

Pre-Proposal Conference:

RFP-3229 Strategic Plan Implementation

June 5, 2024

9 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 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:

Adithya Dahagama – Director, Corporate Strategy

Yvette Camel-Smith – Director, Procurement

Dean Ainuddin – Contract Manager, Procurement

Sommer Freeman - Assistant Contract Manager, Procurement

Nicole Jones – Contract Administrator, Procurement

Cassandra Fontenot – Administrative Assistant II, Procurement

Dr. Sabeeta Bidasie-Singh – Director, Business Equity

Brenda Ruiz – Supplier Diversity Manager, Business Equity

Eduardo Mejia – Compliance & Reporting Manager, Business Equity



PORT COMMISSION



Ric Campo
Chairman of the Port Commission



Dean E. Corgey
Commissioner



Clyde Fitzgerald
Commissioner



Stephen H. DonCarlos
Commissioner



Alan A. Robb
Commissioner



Wendy Montoya Cloonan
Commissioner



Thomas Jones, Jr.
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 \$2.047 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)

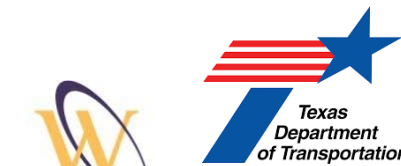
- At least 51% Owned by one or more Women, or at least 51% of the equity is Owned by one or more Women
- Both the management and daily business operations are carried out and controlled by one or more of the Women who own it.



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



BUSINESS EQUITY CONTRACT REQUIREMENTS

- Small Business Prime Basis, 5 points.



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?



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 (6/13/2024)
- Responses are due no later than 11 a.m. on 6/20/2024
- Proposals must be submitted electronically via email to: procurementproposals@porthouston.com
- Use forms in the package
- Anticipated award date: 7/22/2024



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	50
Respondent	30
Benefit to Port Authority	10
Overall Compliance with Port Authority	5
Small Business Participation	5
Total:	100



DOCUMENT CHECKLIST

Proposal Response form:
(Page 17 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

