

PRE-PROPOSAL CONFERENCE

RFP NO.

S83-T29617

DISASTER RECOVERY & CONSULTING
SERVICES

September 15, 2020

10:00 AM



Pre-Proposal Conference Agenda

- Introductions
- Project Summary
- City of Houston – Office of Business Opportunity
- RFP Important Dates and Details
- Evaluation and Selection Process
- General Information
- Scope of Work/Technical Specifications – Finance Department
- Questions and Answers
- Adjourn

Project Summary

The City of Houston is seeking proposers to provide Disaster Recovery and Consulting Services in accordance with Federal reimbursement guidelines.

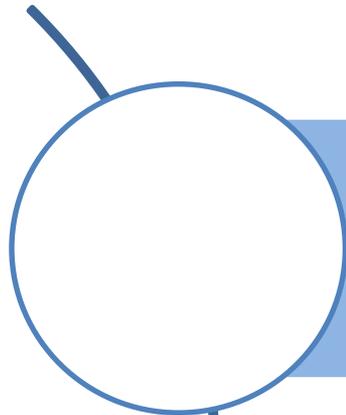
Three (3) year contract with two (2) one-year options contract

MWBE Goal 24%

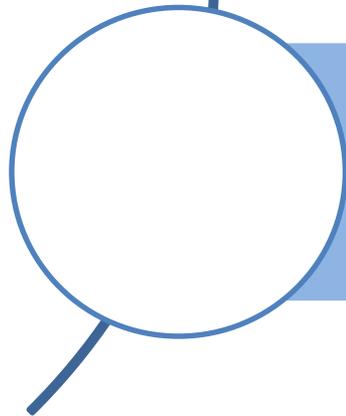
MWBE Requirements

Office of Business Opportunity

City of Houston Office of Business Opportunity



MWBE GOAL REQUIREMENTS



PAY OR PLAY

RFP Important Dates & Details

- Pre-Proposal Questions Due: Tuesday, September 22, 2020 @ 4:00 PM (CT) via email to Barbara.fisher@houstontx.gov
- Proposals Due: Thursday, October 15, 2020 @ 4:00 PM (CT)
 - City Secretary's Office
City Hall Annex, Public Level
900 Bagby St., Houston, TX 77002
 - Submit **one (1) printed original of the Technical Proposal** (boldly mark "Original", signed in **BLUE** ink) and **eight (8) printed copies of the Technical Proposal**. **"Original" primary binder should contain original signatures of all signed documents and exhibits and must be boldly labeled "ORIGINAL."** Identify on the outside of the box or envelope that the "original" binder is inside.
 - Submit **eight (8) electronic copies of the Technical Proposal, NON-PASSWORD protected flash drives.**
 - Submit **eight (8) printed copies of the Cost Fee Schedule** in a separate single sealed envelope bearing the assigned solicitation number (located on the first page of this RFP document) and clearly identifying to content as the Pricing Schedule to the location provided above.
 - Sealed envelope(s) or box(s) should bear the assigned Solicitation Number (S83-T29617) and the RFP title.

Evaluation & Selection Process

Evaluation Criteria



Responsiveness of Submission

Technical Competence & Requirements

Cost Fee Schedule

Designated evaluation committee will review and evaluate each proposal based on quality and responsiveness. Submitting a late proposal or not signing and notarizing the Offer & Submittal form are two ways your proposal can be deemed as non-responsive.

General Information

Read the entire RFP (Request for Proposal) **Pages 19 -21)**

Make note of the Submission Requirements outlined on pages 18-21.

- **Cover Letter –**
- **Offer & Submittal Form** (Exhibit I)
- **Qualification & Experience**
- **Knowledge & Experience of the Contractor's Team**
- **Project Organization & Management**
- **Client References**
- **MWBE Participation**
- **Financial Stability**
- **Legal Actions**
- **Conflict of Interest**
- **Forms & Certifications**
- **Fee Schedule**

