Pre-Solicitation Meeting

RFP 769-22-120221MW
Title: Sound Enclosure Booths
December 16, 2022
2:00 pm

*In the case of a conflict between this presentation and the solicitation document, the solicitation document takes precedence*
Agenda

• Introductions
• Project Description
• Evaluation Criteria
• Best Value Partnership
• Historically Underutilized Business Subcontracting Plan
• Schedule of Key Events
• Questions
PROJECT DESCRIPTION

• Respondent shall provide labor, equipment, and for four sound enclosure booths at Willis Library, UNT Denton, Texas. The isolation enclosures are to be located in a 11ftx25ft area on the 1st Floor Southwest Corner of the library. Installation can be done during school hours and timeline is as soon as possible.

• The awarded vendor will be responsible for providing full installation of product including wiring, electrical and HVAC inputs. Any portion of installation that will not be provided by vendor needs to be specified in detail within proposal response.

• Vendors are responsible for visiting the install site on their own timeline.

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

• Responses are due January 13, 2022 at 2pm and must include a separate pdf attachment for the HUB Subcontracting plan.
EVALUATION PROCESS

• 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
  • Warranty and maintenance capabilities
  • Support of UNT HUB program initiatives
  • Academic Initiatives
Best Value Partnerships

UNTS’ intent is to create business relationships that extend beyond the mere transactional and form true strategic partnerships with our suppliers to assist with meeting our stated purpose. We are asking proposers to use their creativity in offering ways how they might help by partnering with us to reach our goals.

Potential possible ways the respondent may extend our relationship to be more strategic in nature to meet this criteria is:

- Internships
- Scholarships
- Rebate Programs
- Graduate Employment
- Tiered Pricing
- Promotional Marketing
- Faculty Engagement
- Event Sponsorship
- Innovative Technology Solutions
- HUB Utilization
Hub Subcontracting Plan

Lisa Marintinez Tovar
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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 resides in Texas and actively participates 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.
• 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.
Attachment B (pg. 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.
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/
  • National Association of Minority Contractors-DFW
    • http://www.namcdfw.org/
Possible Reasons for Rejection

• Not signed.
• Included with the bid docs.
• 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

• Lisa Martinez-Tovar, Assistant HUB Coordinator
• Telephone: 940.369.5626
• Email: lisa.Martinez-Tovar@untsystem.edu or hub@untsystem.edu
• Greg Obar, Senior Director greg.obar@untsystem.edu
• Web: http://www.untsystem.edu/hr-it-business-services/about-hub
QUESTIONS?
## Schedule of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution of RFP</td>
<td>Thursday, Dec. 9th, 2021</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>PreBid Meeting</td>
<td>Thursday, Dec. 16, 2021</td>
<td>2:00 PM Central</td>
<td>Microsoft Teams</td>
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<tr>
<td>Deadline for Submission of Written Questions</td>
<td>Wednesday, Dec. 22nd, 2021</td>
<td>5:00 PM Central</td>
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<tr>
<td>Deadline to Post Responses to Proposer Questions</td>
<td>Thursday, Jan. 6th, 2022</td>
<td>2:00 PM Central</td>
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<tr>
<td>Proposal Due Date</td>
<td>Thursday, Jan 13th, 2022</td>
<td>2:00 PM Central</td>
<td></td>
</tr>
<tr>
<td>HUB Subcontracting Plan Due Date (If required, see Paragraph 2.5)</td>
<td>Thursday, Jan 13th, 2022</td>
<td>2:00 PM Central</td>
<td></td>
</tr>
<tr>
<td>Tentative Award Recommendation</td>
<td>February 2022</td>
<td></td>
<td></td>
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