

Pre-Proposal Conference:

RFP-2488 Depository Banking Services

November 9, 2022

2:00 p.m.

PORT HOUSTON



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AGENDA

1. Pre-Proposal Conference House Rules
2. Introductions
3. Business Equity
4. Procurement Services
5. Selection Criteria
6. Project Scope
7. Questions



PRE-PROPOSAL CONFERENCE HOUSE RULES

- Attendees will begin the meeting in listen-only mode.
- There will be a Q&A session at the end of today's presentation.
- If you have any questions during the presentation, you may submit your Questions through the WebEx Q&A feature and they will be addressed at the end of the presentation.
- This presentation is being **recorded** and the recording will be posted on the BuySpeed homepage under "Pre-Bid/Proposal Conference Information."



PHA Personnel:

David DeLoach – Manager, Treasury

Yvette Camel-Smith – Director, Procurement

Dean Ainuddin – Procurement Contract Manager

Bianca Gutierrez – Contract Administrator

Brenda Ruiz – Manager Supplier Diversity, Business Equity



PORT COMMISSION



Ric Campo
Chairman of the Port Commission



Dean E. Corgey
Commissioner



Clyde Fitzgerald
Commissioner



Stephen H. DonCarlos
Commissioner



Roy D. Mease
Commissioner



Wendy Montoya Cloonan
Commissioner



Cheryl D. Creuzot
Commissioner



BUSINESS EQUITY



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BUSINESS EQUITY S/MWBE INITIATIVE

- Business Equity Division provides resources to small, minority- and woman-owned businesses (S/MWBE) seeking to participate in Port Houston procurements and contracts.
- Port Houston promotes business opportunities for all sectors of the community and recognizes the importance of vendor and supplier diversity in its contracts.
- Port Houston has established an organizational 35% Small Business participation goal and a 30% Minority- and Woman Business Enterprise (MWBE) aspirational goal.

35%

SBE participation
goal

30%

MWBE aspirational
goal



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BUSINESS ENTERPRISE DEFINITIONS

Small Business Enterprise (SBE)

- Gross revenues or number of employees, averaged over the past three years does not exceed the size standards defined by SBA.
- The net worth of the owner must be less than \$1.32 million, excluding the owner's primary residence and assets of the business.

Minority Business Enterprise (MBE)

- At least 51% Owned by one or more Minority Individuals, or at least 51% of the equity is Owned by one or more Minority Individuals.
- Both the management and daily business operations are carried out and controlled by one or more of the Minority Individuals who own it.

Woman-Owned Business Enterprise (WBE)-

- At least 51% Owned by one or more Women, or at least 51% of the equity is Owned by one or more Women
- Both the management and daily business operations are carried out and controlled by one or more of the Women who own it.



CERTIFYING PARTNERS

- City of Houston *
- Houston Minority Supplier Development Council
- METRO *
- National Minority Supplier Development Council & Affiliates
- Small Business Administration 8(a) *
- South Central Texas Regional Certification Agency – SCTRCA *
- Texas Comptroller of Public Accounts – HUB Certification
- Texas Department of Transportation – TxDOT *
- Women’s Business Enterprise Alliance
- Women’s Business Enterprise National Council & Affiliates – WBENC

* No fee to apply



PORT HOUSTON S/MWBE ENROLLMENT DIRECTORY

How do I identify Port Houston enrolled small, minority- and woman-owned businesses (S/MWBE)?

Search for businesses in 2 easy steps:

1. Visit <https://porthouston.smwbe.com> Under the section on the left labeled Small, Minority- and Woman-Owned Business Directory and Online Application select the blue button labeled, "Find a S/MWBE Firm".

2. You will need to complete at least one of the fields in the popup window titled, Port Houston S/MWBE Enrollment Directory and Search.

<https://porthouston.smwbe.com/Default.asp?>

PORT HOUSTON
THE INTERNATIONAL PORT OF TEXAS™

OUR MAIN SITE [CONTACTS AND SUPPORT](#)

PORT HOUSTON BUSINESS EQUITY COMPLIANCE SYSTEM

Log In

SMALL, MINORITY AND WOMAN OWNED BUSINESS DIRECTORY AND ONLINE APPLICATION
Search for small, minority, and woman-owned businesses enrolled in Port Houston's Business Equity Programs, and/or apply to become an enrolled small, minority or woman-owned business.

