes are not permitted prior to a contract award. This guideline does not apply to vendor names listed in bids, quotes, or proposals before contract execution.

Vendor Scope and Applicability:

- This guideline applies only after a contract has been awarded and remains in effect throughout the duration of the contract.
- It does not apply to vendor name changes prior to contract award, including those occurring during the bidding, quoting, or proposal stages.

HCC Process Overview:

Vendor Name Change or Record Update Process:

To request a vendor name, change or update to an existing vendor record, vendors must:

1. Submit a Formal Request:

- Send a **written request** to the **HCC Supplier Support Mailbox**. (hccs.suppliersupport.edu)

2. Choose One of the Following:

- **Register** in the **Euna Procurement Portal** (formerly HCC Bonfire Portal) **FREE registration** is encouraged for all vendors to receive bid notifications,

OR

- Complete the **HCC Supplier Form** (paper submission).

3. Submit Mandatory Supporting Documents:

In addition to the HCC Supplier Form or Euna Portal registration, vendors **must provide**:

- **Current IRS W-9 Form**
- **Completed HCC Conflict of Interest Form**
- **Direct Deposit Form** (if applicable)
- **Small Business Certifications** (if applicable)

These documents are **required** to either update existing vendor information or to **create a new PeopleSoft Vendor Number**.

4. Approval Requirements:

- All **new vendor requests** must include either:
 - An **approved Direct Pay Request, or**
 - An **approved Requisition Number**
- To **reactivate** a supplier in **PeopleSoft**, an **approved Requisition Number** is required.