Pre-Solicitation Meeting

RFP 769-22-120721-TJ
Title UNTS Document and Media Destruction Services
January 19, 2022
02:00pm

*In the case of a conflict between this presentation and the solicitation document, the solicitation document takes precedence*
• Introductions
• Project Description
• Evaluation Criteria
• Schedule of key Events
• Historically Underutilized Business Subcontracting Plan
• Submittal of Proposals
• Questions
• Strategic Sourcing Contact: Tracie Johnson
  • Tracie.Johnson@untsystem.edu

• HUB Analyst: Lisa Martinez-Tovar
  • Lisa.Martinez-tovar@untsystem.edu
UNTS is seeking proposals from qualified vendors for official document and media destruction services. These services will need to include hard drives, disks, and other paper or electronic media. We are seeking individuals who are knowledgeable and proficient in the practice of assisting institutions of higher education with official document and media destruction services across UNTS owned facilities. The development of our partnership is a part of our roadmap and strategic plan moving forward to build strong relationships.
The complete evaluation criteria can be found in original solicitation document.

- Cost
- Relevant experience and past performance
- Support of UNTS HUB program initiatives
- Academics Initiatives and value-added options
Schedule of Key Events

• Deadline for Questions: January 21, 2022 at 02:00pm
• Questions & Answers Posted: January 25, 2022 at 02:00pm
• Deadline for Submittals: February 03, 2022 at 02:00pm
• Deadline for HSP (if specified) February 03, 2022 at 02:00pm

All times are local
HUB Subcontracting Plan

• We have determined that a Historically Underutilized Business Subcontracting Plan (HSP) is required with this proposal.

• Please direct all questions regarding the UNT System HUB Program or the HSP to the Assistant HUB Coordinator listed on Page 3.
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.
- 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.

Fillable Electronic Form at:
Contains the HUB goals established by the State of Texas. (26% for this project)

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 for each scope of work.
- 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 document (2 pages) for each scope of work.
- 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.
Attachment B (page 2)

• 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.
Opportunity Notification Form

• 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:
    • mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp
  • Contact associated trade organizations:
    • DFW Minority Supplier Development Council
      • dfwmsdc.com
    • Regional Hispanic Contractors Association
      • regionalhca.org
    • National Association of Minority Contractors – DFW
      • namcdfw.org
    • Women’s Business Council – Southwest
      • wbcsouthwest.org
    • US Pan Asian American Chamber – Southwest
      • uspaacc-sw.org
Common Reasons for Rejection
• Not signed
• Included in the same envelope as the bid
• Company information incorrect/incomplete
• No justification if failing 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, contractual 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

- Lisa Martinez-Tovar, HUB Analyst
  - Lisa.Martinez-tovar@untsystem.edu
- Greg Obar, Senior Director for Strategic Sourcing & HUB Program
  - greg.obar@untsystem.edu
- Email: hub@untsystem.edu
- Fillable Electronic Form at:
Submittal Instructions for Proposals

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

- In order to submit proposals electronically, Proposer must have a working, registered vendor username and password to login. If this is the first time Proposer has attempted to submit a response electronically, please register at: https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=UNTS
- Proposers are highly encouraged to ensure you have a working login in advance of the submission deadline.
- Proposer is responsible for ensuring it has the technical capability to submit its proposal via electronic submission.
- Browser requirements: Chrome
- **Proposer shall be solely responsible for ensuring timely submission of the Proposal.** UNTS is not responsible for equipment or software failure, internet or website downtime, corrupt or unreadable data, or other technical issues that may cause delay or non-delivery of a Proposal of inaccessibility of the submitted data. Proposers are highly encouraged to prepare and allow for sufficient time to familiarize themselves with the electronic submission requirements and to address any technical or data issues PRIOR to the Proposal due date and time.
Questions

- Questions are not accepted or answered in this pre-solicitation meeting
- Questions must be submitted via email to the sourcing professional listed on Page 3
- Communicating with other UNT System or component institution team members may result in disqualification from the solicitation process.
- Refer to the Schedule of Key Events on page 6 for question and answer due dates
- Questions and answers will be posted to the UNT System bid page at untsystem.edu/bids and txsmartbuy.com
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