

# Preliminary Meeting House Rules

1. Attendees will begin the meeting in listen-only mode.
2. There will be a Q&A session at the end of today's presentation.
3. If you have any questions during the presentation, you may submit your Questions through the WebEx chat feature and they will be addressed at the end of the presentation.
4. This session is being recorded and will be sent out to all registered attendees.



**PORT HOUSTON**  
THE INTERNATIONAL PORT OF TEXAS

# Port Houston Next Generation ERP Program – Phase II - Planning Pre-Proposal Meeting

Charles T. Thompson  
Chief Information Officer  
November 2020

# Mission, Vision and Values

## *Mission Statement*

To move the world and drive regional prosperity

## *Vision Statement*

America's distribution hub for the next generation

## *Core Values*

Respect || Excellence || Accountability || Diligence || You

# AGENDA

- Small Business Components – Small Business
- Procurement Components – Procurement
- Program History – Charles Thompson
- “Planning Phase” Key Outcomes – Charles Thompson
- Scope: Bid Item #1, Bid Item #2 & Bid Item #3 – Charles Thompson
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# Small Business

- Provide opportunities for local small businesses to participate in contracting and procurement at Port Houston with 35% overall SB goal.
- Outreach Activities
- Business-to-Business Connections
- Industry Specific Forums
- Training & Development Initiatives
  - Port University
  - Inter-Agency Mentor Protégé Program



# Small Business (Cont.d)

- Businesses must meet certain criteria and be certified with one of Port Houston's partner agencies
- Applies to all contracts over \$50,000
- Race-and gender-neutral program
- Restricted to local small businesses within the 8 counties surrounding Houston (Harris, Montgomery, Waller, Brazoria, Ft. Bend, Galveston, Chambers, Liberty)
- The size of the business must not exceed Code of Federal Regulations 49 CFR §26.67 or 13 CFR §124 for small business owners. Visit [www.sba.gov/size](http://www.sba.gov/size) for more information.
- Net worth of the owner must be less than \$1.32 million, excluding the owner's primary homestead and assets of the business.

# Small Business (Cont.d)



## Small Business Requirement:

- Target goal for this Project = 30%
- Evaluation criteria weight=10%

# Procurement

- No Contact Period-No communication between interested vendors and PHA staff during the active period
  - Technical questions should be submitted via BuySpeed
  - Proposal submittal questions should be submitted to:  
[procurement@porthouston.com](mailto:procurement@porthouston.com)
- Responses are due no later than 11 a.m. on 12/9/2020
- Proposals must be submitted electronically via email to:  
[procurementproposals@porthouston.com](mailto:procurementproposals@porthouston.com)
- Oral presentations (if applicable): 1/13/2021-1/14/2021
- Anticipated award date: 2/23/2021



# Procurement (Cont.d)

## Evaluation Criteria

The Port Commission will award the contract to the Respondent whose Response provides the best value in consideration of the evaluation factors set forth below.

Evaluation Criteria	Relative Weight %
Price	15
Respondent Firm Qualifications and Experience	38
Benefit to Port Houston	29
Overall Compliance	5
Small Business Participation (target goal=30%)	10
Local Business	3
<b>TOTAL</b>	<b>100</b>

# Procurement (Cont.d)

## Proposal Response Form: (Page 19 of solicitation)

- Page 2 of the Proposal Response Form – Required Attachments



### PORT OF HOUSTON AUTHORITY Proposal Response

NEXT GENERATION ENTERPRISE RESOURCE PLANNING (ERP) PROGRAM, PHASE 11: PLANNING  
For detailed instructions regarding the completion of this Proposal Response form and other related forms, or the submission, evaluation, or ranking of proposals or bids, see Instructions to Respondents.

If Respondent Company Business Entity is privately held, please list all equity owners and their contact information: <i>(If not enough room, list on separate sheet)</i>	Name	Address	Telephone

**Part C: Response Attachments**

Complete and attach the following required documents to the Proposal Response in the order listed below. All required attachments are due to be submitted as one package by the Response Due Date. Regardless of delivery method or circumstance, any Response received after the specified time and date will be returned to the Respondent unopened. Any Response submitted using forms other than those provided by PHA, when such forms are provided, or excluding any of the documentation requested, may be rejected by PHA.