OUTREACH & PROGRAM NOTICES
Business Networking Events

Detailed Description
RSVP For An Event

SYSTEM TRAINING

Find a SMWBE Firm

CONTRACTOR RESPONSIBILITIES

- Placing qualified S/MWBEs on solicitation lists; S/MWBEs must perform a Commercially Useful Function (CFU) to be counted towards goals;
- Assuring that S/MWBEs are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by S/MWBE's;
- Establishing delivery schedules, where the requirement permits, which encourage participation by S/MWBE's;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.



Contractors

- Placing qualified S/MWBEs on solicitation lists; S/MWBEs must perform a Commercially Useful Function (CFU) to be counted towards goals;
- Assuring that S/MWBEs are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by S/MWBE's;
- Establishing delivery schedules, where the requirement permits, which encourage participation by S/MWBE's;
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.



TIPS TO INCREASE S/MWBE PARTICIPATION

- Establish relationships with S/MWBE's in advance
- Use the Port of Houston Directory.
- Advertise opportunities
- Offer assistance and use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- What subcontractor's have you done business in the past and do they qualify?



BUSINESS EQUITY CONTRACT REQUIREMENTS

- All dollars awarded and committed to enrolled S/MWBEs count towards Port Houston's S/MWBE goals regardless of whether the individual solicitation includes criteria for small, minority, woman-owned business participation.



PROCUREMENT



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PROCUREMENT

- No Contact Period – No communication between interested vendors and Port Houston staff during the active period.
 - Technical questions should be submitted via BuySpeed
 - Last day to submit questions: 7 days before due date (11/16/2022)
- Responses are due no later than 11 a.m. on 11/23/2022
- Proposals must be submitted electronically via email to: procurementproposals@porthouston.com
- Use forms in the package
- Anticipated award date: 1/24/2023



EVALUATION CRITERIA

Port Houston will select the provider of the services offering the **best value** to Port Houston. The criteria and relative weights that will be considered by Port Houston in evaluating each Response are as follows:

Evaluation Criteria	Relative Weight (%)
Price	40
Respondent	20
Benefit to Port Authority	20
Overall Compliance with the Port Authority Policies & Procedures	20



DOCUMENT CHECKLIST

Proposal Response form:
(Page 20 of Solicitation
Package)

Page 2 of the
Proposal Response Form –
Required Attachments



PORT OF HOUSTON AUTHORITY Proposal Response

Terminal 3 Site Selection Study

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.

<u>Attach to Response</u>	<u>Attachment No.</u>	<u>Attachment Name^[1]</u>
<input checked="" type="checkbox"/>	Attachment 01	Price Form, including Price Exhibit
<input checked="" type="checkbox"/>	Attachment 02	Services Experience Form
<input checked="" type="checkbox"/>	Attachment 03	Professional References Form
<input checked="" type="checkbox"/>	Attachment 04	Background Information Form
<input checked="" type="checkbox"/>	Attachment 05	Additional Response Submittals*
<input checked="" type="checkbox"/>	Attachment 06	Disclosure of Former Port Authority Employees Form
<input checked="" type="checkbox"/>	Attachment 07	Work Breakdown Form
<input checked="" type="checkbox"/>	Attachment 08	Small, Minority-and Women-Owned Business Enterprise Plan
<input checked="" type="checkbox"/>	Attachment 09	Small, Minority-and Women-Owned Business Enterprise Participation Letters of Intent
<input checked="" type="checkbox"/>	Attachment 10	Small, Minority-and Women-Owned Business Enterprise Participation Good Faith Effort
<input checked="" type="checkbox"/>	Attachment 11	Conflict of Interest Questionnaire
<input type="checkbox"/>		_____ 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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SCOPE OF WORK OVERVIEW



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SCOPE OF WORK

- Same day collateralization of cash balances per state regulations
- Maintenance of high cash balances and occasional large transfers
- Timely release of large wire payments critical
- Internet treasury platform
- Comprehensive balance and transaction reporting
- Availability of historical data and data export capabilities
- Payment release dual control & security administration
- Wire & ACH transfers, Payroll direct deposit
- Controlled disbursement, payee positive pay



SCOPE OF WORK (CONTINUED).

- Lockbox, remote check deposit
- Interest bearing DDAs
- Employee check cashing
- Automated emails for all banking activity
- Full account reconciliation and analysis reporting
- Integration with ERP systems
- Local branch banking
- Dedicated relationship officer and emergency contacts
- Satisfactorily providing \$500k Bid Bond (LOC/Cashier check)



Procurement Services

Email: procurement@porthouston.com

Phone: (713) 670- 2464

QUESTIONS?

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