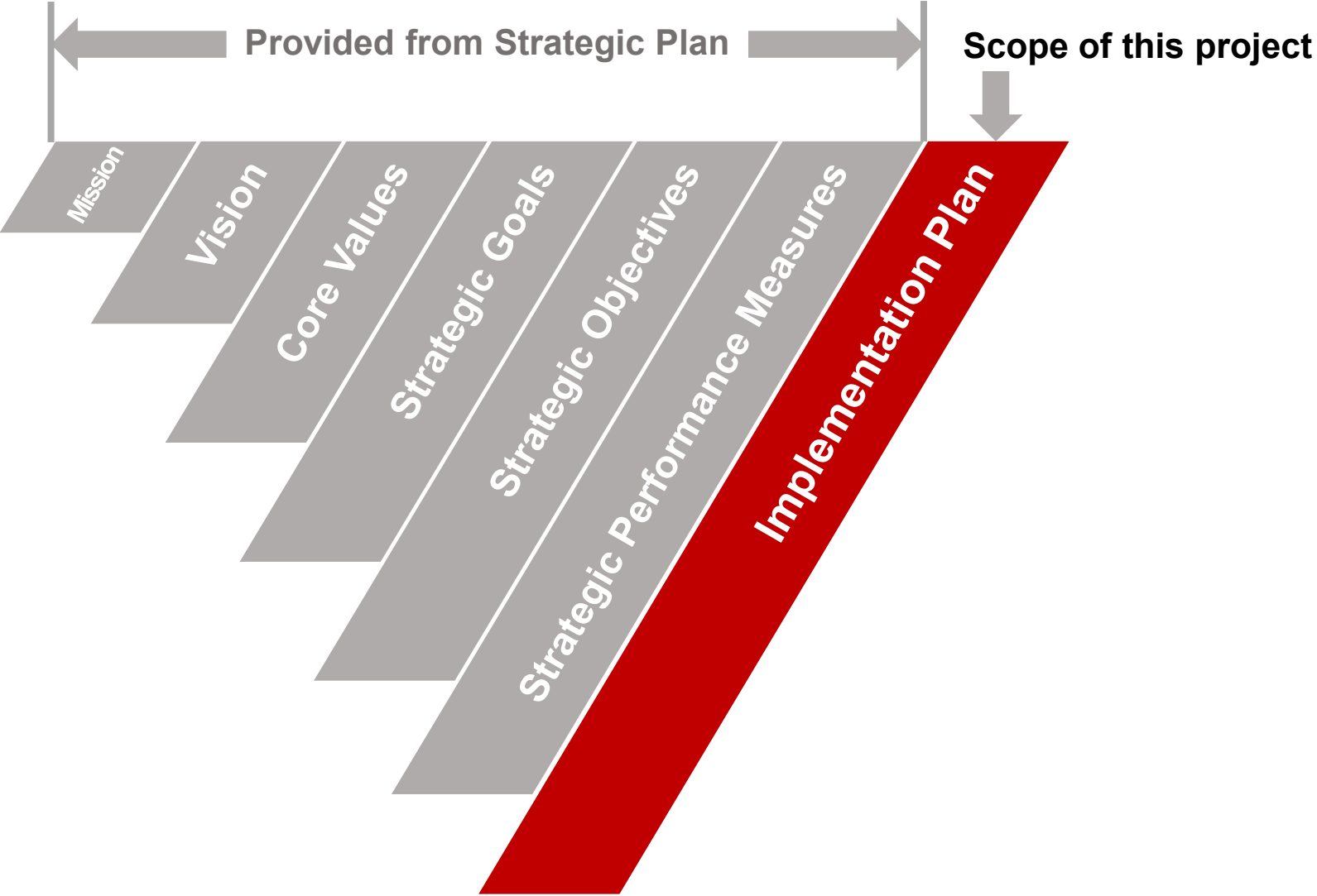
Task	Description	Anticipated Deliverables (Native files and PDFs)
1	<p>Process evaluation and recommending improvements.</p> <p>Anticipated engagement of organizational staff:</p> <ul style="list-style-type: none"> - Two (2) workshops - Fifteen (15) interviews - Two (2) information sessions 	
1.1	<p>Document the current process to accomplish anticipated outcomes based on Strategic Objectives. Include frameworks (tools, plans, processes, procedures, policies, etc.) currently used for the process to implement the Strategic Plan: not limited to develop and prioritize initiatives (projects, programs, policies, etc.) to achieve strategic objectives, design annual strategic targets, allocate resources, assign decision-making rights, identify roles and responsibilities, provide performance incentives, assign accountability, develop communication plan, design change management strategy, and establish monitoring and evaluation framework for executing initiatives.</p>	<p>Flowchart of the current process and summary report of existing frameworks in PowerPoint slide deck format.</p>
1.2	<p>Define standardized terminology used to implement strategic objectives, including Key Results, Performance Measures, Tactics, Annual Targets, and others.</p>	<p>Report.</p>
1.3	<p>Evaluate the current process and identify any areas needing improvement; highlighting strengths and areas for improvement in translating strategy to execution.</p>	<p>Gap assessment report.</p>
1.4	<p>Develop and present an Implementation Plan with processes, frameworks, and timelines to further improve organizational effectiveness of implementing the Strategic Plan.</p>	<p>Draft Implementation Plan in PowerPoint slide deck format with summary of changes to the deliverables in 1.1.</p>



SCOPE OF WORK (continued)

Task	Description	Anticipated Deliverables (Native files and PDFs)
2	<p>Implementation of the Strategic Plan. Anticipated engagement of organizational staff:</p> <ul style="list-style-type: none"> - Two (2) workshops - Ten (10) interviews - Two (2) information sessions 	
2.1	Per the new Implementation Plan, develop and prioritize strategic initiatives (projects, programs, policies, and such) to accomplish Strategic Objectives in the 2025 Strategic Plan.	Report of prioritization framework and strategic initiatives in PowerPoint slide deck format.
2.2	For the prioritized strategic initiatives, define roles, responsibilities, resources needed, timelines for each initiative.	Report.
2.3	Develop 2025 Annual Strategic Targets with relevant strategic initiatives to be started or executed in 2025 calendar year.	Report in PowerPoint slide deck format.
2.4	For 2025 Annual Strategic Targets, allocate resources, assign decision-making rights, identify roles and responsibilities, develop performance incentives, assign accountabilities, establish monitoring and reporting framework, and develop communication plan.	Report in PowerPoint slide deck format.
2.5	Summarize the updated process to execute the Strategic Plan (developing and prioritizing strategic initiatives based on Strategic Objectives, establishing annual strategic targets with necessary elements listed above).	Summary report.