Attach to Response	Attachment No.	Attachment Name <sup>[1]</sup>
✓	Attachment 01	Price Form, including Price Exhibit
✓	Attachment 02	Services Experience Form
✓	Attachment 03	Professional References Form
✓	Attachment 04	Background Information Form
✓	Attachment 05	Additional Response Submittals*
✓	Attachment 06	Disclosure of Former Port Authority Employees Form
✓	Attachment 07	Work Breakdown Form
✓	Attachment 08	Small Business Plan
✓	Attachment 09	Small Business Participation Letters of Intent
✓	Attachment 10	Small Business Participation Good Faith Effort
✓	Attachment 11	Safety Record Data Form
✓	Attachment 12	Conflict of Interest Questionnaire
☐	_____	Other Enter item or "n/a"

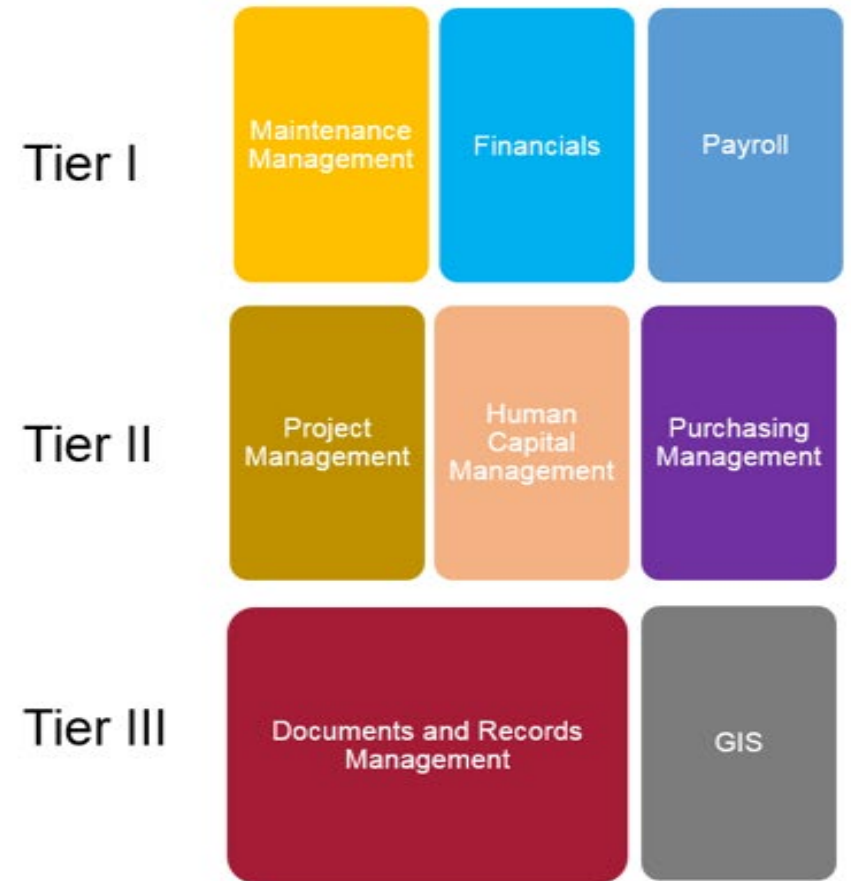
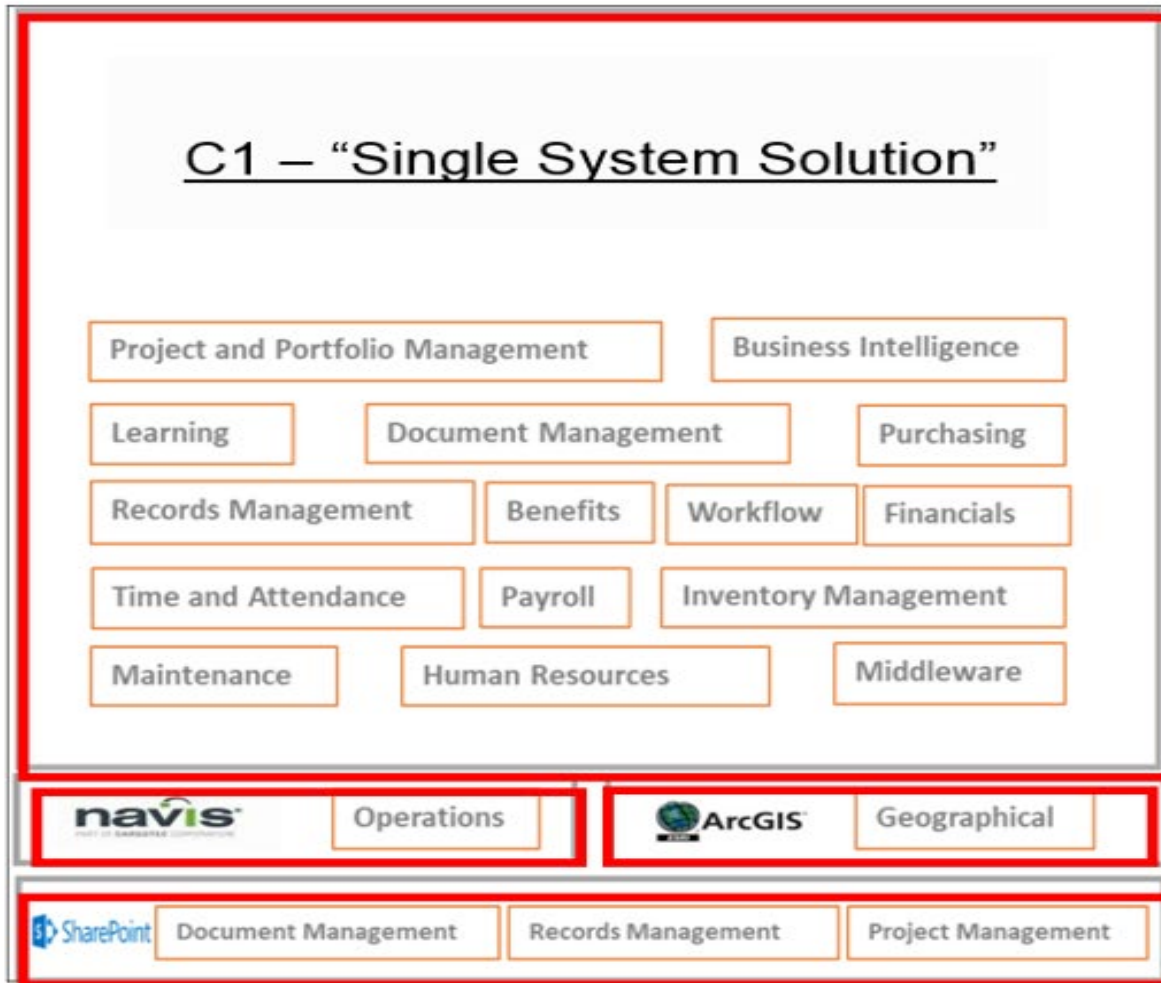
[1]: Except where noted otherwise by "\*", each attachment submitted must be on the Port of Houston Authority form included in the proposal documents.

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# Appendix C – Program History

## Single Platform Concept and Hierarchy of Port Authority Systems



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# “Planning Phase” Key Outcomes

1. Finalize system-agnostic **“TO-BE”** business processes for the Port Authority that reflect industry standards and best practices AND document any required deviations due to law or regulatory mandates.
2. Review the Port Authority’s functional requirements matrix (Appendix B) and align against **“TO-BE”** business processes.
3. Document usage scenarios/process storyboards that align with the **“TO-BE”** processes and provide real-world interaction examples.
4. Identify and analyze potential single platform solutions that meet the **“TO-BE”** business processes and requirements.
5. Draft plan/scope for a single system platform selection with implementation options.

