RFP763-21-146498 JR
Process Improvement
Implementation
UNT SYSTEM PROCUREMENT

Pre-Proposal Meeting
Thursday December 9, 2020 12:00pm
AGENDA
INTRODUCTIONS
PROJECT DESCRIPTION
SUBMISSION REQUIREMENTS/Criteria
HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)
SELECTION PROCESS/SCHEDULE
REQUIREMENTS
QUESTIONS
PROJECT DESCRIPTION

UNTS is seeking proposals for Implementation of a Process Improvement System (NIGP commodity code 918-06, 918-65, 918-75. University of North Texas Health Science Center (HSC) is a values-based organization. Additional information can be found at https://www.HSC.edu/values/. In line with its values, HSC seeks to develop a culture of continuous improvement in order to deliver value to its stakeholders and team members in addition to creating an Inclusive and Innovative Work Environment for the Future.
SUBMISSION REQUIREMENTS/Criteria

Section 2.3

2.3.1 The qualifications and experience of the proposer’s product as it applies to the project

2.3.2 Resume of management team: qualification, experience and availability, key personnel, as well as any special services the proposer may provide.

2.3.3 The proposer’s quality of references from similar projects, completed from comparable institutions.

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

2.3.5 Quality and completeness of the RFP 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.

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.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
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## SECTION A.1 SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, item (b) of the completed HUB form on which you completed the attachment.

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<tr>
<th>Item Number</th>
<th>Description</th>
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## SECTION A.2 SUBCONTRACTOR SELECTION

Use the subcontractor selection form you selected to perform the subcontracting opportunity you listed above in SECTION A.1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (TXVI) Number or Federal Employer Identification Number (FEIN), the percentage dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When determining Texas certified HUBs and verifying their HUB status, verify that you use the State of Texas Certified Vendor Identifiers at http://www.crt.texas.gov/Compliance/ and the Certified Vendor Identifiers at http://www.crt.texas.gov/Compliance/Certified-Vendor-Identifiers/.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Texas Certified HUB</th>
<th>Texas HUB or Federal ID</th>
<th>Dollars Awarded</th>
<th>Expected Percentage</th>
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<td>Yes/No</td>
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</table>

Reminder: As specified in SECTION 4 of the completed HUB form, if you transferred any section of the attachment, you are required to provide notice as soon as practicable to all subcontractors (HUBs and Non-HUBs) of your subcontracting intention. The notice must specify at a minimum the subcontracting company's name and location and point of contact for the subcontracting opportunity. The subcontracting company, the subcontracting opportunity, the subcontractor, and the subcontractor's operations. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than the 15th working day after the contract is awarded.
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
- 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 December 23 @ 2:00 p.m.

• HUB Sub-contracting plans due on December 23 @ 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. Submissions will only be accepted via FedEx or UPS. No hand deliveries will be accepted until further notice.
REQUIREMENTS

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

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

• Complete all documents required in the 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
QUESTIONS

• Questions should be directed to Jill Roys, Lead Buyer Procurement—please email questions to:
  buyers@untsystem.edu

• Questions must be received by December 14, 2020 by 2:00p.m. – questions & answers will be posted to UNT System website by December 17, 2020 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