Request for Proposals for Campus Classroom Electronic Lock System

RFP769-22-100621MW
This is the Pre-Proposal Meeting for Campus Classroom Electronic Lock System

- Friday, November 12, 2021 at 10 a.m.
AGENDA for today's pre-bid meeting

• PROJECT DESCRIPTION
• HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
• SELECTION PROCESS/SCHEDULE
• REQUIREMENTS
• QUESTIONS
• CAMPUS WALK THROUGH TOUR
UNTS is requesting proposals from qualified access control contractors, to provide a complete electronic door access control system on building perimeter doors.

- Work includes the furnishing and installation of all equipment, materials, labor, and tools required for system installation, and a final terminations and system commissioning performed by a factory certified technician.

- Provide training to staff in the operation of IP Access Control door/entry points in order to control and monitor the flow of people throughout the UNT Denton campus locations.

- The solution should include an electronic software system for opening doors to classrooms equal to the Vanderbilt system now in use (preferably more secure and easier to maintain).

- The electronic locking system should provide Access Control with information about who enters the room and what time through available reporting.

- The system should include interface with the Best Cylinder locking hardware throughout the UNT campus, and must interface with the Ad Astra class scheduling software in use by UNT.
• In the bid documents there is a sample contract as part of the bid documents so it can be reviewed by your company and, if selected, you know what you will be signing and agreeing to.
The Historically Underutilized Business Subcontracting Plan
Agenda

• What is a Historically Underutilized Business
• Why we do a HUB Subcontracting Plan
• How to create a HUB Subcontracting Plan
What is a Historically Underutilized Business (HUB)?

It is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American, American woman and/or Service Disabled Veteran, who reside in Texas and actively participate in the control, operations and management of the entity's affairs.
What is a HUB?

• It is certified by the State of Texas.
• It is a for-profit entity that has not exceeded the size standards prescribed by 34 TAC §20.23, and has its principal place of business in Texas.
Why we do a HUB Subcontracting Plan (HSP)

• Texas State Law.
  • Government Code Chapter §2161.252
  • Administrative Code §20.14
• Demonstrates a “Good Faith Effort” (GFE) to diversify business opportunities.
• Responses that do not include a complete HSP must be rejected
Quick Checklist

Use this tool to determine which pages and sections must be completed based on the unique situation and plan of the submitting company.

Contains the HUB goals established by the State of Texas.

Please ensure Section 1 is completed thoroughly and accurately.

Note: UNT System HUB Area will verify the Vendor ID and HUB status of the submitting company.
• Declare all subcontracting opportunities on this page.
• List by opportunity type, not by vendor name (that comes later).
• The choices at the bottom will determine which “Method” the submitting company will use to demonstrate a GFE.
• There is an addendum page to use if the submitting company identifies more than 15 subcontracting opportunities.
• If the submitting company is not subcontracting any of the work, they must explain how the company will perform the entire contract with its own employees, materials, etc.

• The designated representative of the submitting company will read and affirm the contractual obligations within the HSP by signing in the space below.

• This should be signed by a senior employee familiar with the project.
Attachment A

- Used if the submitting company intends to use only Certified HUBs or if they meet the State’s HUB goals.
- One page per subcontracting opportunity.
- The sum of these percentages must match the percentages listed on Page 2 for each opportunity.
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
Attachment B

- Used if the submitting company intends to use any non-HUB businesses or if they do not meet the State’s HUB goals
- One page per subcontracting opportunity.
- Minimum of 3 HUB Vendors and 2 related trade organizations
- Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
• The submitting company will show the selected vendor.
• Complete justification as to why a HUB vendor was not selected must be listed
• The sum of these percentages must match the percentages listed on Page 2 for each opportunity.
• Note: UNT System HUB Area will verify the current HUB status and Vendor ID of all subcontractors.
HUB Subcontracting Opportunity Notification

- Only one of the many options for distributing information.
- All methods of distributing information must provide complete information.
- Respondents have 7 working days to respond.
- All contact information must be accurate.
How to Find HUB Vendors

• Visit the States of Texas “Centralized Master Bidders List” at:
  https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp

• Contact associated trade organizations:
  • DFW Minority Supplier Development Council
    • http://dfwmsdc.com/
  • Regional Hispanic Contractors Association
    • http://regionalhca.org/
  • US Pan Asian American Chamber –Southwest
    • http://uspaacc-sw.org/
  • Women’s Business Council –Southwest
    • http://www.wbcsouthwest.org/
  • Regional Black Contractors Association
    • www.blackcontractors.org
Possible Reasons for Rejection

• Not signed.
• Included in the same envelope as the bid.
• Company information incorrect/incomplete.
• Not justifying the failure to meet State HUB usage goals.
• If self-performing, not providing required information.
• Section 2 does not match Methods “A” or “B”.
• Respondents not allowed 7 working days.
• HUBs and minority chamber not contacted.
• No documentation showing “GFE”.
• Missing any information that the UNT System HUB Area is not allowed to fill in for the submitting company
Remember...

• The submitting company’s HSP is a binding document.
• Contract language requires the submitting company to abide by the terms of the original HSP.
• The HSP can be revised only with the consent of the UNT System HUB Area. The same “GFE” requirements will apply.

• You can send us a draft of your HSP via email 10 days prior to the deadline for review.
Assistance is Available

• Greg Obar, Director of Operations
• Lisa Martinez Tovar
• lisa.martinez-tovar@untsystem.edu
• Email: hub@untsystem.edu
• Web: http://www.untsystem.edu/hr-it-business-services/about-hub
Questions regarding HUB Subcontracting Plan?
SELECTION PROCESS

• Responses are due December 16, 2021 at 2pm

• UNTS will accept electronic Proposal submission and is requesting Proposals electronically via the following website: https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS

• Each Proposal shall be evaluated on the ability to meet UNTS’ requirements and to provide the Best Value to UNTS. The evaluation will be based on the following:

  • Experience and qualifications of the Proposer
  • Cost (including delivery, installation, life cycle, if applicable)
  • Demonstrated ability to meet project timelines
  • Support of UNT HUB program initiatives
  • Academic Initiatives
  • Ability to provide future maintenance, parts, or services
  • Availability of employee training
REQUIREMENTS

• Provide a single point of contact with phone number and email

• Complete the Section 3.10 Proposer’s Questionnaire

• Make sure your HUB Sub-Contracting Plan is packaged separately from your Proposal
QUESTIONS

During today’s walk through please write down any technical questions and submit them through the electronic submittal process so that an addendum can be issued with answers to all bidders.

• Questions must be received by November 19th, 2021 by 2:00p.m.

• Questions & answers will be posted to UNT System website by December 3rd, 2021 by 2:00p.m.

• Questions about today's walk through?