



## **PRE-PROPOSAL CONFERENCE**

**RFP NO. S49-T29989**

**Strategic Incident Command  
Training Simulator, Software  
Solution, Hardware, and  
Services**

**November 9, 2022**

**10:00 AM**



# Introduction

- Any information pertaining to the RFP including any request for additional information and questions should be addressed to:

**Solicitation Contact Person:**

Norbert Aguilar, Sr. Procurement Specialist

[norbert.aguilar@houstontx.gov](mailto:norbert.aguilar@houstontx.gov)

Direct # 832-393-8751

- Everyone who is participating in this Pre-Proposal Conference, please submit via email, contact information by close of business today.
  - Attendee(s) Name(s)
  - Company Name
  - Phone #
  - Email Address(s)

# Pre-Proposal Conference Agenda

- Project Summary
- City of Houston – Office of Business Opportunity
- RFP Important Dates and Details
- Evaluation and Selection Process
- General Information
- Disqualifications
- Scope of Work – Houston Fire Department
- Questions and Answers
- Adjourn

# Project Summary

## Strategic Incident Command Training Simulator, Software Solution, Hardware, and Services

- The City of Houston (“City”) is currently seeking proposals from qualified vendors to upgrade the current Strategic Incident Command Simulator by providing a software solution, hardware, training, and services for the Houston Fire Department (“HFD”). The City intends to enter into a contract with the selected vendor (“Vendor”) to assist the City with the aforementioned project.
- The award will be for a five (5) year contract with two (2) one (1)-year options to renew annually, for a maximum seven (7)-year contract term.
- MWBE Goal: 0%

# City of Houston Office of Business Opportunity



MWBE GOAL REQUIREMENTS

HIRE HOUSTON FIRST

PAY OR PLAY

# RFP Important Dates & Details

- Pre-Proposal Questions Due: Friday, November 18, 2022 @ 12:00 PM (CT) to [norbert.aguilar@houstontx.gov](mailto:norbert.aguilar@houstontx.gov)
- Due Date: Thursday, January 5, 2023 @ 4:00 PM (CT)
  - City Secretary's Office  
City Hall Annex, Public Level  
900 Bagby St., Houston, TX 77002
  - **One (1) printed original of the Technical Proposal with an Offer and Submittal form** (signed in **BLUE** ink or electronically) and **Five (5) printed copy of the Technical Proposal.**
  - **Six (6) thumb drives (not password protected)** containing electronic copies of the Technical Proposal (sealed in a separate single envelope bearing solicitation number/title).
  - **One (1) thumb drive (not password protected)** containing electronic version of the **Cost Proposal Workbook** (in a separate sealed envelope bearing solicitation number/title).
  - Proposal should be labeled with the assigned Solicitation Number (S49-T29989) and the RFP title.

# Evaluation & Selection Process

## Evaluation Criteria



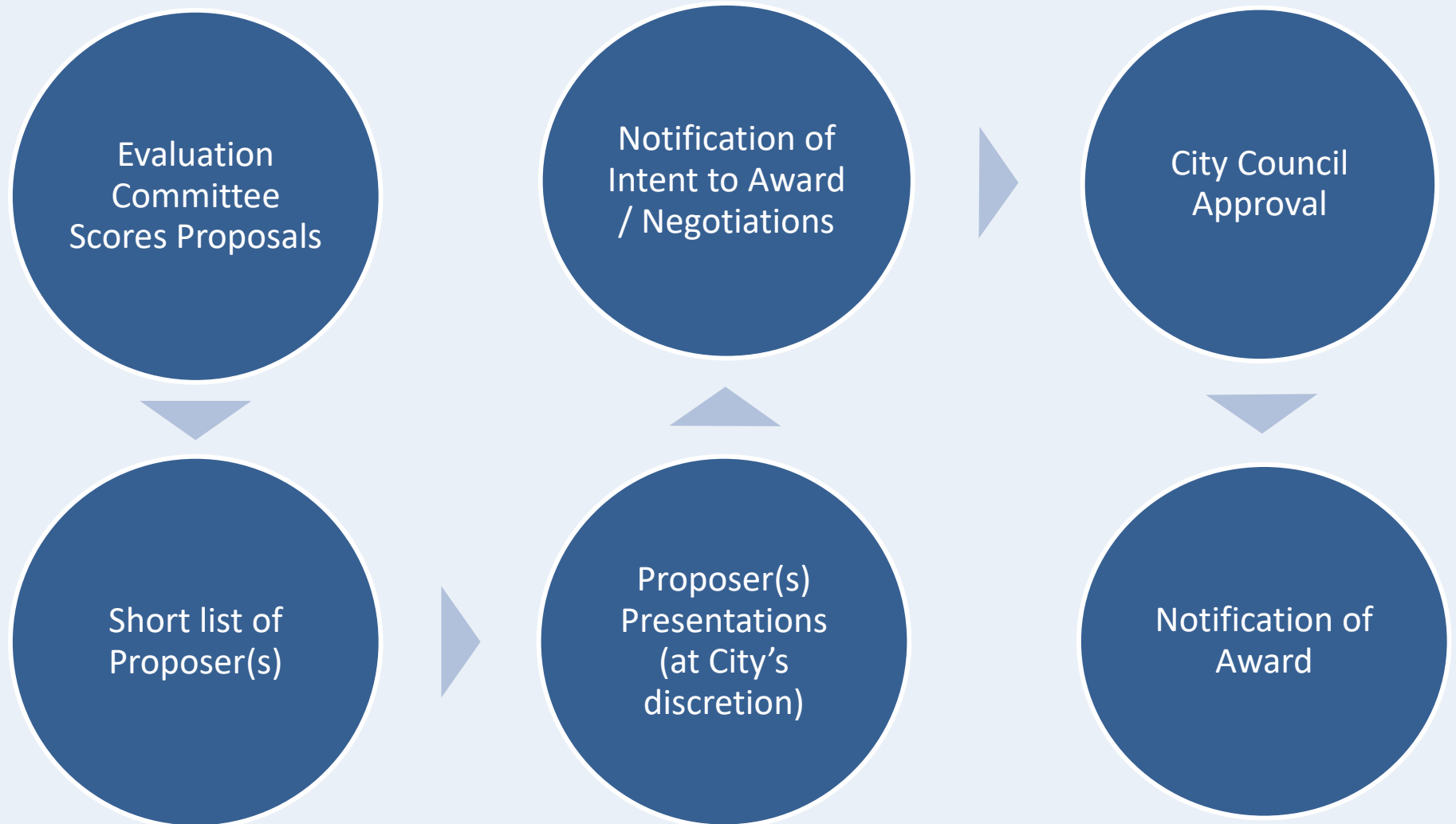
Responsiveness of Proposal

Technical Competence

Cost Proposal

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

# Evaluation & Selection Process (cont.)





# General Information



## Read the entire RFP

- Part IV Submission of Proposal, 2.0 Submission Requirements

## Complete and Submit all required forms included in the RFP

- Part VIII Required Forms to be Submitted with Proposal

## “No Contact” Period

– Part VI Special Conditions, 1.0 No Contact Period

# Disqualifications



Submitting Late Proposal

Violation of the “No Contact” Period

Non-Responsive

# Scope of Work

## **Houston Fire Department**

# Questions & Answers

## Questions

**Note: All questions that are presented during this Pre-Proposal Conference must be submitted via e-mail by November 18 @ 12:00 p.m.**