



How to do Business with the North Texas Tollway Authority

**North Texas Tollway Authority
Procurement Division
5900 W. Plano Parkway
Plano, TX 75093
www.ntta.org**

Procurement Staff Contact Information

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Buyers for Legal, Finance, Audit, and Strategic & Innovative Solutions

Reggie Sanderfer	Senior Buyer	rsanderfer@ntta.org
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Buyers for Maintenance, and System Incident Management

Geri Osinaike	Senior Buyer	gosinaike@ntta.org
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Buyers for Project Delivery and Human Resources

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Buyers for IT, Customer Service, Communications and Public Affairs

Ryan Williams	Senior Buyer	rwilliams2@ntta.org
Sherry Watson	Buyer	swatson@ntta.org

For questions regarding Vendor Registration or Purchase Orders, please contact:

Thomas Mathew	Senior Purchase Order Specialist	tmathew@ntta.org
Rita Burchell	Purchase Order Specialist	rburchell@ntta.org

The Procurement Services Department is responsible for obtaining the goods and services required to operate and maintain the NTTA's roadway system and operations. The Procurement Services Staff is available to answer questions and assist with your inquiries during normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. In person visits should be scheduled in advance.



Methods of Procurement

- Informal Telephone Quotes
- Informal Written Quotes
- Request for Bid (RFB)
- Request for Proposal (RFP)
- Request for Qualifications (RFQ)
- Request for Competitive Sealed Proposals
- Sole Source Procurements
- Single Source Procurements
- Purchasing Cooperatives

Current opportunities (Bids/Proposals) may be found online at:

<http://www.ebidexchange.com/ntta>

Thresholds

- 0-\$10,000 purchases may be made on the basis of one quotation by NTTA Departments
- \$10,000 to \$50,000 purchases may be made via a minimum of three written quotations sourced by the NTTA Procurement Department.
- Any purchase of goods and services in the amount of \$50,000 or more is subject to the competitive bid process, unless specifically exempted by State Law; professional services in the amount of \$50,000 or more are subject to competitive bid process, unless exempted by State Law

REGISTER WITH THE NTTA at:

<http://www.ebidexchange.com/ntta>

- Subscribe to a particular commodity to be notified of an addendum, required meetings and related submission deadlines
- Automatically receive e-mails for NTTA bid opportunities matching your company's registered skill sets

Business Diversity Department

The NTTA is committed to business diversity and recognizes disadvantaged, minority, women- owned and small businesses certified by an accepted certification agency. The following certifying agencies will be recognized by the NTTA:

- North Central Texas Regional Certification Agency
- Approved entities of the Texas Unified Certification Program (DBE Program only)
- Women's Business Council – Southwest
- Dallas/Fort Worth Minority Supplier Development Council



For more information please visit <https://www.ntta.org/procurement/busdiv/Pages/default.aspx>.

Responses to Formal Procurements

Responses to formal procurements must be received in the Purchasing Division prior to the due date and time or they will be considered non-responsive. On the outermost envelope of the submittal, clearly state the name and number of the bid and mark Attention: Senior Director of Procurement Services.

Address for formal procurements:

North Texas Tollway Authority
5900 W Plano PKWY Plano, Texas 75093
Attention: Senior Director of Procurement Services
Project Number
Project Name

Tax Exemption

NTTA is exempt from Texas State or local sales and use taxes. If it is determined that the price quoted and recorded on any order or invoice rendered include any such taxes, vendors will be required to provide a revised invoice.

Invoicing and Payment Requirements

Please submit all invoices to:

North Texas Tollway Authority Attn: Accounts Payable
PO Box 260729
Plano, TX 75026

To avoid any delay in payment, always reference the Purchase Order Number on the invoice.

Payment Terms

Normal payment terms are Net 30 days. Any discount available for prompt payment should be noted on the invoice. Invoice with terms "Payment upon receipt" or "Payment upon completion" are paid same as net 30 days.

Procurement Ethics Policy Statement

The nature of the procurement function makes it critical that all players in the process remain independent, free of obligation or suspicion, and completely fair and impartial. Maintaining the integrity and credibility of a procurement program requires a clear set of guidelines, rules and responsibilities to



govern the behavior of procurement employees. The shadow of doubt can be as harmful as the conduct itself. It is with this in mind that the following code is set forth; a Code of Ethics created by the National Institute of Government Purchasing (NIGP). This document defines the ethical standards of conduct required of North Texas Tollway Authority Procurement Services.

NIGP Code of Ethics

- a) Members regard public service as a trust and support the professional principals of governmental purchasing.
- b) Members believe in the dignity of their office, the importance of the purchasing profession to their governmental agencies, and give first consideration and loyalty to their respective agencies.
- c) Members are always guided in their actions by integrity and honor to merit the respect and inspire the confidence of the agency and the public which they serve.
- d) Members accept full responsibility and accountability for their actions related to the purchase and supply functions.
- e) Members believe that character is the greatest asset in their profession and therefore will not accept gifts or other things of value from vendors, where the intent is to influence the purchaser.
- f) Members shall comply with all current laws and statutes pertaining to acceptance of gifts and gratuities.
- g) Members keep their governmental agency fully informed of purchasing issues and progress toward resolving such issues through appropriate channels by emphasizing the facts without personal aggrandizement.
- h) Members do not allow political considerations or other conflicting outside influences to enter their relationships with vendors or employees. Personnel administration is based upon a merit basis without regard to political, religious or racial considerations.
- i) Members shall not engage in unscrupulous practices and misrepresentations; recognizing that mutually profitable business relations are based upon honesty and fair dealings.
- j) Members will be courteous, considerate, prompt and businesslike with whom they deal, including their employers, employees, vendors, the media and the public.
- k) Members subscribe to and support the purpose and professional objections of the Association.
- l) Members shall endeavor to increase their knowledge of the profession through education, organizational memberships, and participation with professional associations where possible.



- m) Members shall strive to continually increase competition in vendor selection and shall endeavor to prevent any collusive activities among vendors.