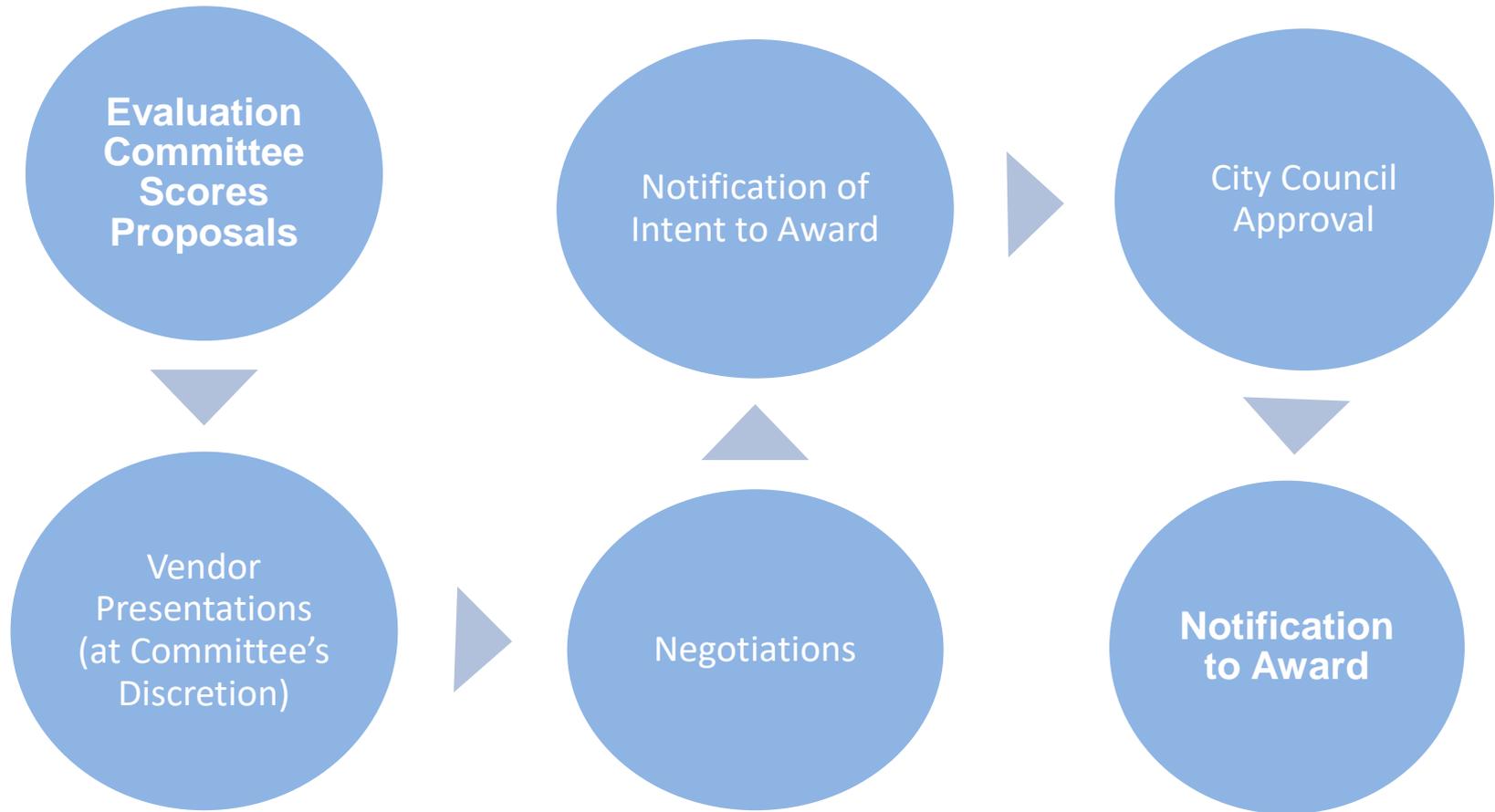
Complete & Submit all required forms **(Part VIII, Page 25)** included in the RFP package

- **Offer & Submittal**
- List of References
- List of Proposed Subcontractors
- Signed MWBE forms
- Fair Campaign Ordinance
- Contractor Ownership Disclosure and Form A Fair Campaign
- Anti-Collision Statement
- Bidder's Statement of Residency
- Conflict of Interest Questionnaire
- Bryd Anti-Lobbying Amendment
- Debarment Certificate
- Proposal Cost-Fee Form
- Proposal Checklist

“No Contact” Period
(Part VI - Page 21)

Neither Proposer nor any person acting on Proposer(s) behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members.

Evaluation & Selection Process



Disqualifications

Vendor proposal may be subject to disqualification if in violation for the possible reasons:

Submitted Late Proposal

LATE PROPOSALS and DELIVERY

Elect to either mail or personally deliver your proposals. Postal Service may not be the best option, mail will go through our mailroom, which may take time to process. Not a guarantee that the proposal will be delivered by the due date and time.

Violation of the
“No Contact”
Period

Non-Responsive
(failure to meet the minimum qualifications and to comply with all RFP requirements.

Scope of Work/Technical Specifications

Finance Department

Questions & Answers

Questions