Port Houston: Elements of Strategic Plan and Implementation



SCOPE DETAILS (continued)

1

2

Process evaluation &
recommending improvements

Implementation of Strategic Plan

Evaluate past success and strengthen key frameworks to:

Develop and prioritize long-term initiatives (projects, programs, policies, etc.) to accomplish Strategic Objectives

Design annual strategic targets

Allocate resources and assign decision-making rights

Identify roles and responsibilities

Assign accountability and provide performance incentives

Monitoring and evaluation framework for executing initiatives

Communicate progress

Improve any other relevant aspects

Estimated effort ~ 70%

Deploy the improved process to execute Strategic Plan

Develop initiatives for 2025 Strategic Objectives

Design 2025 Annual Strategic Targets (2025 ST)

Allocate resources and decision-making rights for 2025 ST

Identify roles and responsibilities for 2025 ST

Assign accountability and performance incentives for 2025 ST

Monitoring and evaluation framework and any relevant aspects for 2025 ST

Prepare communication framework for Q1 2025

Estimated effort ~ 30%



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2020 Strategic Plan Example

Summary of Strategic Goals and Objectives



PEOPLE

Be the Best Place to Work

- a) Retain, engage, develop, and attract talent
- b) Foster a culture of diversity and inclusion, innovation, and open communication
- c) Deliver excellence and continuous improvement in all core functions

INFRASTRUCTURE

Optimize Infrastructure and Channel Capacity to Serve the Region

- a) Widen, deepen, and maintain the Houston Ship Channel
- b) Drive development of landside infrastructure and inland distribution networks
- c) Enhance efficiency and resilience through innovative technology and other means

PARTNERSHIPS

Develop and Strengthen External Partnerships

- a) Cultivate key relationships to accomplish common goals
- b) Demonstrate transparency and accountability
- c) Engage in proactive two-way communication

STEWARDSHIP

Create Greater Value for the Region

- a) Implement an innovative environmental leadership strategy
- b) Prepare for disruptive events and mitigate their impact
- c) Support development of a robust Regional maritime workforce
- d) Support sustainable growth of Port Houston and the greater Port



2024 Strategic Targets Example



People
10%

1. Foster organizational culture and prepare future leadership

- A. Develop and roll out employee and executive development programs.
- B. Improve Recruitment and Retention process.



Infrastructure
25%

2. Grow Port and Port Houston capacity through planning and project execution:

- A. Deliver Project-11 elements and improve program to mitigate draft restrictions.
- B. Develop Plans for Terminal 3, Bayport East-End, Interim Capacity, and Intermodal.
- C. Execute Turning Basin Improvements.
- D. Update 2025-30 Strategic Plan and 2025-50 Comprehensive Long-Range Plan.
- E. Execute Pillars 1 & 2 of NXGEN ERP.
- F. Rollout Houston Ship Channel User Fee framework.



Partnerships
20%

3. Strengthen business equity, customer, and community relationships:

- A. Create more opportunities for small, minority-and woman-owned businesses.
- B. Expand outreach on HSC expansion, operation, and maintenance projects.



Stewardship
20%

4. Ensure excellence in Environmental, Social, Safety, Governance (ES2G):

- A. Execute 2024 Sustainability Roadmap.
- B. Expand safety initiatives to support all Port stakeholders.



Fiscal Responsibility
25%

5. Continue fiscal responsibility:

- A. Achieve the CIP attainment and Net Operating Cash Flow metrics set forth in the 2024 Operating & Capital Budgets approved by the Port Commission.



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QUESTIONS?

Procurement Services

Email: procurement@porthouston.com

Phone: (713) 670- 2464

New BuySpeed URL:

<https://buyspeed.porthouston.com>



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