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# Scope: Bid Item #1

- **Task #1** – Business Process Analysis – review, capture, revise and optimize PHA “**AS-IS**” and “**TO-BE**” business processes.
- **Task #2** - Requirements and Business Process Alignment - Review and Verify the Functional Requirements Matrix from Phase 1 as shown in Appendix B for changes in functionality, software usage, map to identified “**TO-BE**” processes.
- **Task #3** - Usage Scenarios/Process Storyboards – Document critical user interactions for all functional areas.
- **Task #4** - Single Platform Vendor Analysis – Review market available single system solutions and coordinate vendor demonstrations for best fit solutions for **TO-BE** business processes and PHA aligned requirements
- **Task #5** - Plan/Scope for Single System with Implementation Options – Generate a detailed business case and assist in drafting the scope section for single system (platform) selection with multiple implementation options.
- **Task #6** - Assurance Reviews - Prepare documentation and lead assurance reviews with Port Authority staff to validate proposed single platform solution options and business case.
- **Task #7** - Final Report and Presentation – Conduct a final presentation for the narrowed software options based on “**TO BE**” business processes and requirements. This could be conducted onsite at the Port Authority.



# Appendix B

## Functional Requirements Matrix

The table below shows an example of the functional requirements that were gathered during the initial phase of this effort.

Hierarchy	Criterion	Priority (0-10)	Mandatory (Y/blank)	Comments	Present System Support
1	<b>Maintenance Management</b>	10			M5
1.1	<b>Asset Definition</b>	10			M5
1.2	<b>Equipment History</b>	10			M5
1.3	<b>Preventive maintenance</b>	8			M5
1.3.1	<b>Standard Data</b>	10			M5
1.3.1.1	PM task definitions	10			
1.3.1.2	PM task times	10			
1.3.1.3	Corrective task times	10			
1.3.1.4	Safety checklists and tasks	10			
1.3.1.5	Reliability-centered maintenance conditions linked to tasks	10			
1.3.2	<b>Triggers</b>	10			M5
1.3.3	<b>Scheduling</b>	10			M5
1.3.4	<b>Routing</b>	10			M5
1.3.5	<b>Inspection &amp; Risk Assessment</b>	10			M5
1.4	<b>Reliability</b>	6			M5
1.5	<b>Work Order Management</b>	10			M5
1.6	<b>Vehicle Maintenance</b>	6			M5
1.7	<b>Mobile Phone</b>	6			
1.8	<b>Specialized Modules</b>	6			
1.9	<b>Inventory Management</b>	10			M5
1.10	<b>Barcode Technology</b>	6			

Attachment 13 provides the full functional requirements matrix.

# Scope: Bid Item #2

- A. OPTIONAL FOR STAFF AUGMENTATION** – *Provide a full-time equivalent business generalist resource for each of the three high-level areas listed below:*
- 3 – 5 hourly resources
  - To work directly for PHA; will not be the same as the successful proposer for Bid Item #1
- Enterprise Asset Management/Project Management/Real Estate (Maintenance, Work Order Management, Capital Assets, Asset Inventory, Inspections, Environmental, Safety, Permits, Licensing)
    - Estimated Windows for Resource: March – July 2021; **January – February 2022**
  - Finance (Accounting, Accounts Payable, Accounts Receivable, Financial Planning/Budgeting, Fixed Assets, Payroll, Procurement, Treasury)
    - Estimated Windows for Resource: May 2021 – September 2021; **January – February 2022**
  - People (Human Capital Management: HR, Benefits, Benefits Admin, Time Capture, Learning, Performance Management)
    - Estimated Windows for Resource: August – December 2021; **January – February 2022**

# Scope: Bid Item #3

- **OPTIONAL FOR PROJECT COORDINATOR (RESOURCE MANAGEMENT)** – *Provide a full-time equivalent resource for project coordination related to this Enterprise Resource Planning (ERP) planning initiative for the Contract Period (Hourly Rate).*
  - Work directly for PHA; will not be the same as the successful proposer for Bid Item #1
  - Assist with the coordination of resources for all meetings, follow-up and daily interaction with project team.

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