



**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**

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**Senior Procurement Specialists**

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Information Technology	Internal Audit
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Project Delivery	Maintenance
Administration	

The Procurement Services Department is responsible for obtaining the goods and services required to operate and maintain 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. Please schedule in-person visits in advance.



## Methods of Procurement

- Informal Written Quotes (RFQu)
- Request for Bid (RFB)
- Request for Proposal (RFP)
- Request for Qualifications (RFQ)
- Request for Competitive Sealed Proposals
- Purchasing Cooperatives (RFC)
- Exempt Procurements (RFE)

Current opportunities (Bids/Proposals) can be found online at <https://www.nttmarketplace.org/bs/>

## Thresholds

- **\$0-\$9,999:** purchases may be made by NTTA Departments
- **\$10,000 to \$49,999:** purchases are allowed upon securing a minimum of three written quotations sourced by NTTA Procurement Department.
- **\$50,000 and above:** requires formal procurement of goods and services, subject to the competitive bid process, unless specifically exempted by State law. This includes processional services.

## NTTA Marketplace

- Register at <https://www.nttmarketplace.org/bs/>
- Subscribe to commodity codes relevant to your business in order to be notified of postings, addendums, required meetings and related submittal deadlines.
- Automatically receive e-mails for NTTA bid opportunities matching your company's registered skill sets

## Business Diversity Department

NTTA is committed to business diversity and recognizes disadvantaged, minority, and women-owned business enterprises certified by an accepted certification agency. NTTA recognizes the following certifying agencies:

- 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

Submit responses to formal procurements no later than the date and time specified as the "Due Date". Submittals can be made electronically, in person, by mail, or by courier to the address listed in the solicitation. Follow the submittal instructions inside the solicitation document.

Address for formal procurements

North Texas Tollway Authority  
5900 W Plano Parkway Plano, Texas 75093  
Attention: Sr. Procurement Specialist (insert name)  
Project Number (insert) and Project Name (insert)



### **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. Please note on the invoice any discount available for prompt payment. NTTA pays invoices with terms "Payment upon receipt" or "Payment upon completion" 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**

- Members regard public service as a trust and support the professional principals of governmental purchasing.
- 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.
- 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 that they serve.
- Members accept full responsibility and accountability for their actions related to the purchase and supply functions.
- 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.
- Members shall comply with all current laws and statutes pertaining to acceptance of gifts and gratuities.
- 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.



- 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.
- Members shall not engage in unscrupulous practices and misrepresentations; recognizing that mutually profitable business relations are based upon honesty and fair dealings.
- Members will be courteous, considerate, prompt and businesslike with whom they deal, including their employers, employees, vendors, the media and the public.
- Members subscribe to and support the purpose and professional objections of the Association.
- Members shall endeavor to increase their knowledge of the profession through education, organizational memberships, and participation with professional associations where possible.
- Members shall strive to continually increase competition in vendor selection and shall endeavor to prevent any collusive activities among vendors.