Request for Proposal

RFP752-21-250074DH

Printing of FTIC (First Time in College) Booklet #21-449
UNT SYSTEM STRATEGIC MANAGEMENT TEAM & UNT (UBSC)
University Brand Strategy and Communications

Pre-Proposal Meeting
Tuesday May 18, 2021 @ 9:30 a.m.
AGENDA

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

UNT FTIC viewbooks are the premier recruitment piece provided to prospective students by UNT Enrollment Management to drive increased student enrollment. The printing of the project is handled by UBSC on behalf of Enrollment Management. These books are a recruitment tool and will be hand distributed and mailed to prospective students. This RFP will print enough viewbooks to support an annual mass mailing to prospective students, departmental use, and student transmittal requests. This project will print a guaranteed quantity of 150,000 viewbooks.

UNTS is seeking proposals for offset printing (NIGP commodity code 966-62). This RFP is for booklets, entitled “FTIC (First Time in College) Viewbook Vol. 21-449” being produced for recruiting purposes. Due to equipment constraints, UNTS Printing Services is requesting this project be printed off-site. Selected vendor agrees that, in the event that UNTS printing equipment becomes available, the University has the option to cancel this solicitation up to the point of award. Files will be to vendor in July 10, 2021.
SUBMISSION REQUIREMENTS/Criteria

2.3.1 Ability to meet all required deadlines

2.3.2 Ability to produce product due to specifications/deliverables

2.3.3 Pricing

2.3.4 Location of vendor with in regards to costs that URCM designers will incur for travel expenses to attend required press checks
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 at or Aurika Weaver-White at aurika.weaver-white@untsystem.edu
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.

Fillable Electronic Form at:
• Contains the HUB goals established by the State of Texas.
• Please ensure Section 1 is completed thoroughly and accurately. (26% for this project)
• 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% for this project)
• 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% for this project)
- 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

• Aurika Weaver-White, HUB Analyst
  aurika.weaver-white@untsystem.edu
• Greg Obar, Senior Director for Strategic Sourcing & HUB Coordinator
  greg.obar@untsystem.edu
• Email: hub@untsystem.edu
SELECTION PROCESS

• Responses are due June 3, 2021 @ 2:00 p.m.

• HUB Sub-contracting plans due on June 3, 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
  (NOTE: Due to COVID19, the delivery of responses should be between the hours of 8:00a.m. to 2:00p.m. The BSC is closed for lunch from 12:00p.m. to 1:00p.m. )
REQUIREMENTS

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

• Make sure you address each criteria listed under the “Criteria for Selection” that starts on page 3 of 18, Section 2.3 criteria.

• Complete RFP information page 15 of 18, Proposal Form and sign. There is a Proposer’s General 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
QUESTIONS

• Questions should be directed to Denise Harpool, Construction Solicitation Administrator, Strategic Management & HUB Division– please e-mail questions to:

denise.harpool@untsystem.edu

• Questions must be received by May 24, 2021 by 2:00p.m. – questions & answers will be posted to UNT System website by May 27, 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