



## **Vendor Welcome Letter**

Partners and Vendors,

Welcome to the North Texas Tollway Authority (NTTA) Procurement Services Department. Our team is dedicated to securing the goods and services essential for maintaining and operating NTTA's roadway system and supporting our daily operations.

We are committed to guiding you through our procurement processes and procedures with clarity and efficiency. Our staff is always available to answer your questions and provide assistance to ensure a smooth and successful experience.

At NTTA, we take pride in serving the public and our partners with integrity, fairness, and excellence in purchasing and contract compliance. Your collaboration is vital to our mission, and we look forward to building a strong and productive relationship with you.

Thank you for partnering with NTTA.

Sincerely,

Danielle Thompson, MBA, MCA  
Director, Procurement Services

## How to do Business with North Texas Tollway Authority

North Texas Tollway Authority

5900 W. Plano Parkway

Plano, TX 75093

[www.ntta.org](http://www.ntta.org)

### Procurement Services Staff Contact Information

- Director, Danielle Thompson, MBA, MCA [Dthompson@ntta.org](mailto:Dthompson@ntta.org)
- Manager, Maria Rangel, CPPO, CTCM, CPPM [Mariar@ntta.org](mailto:Mariar@ntta.org)
- Procurement Systems Analyst, Lana Simmons [Lsimmons2@ntta.org](mailto:Lsimmons2@ntta.org)
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- Sr. Procurement Specialist, Milad MuhammadQasim [Mmuhammadqasim@ntta.org](mailto:Mmuhammadqasim@ntta.org)
- Sr. Procurement Specialist, Terry Braziel [Tbraziel@ntta.org](mailto:Tbraziel@ntta.org)

### Procurement Thresholds

- \$0–\$9,999: Purchases may be made directly by NTTA Departments.
- \$10,000–\$49,999: Purchases require a minimum of three written quotations, obtained through the NTTA Procurement Department.
- \$50,000 and above: Purchases require formal procurement of goods and services through a competitive bidding process, unless specifically exempted by State law. This threshold includes professional services.

### Why Connect with NTTA?

- Access a variety of [procurement opportunities](#) through our NTTA Marketplace.
- Stay informed about bids, proposals, and important deadlines.
- Receive notifications tailored to your business by subscribing to relevant commodity codes.

### Get Started Today:

- **Register at:** [www.nttamarketplace.org](http://www.nttamarketplace.org)
- **Subscribe to commodity codes** that match your products or services.
- **Explore current opportunities:** [www.nttamarketplace.org/CurrentOpportunities](http://www.nttamarketplace.org/CurrentOpportunities)



For assistance or questions, please contact us at [bidpurchasing@ntta.org](mailto:bidpurchasing@ntta.org).

**Tax Exemption**

The North Texas Tollway Authority (NTTA) is exempt from Texas state and local sales and use taxes. If any quoted price or invoice includes such taxes, vendors will be required to submit a revised invoice.

**Invoicing and Payment**

Please send all invoices to:

North Texas Tollway Authority

Attn: Accounts Payable

P.O. Box 260729

Plano, TX 75026

To avoid delays in processing, always include the Purchase Order Number on your invoice.

**Payment Terms**

- Standard payment terms are Net 30 days.
- Any discounts for early payment should be clearly noted on the invoice.

We look forward to working with you and building a strong, successful partnership.