Request for Proposal

RFP752-21-246744JR
POSTAL SERVICES
UNT SYSTEM PROCUREMENT
UNT FACILITIES

Pre-Proposal Meeting
Tuesday January 12, 2021 @ 10:00 a.m.
AGENDA

INTRODUCTIONS
PROJECT DESCRIPTION
SUBMISSION REQUIREMENTS/CRITERIA
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
SELECTION PROCESS/SCHEDULE
REQUIREMENTS
QUESTIONS
PROJECT DESCRIPTION

UNT S is seeking proposals for replacing the mail box system for the Eagle Post Location (NIGP commodity code 600-62, 915-58. With the increased volume of residents on campus and number of packages delivered to campus has created a need for different and more advanced technology to create a more advanced mail/package delivery system. This contract will be for replacing the current mail box system at the Eagle Post location with a smart technology to help reduce the locations foot print and improve customer service. The awarded contract will be for the Eagle Post Office location only and will require Board of Regents (BOR) approval.
SUBMISSION REQUIREMENTS/Criteria

2.3.1 Specifications on smart boxes equipment and all technology, per the requirements of this RFP.

2.3.2 Design of space, scheduling of project and ability to have met schedules in past projects.

2.3.3 The vendor’s relevant experience, qualifications, and success in providing the goods and services at comparable locations as outlined in this RFP.

2.3.4 Resume of management team: qualification and experience and availability, key personnel outlined in this RFP, as well as any special services the vendor may provide.

2.3.5 Financial Proposal including, but not limited to discounts, services and other charges/fees.

2.3.6 Vendor’s references as outlined in this RFP (3) (comparable institutions).

2.3.7 Quality and completeness of the submittal.
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)

- HUB Sub-Contracting plan is required with submission of your proposal

- Any questions regarding HUB Sub-contracting Plan can be directed to Greg Obar or Aurika Weaver-White at 940-369-5647
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. (26% other services)
Note: UNT System HUB Area will verify the Vendor ID and HUB status of the submitting company.
• Declare all subcontracting opportunities on this page. (26% other services)
• 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 (26% other services)
• 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 Strategic Sourcing
• Aurika Weaver-White, HUB Specialist
• Telephone: 940.369.5647
• Email: hub@untsystem.edu
• Web: http://www.untsystem.edu/hr-it-business-services/about-hub
SELECTION PROCESS

• Responses are due February 02, 2021 @ 2:00 p.m.

• HUB Sub-contracting plans due on February 02, 2021 @ 2:00 p.m.

• Submit one (1) paper loose unbound original and one (1) virus free flash drive. Note that information on the paper copy must match the electronic copy. Paper copy must have original signature. QR codes will not be accepted as part of your response.

• Responses are submitted to Business Service Center, Woodhill Square, 1112 Dallas Drive, Suite 4000, Denton, Texas 76205

• Anticipate contract complete early March - April 2021
REQUIREMENTS

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

• Make sure you address each criteria listed under the “Evaluation Criteria” that starts on page 4 Section 2.3 Evaluation Criteria.

• Complete Pages 10 – 14 Execution of Offer, Proposal Form and sign. There is a Questionnaire included directly behind the Proposal form – be sure to provide the information.

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

There will be UNT employees available to tour the proposed site UNT Eagle Post Office – UNT University Union - 1155 Union Circle, Denton, TX 76203 on **January 13, 2021 from 1:00 p.m. – 3:00 p.m.**

All contractors/vendors must wear a face covering at all times while in the building and on the UNT campus. As will all UNT/UNT System employees, per State and University requirements. The University Union is open; however, the Post Office areas will not be available for viewing any other time.
QUESTIONS

• Questions should be directed to Denise Harpool, Senior Buyer, Procurement– please email questions to: denise.harpool@untsystem.edu

• Questions must be received by January 21, 2021 by 2:00p.m. – questions & answers will be posted to UNT System website by January 26, 2021 by 5:00p.m.

• Questions & answers and any addendums will be posted to https://www.untsystem.edu/bid-opportunities and http://www.txsmartbuy.com/sp