

# RFP-3390 Cisco SMARTnet Coverage on Cisco Network Hardware, Software, Services, and Subscriptions

Pre-Proposal Meeting  
September 19, 2024  
9:00 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

- Ron Farrow – Director, Information Technology-Infrastructure
- Yvette Camel-Smith – Director, Procurement
- Tanika Chukwumerije – Contracts Manager, Procurement
- Alexis King– Contract Administrator, Procurement
- Dr. Sabeeta Bidasie-Singh - Director, Business Equity
- Brenda Ruiz – Business Equity Supplier Diversity Manager



# 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 \$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.

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.

Find a SMWBE Firm

**OUTREACH & PROGRAM NOTICES**

Business Networking Events

Detailed Description

RSVP For An Event

**SYSTEM TRAINING**

[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 subcontractors have you done business in the past and do they qualify?



# BUSINESS EQUITY CONTRACT REQUIREMENTS

This project is exempt from the S/MWBE program requirements.



# 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 (10/9/2024)
- Responses are due no later than 11 a.m. on 10/16/2024
- Proposals must be submitted electronically via email to:  
**[procurementproposals@porthouston.com](mailto:procurementproposals@porthouston.com)**
- Nondivisible procurement
- Use forms in the package
- Anticipated award date: 12/10/2024



# EVALUATION CRITERIA

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

Evaluation Criteria	Relative Weight (%)
Price	20
Respondent	40
Benefit to Port Authority	30
Overall Compliance with Port Authority Policies	10



# SCOPE OF WORK OVERVIEW



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# Project Scope

The Service Provider shall provide the following services:

1. Verify and reconcile Port Houston's CMDB with Cisco's inventory, monitoring tool, inventory tool, and discovery tool
  - a. Every six months
  - b. 2 month prior to yearly true-up
2. Account for equipment on a SMARTnet that was purchased through another vendor and all Port Houston's Cisco network hardware, software, services, and subscriptions.
3. Notify Port Houston of any equipment that is close to end of life, end of sales or end of service, within six (6) months of the date published by Cisco Systems, Inc.
4. Review, plan, and remediate any Cisco IOS vulnerabilities that are identified by Port Houston's internal scanning tools, 3rd party tools, or by Cisco directly, for the entire inventory, in production or in stock. (minimum of 4 updates per device per year) Devices include, but not limited to:
  - a. Nexus
  - b. Catalyst
  - c. WLC and associated access points
  - d. Out of Band (OOB) Management capabilities for 1835's (RTGs) and the IOT based Firewalls
  - e. Other Cisco product lines if/as acquired



# Project Scope (Continued)

5. Verify and reconcile Port Houston's CMDB with Cisco's Software and Subscription inventory:

- a. Every six months
- b. Upon the yearly true-up

6. Network Discovery

- a. Twice per calendar year
- b. Access to tool being used for network discovery
- c. Detailed network maps in their raw format as well as exported to Visio

7. Port Houston IT Service Catalog Awareness and Consultative Support

8. All Cisco SMARTnet and EA coverage shall be invoiced on a yearly basis for the contract term of five years.

Current sources of data –

- ManageEngine
- SolarWinds
- CSPC collector
- CX Cloud
- Cisco Inventory (LOA)
- ServiceNow (future)



# 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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