

# RFP-3179 RETIREMENT PLANS INVESTMENT CONSULTING AND ADVISORY SERVICES

Pre-Proposal Meeting  
April 30, 2024  
10:00 a.m.

**PORT HOUSTON**



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# AGENDA

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



# PRE-PROPOSAL MEETING 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 Teams Chat 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
- Yvette Camel-Smith – Director, Procurement
- Tanika Chukwumerije – Manager Contracts, Procurement
- Alexis King– Contract Administrator, Procurement
- Dr. Sabeeta Bidasie-Singh - Director, Business Equity
- Brenda Ruiz – Business Equity Supplier Diversity Manager
- Eduardo Mejia – Compliance Analyst, Business Equity



# PORT COMMISSION



**Ric Campo**  
Chairman of the Port Commission



**Dean E. Corgey**  
Commissioner



**Clyde Fitzgerald**  
Commissioner



**Stephen H. DonCarlos**  
Commissioner



**Wendy Montoya Cloonan**  
Commissioner



**Alan Robb**  
Commissioner



**Thomas Jones, Jr.**  
Commissioner



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# 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.



[www.porthouston.smwbe.com](https://www.porthouston.smwbe.com)



# TIPS TO INCREASE S/MWBE PARTICIPATION

- Establish relationships with S/MWBEs 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

- 10% Small Business Enterprise (SBE) participation, 5 points relative weight



# 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 (5/15/2024)
- Responses are due no later than 11 a.m. on 5/22/2024
- Proposals must be submitted electronically via email to: **[procurementproposals@porthouston.com](mailto:procurementproposals@porthouston.com)**
- Use forms in the package
- Anticipated award date: 9/24/2024



# 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	15
Respondent	25
Benefit to Port Authority	45
Overall Compliance with Port Authority Policies	10
Small Business Participation	5



# SCOPE OF WORK OVERVIEW



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# Project Scope

## Overview

- Provide continuous review of investment policies, portfolio mix, and investment strategies relative to changes in the capital markets and structure of similar assets, and make recommendations for rebalancing as deemed necessary or advisable, be a fiduciary.
- Prepare analyses and reports of issues relating to the investment policies, asset allocations and asset class strategies of the Plans, and any recommendations for amendments or modifications warranted by changes in the market place or regulatory guidelines, along with appropriate details and justification.
- Assist in the development of investment procedures and guidelines, including enhancement strategies, efficient trading practices, and promotion of cost savings.
- Consult and communicate effectively with the Commission, the Pension and Benefits Committee, PHA staff, legal counsel, trustees, investment managers, actuaries and other consultants or providers engaged by the Plans on relevant matters as may arise from time to time.
- Maintain or have access to a broad database of investment managers, including information on their philosophies, investment styles, fee schedules, portfolio characteristics, firm characteristics, and performance.
- Attend regular and special meetings of the Pension and Benefits Committee and/or the Commission from time to time, as requested. It is expected that the Consultant will attend at least two meetings annually in person.
- Make recommendations to the asset allocation (manager account balances) on a monthly, quarterly, or annual basis to ensure compliance with the investment policy minimum, target, and maximum.



# Project Scope (continued)

## Overview

- Assist in investment manager and other provider searches as requested by the Commission and/or Pension and Benefits Committee, including but not limited to assistance in the development and compilation of any request for proposals, evaluating and summarizing proposals received, providing guidance or advice regarding selection, and providing ongoing performance monitoring of the investment manager or other provider.
- Prepare quarterly reports for presentation to the Commission, the Pension and Benefits Committee and/or PHA staff, including, but not limited to, measuring the overall investment performance of the Plans, evaluating individual managers' quarterly returns in comparison to their peer group, other public plans and applicable benchmarks over various time periods (i.e., last quarter, last 12 months, three years, five years and since inception), and summarizing current account balances and actual asset allocation breakdowns.
- Make recommendations to the asset allocation (manager account balances) on a monthly, quarterly, or annual basis to ensure compliance with the investment policy minimum, target, and maximum.
- Provide ongoing monitoring of investment manager compliance with investment policies, performance benchmarks, other guidelines and contract provisions, including maintenance of manager watchlists and recommendation for termination if applicable.
- Provide education to the Commission, Pension and Benefits Committee and/or PHA staff regarding asset classes, market overviews, economic forecasts, and any other relevant information reasonably requested.
- Submit documentation to support the annual Pension Plan and OPEB Plan audit and financial statement preparation.
- Communicate with PHA staff as needed to provide updates on the status of the funds, the market, and any other factors that may affect performance of the Plans.



# QUESTIONS?

Procurement Services

Email: [procurement@porthouston.com](mailto:procurement@porthouston.com)

Phone: (713) 670- 2464

New BuySpeed URL:

<https://buyspeed.porthouston.com>



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