

Pre-Proposal Conference:

RFP-2599 INVESTMENT CONSULTING AND ADVISORY SERVICES

February 13, 2023
11 a.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 recording will be posted on the BuySpeed homepage under "Pre-Bid/Proposal Conference Information."



PHA Personnel:

Roland Gonzalez – Director, Treasury

David DeLoach – Treasury Manager

David Dupre – Business Analyst

Yvette Camel-Smith – Director, Procurement

Tanika Chukwumerije – Procurement Contract Manager

Brenda Ruiz – Business Equity Manager



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

Small and M/WBEs must meet certain criteria and be certified with one of the following partner agencies:

- 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.

www.porthouston.smwbe.com

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

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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

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BUSINESS EQUITY CONTRACT REQUIREMENTS

This project has a 5% Small Business Prime Basis goal.



TIPS TO INCREASE PARTICIPATION

- Establish relationships with S/MWBE's in advance
- Assuring that S/MWBEs are solicited whenever they are potential sources;
- Subdivide the work, when economically feasible, into smaller tasks or quantities to permit maximum participation by S/MWBE's;
- 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 subcontractors have you done business in the past and do they qualify?



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 (3/1/2023)
- Responses are due no later than 11 a.m. on 3/8/2023
- Proposals must be submitted electronically via email to: procurementproposals@porthouston.com
- Use forms in the package
- Anticipated award date: 5/2/2023 (April Port Commission meeting)



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	30
Respondent	40
Benefit to Port Authority	15
Overall Compliance with Port Houston Policies	10
Small Business Participation	5



DOCUMENT CHECKLIST

Proposal Response form:
(Page 18 of Solicitation Package)

Page 2 of the Proposal Response
Form – Required Attachments



PORT OF HOUSTON AUTHORITY Proposal Response

PURCHASE OF THREE DOCKSIDE ELECTRIC CONTAINER CRANES FOR WHARVES NOS. 2 AND 6 AT BAYPORT CONTAINER TERMINAL

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 ^[1]
<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 – High Tech Equipment*
<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 Letter of Intent
<input type="checkbox"/>	Attachment 10	NOT USED
<input checked="" type="checkbox"/>	Attachment 11	Safety Record Data Form
<input checked="" type="checkbox"/>	Attachment 12	Conflict of Interest Questionnaire
<input checked="" type="checkbox"/>		Port of Houston Authority Bid/Proposal Security Form
		Other _____

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

SCOPE OF WORK OVERVIEW



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SCOPE OF WORK

- A. Be a registered Investment Advisor as defined and regulated by the Securities and Exchange Commission and be registered with the Texas State Securities Board.
- B. Provide non-discretionary investment consulting services on the Authority's investment portfolios by acting solely in an advisory and administrative capacity within the guidelines of the Authority's Investment Policy.
- C. Prepare and provide monthly, quarterly, and annual reports for PHA's (i) demand deposit account (DDA) balances, (ii) Local Government Investment Pool (LGIP) balances, and (iii) direct security investments. Such reports shall include the following, at a minimum, and shall include the following separately for PHA's revenue bond proceeds and related debt service funds: preliminary market values for each security; a market recap for such period; an investment officer certificate; an executive summary; a current and historical weighted-average yield benchmark comparison graph. Additionally, such monthly and quarterly reports shall detail the following: security holdings, roll forward of book and market values, earned income, investment transactions, amortization and accretion, projected cash flows, and the credit rating on each security. Such reports shall be available to PHA by the 4th business day of each month or quarter, as applicable.
- D. Provide a quarterly and annual investment update reports, including, but not limited to: PHA-specific investment portfolio performance reporting narrative; a brief overview of the market recap; an executive summary; a benchmark comparison graph. The quarterly investment update reports shall be available to PHA by the 4th business day of each quarter.
- E. Provide independent Bloomberg system market valuations for securities held supporting PHA's bank account collateral.



SCOPE OF WORK

- F. Review PHA's Investment Policy, Internal Controls for Investments, and any other related policies and provide recommendations to develop, enhance, and update such policies and ongoing investment strategy, in accordance with Texas Public Funds Investment Act (PFIA).
- G. Provide PHA online access for Ad-Hoc reporting capabilities on PHA's portfolios.
- H. Provide PHA access to Service Provider's periodic investment strategy conference calls and/or in-person strategy discussions, if any.
- I. Provide daily indicative interest rate reports for commercial paper, governments and agency securities from the Firm's trading desk or reliable sources (e.g. Bloomberg).
- J. Notification to PHA staff of all reported security calls in advance of the occurrence of the call date.
- K. Provide daily and periodic assessments of the market including market reaction to economic events.
- L. Provide access to investment-related training sessions in accordance with the PFIA.
- M. Provide periodic due diligence reporting on commercial paper and municipal issuers the Firm has properly vetted and approved for investment.
- N. Track the credit rating for each investment PHA purchases and report ongoing Updated ratings for that investment on monthly, quarterly and annual reports.



Procurement Services

Email: procurement@porthouston.com

Phone: (713) 670- 2464

QUESTIONS?

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