



PRE-PROPOSAL CONFERENCE

RFP NO. S88-T32684

WORKERS' COMPENSATION LEGAL
REPRESENTATION SERVICES FOR
LEGAL DEPT.

April 4, 2023
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:

Adeola Otukoya, Sr. Procurement Specialist

Adeola.otukoya@houstontx.gov

Direct # 832-393-8786

- Email contact information by close of business.
 - Attendee Name
 - Company Name
 - Phone #
 - Email Address
 - MWBE Certification

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 – Legal Department
- Questions and Answers
- Adjourn



Project Summary

Workers' Compensation Legal Representation Services Services

- The City seeks firms to serve as the City's Workers' Compensation attorneys and represent the City in all matters referred to it by the City Attorney relating to the investigation, handling, litigation and/or subrogation of the City of Houston Workers Compensation Benefit Program.
- The City intends to enter into one or more contracts for City's Workers' Compensation attorneys and represent the City with the qualified Proposer(s) to assist the City with the aforementioned initiative.
- This is for a three (3) year contract with two (2) one-year options to renew annually, for a maximum five (5) year term for dredging monitoring contractor services.
- MWBE Goal: 10%

City of Houston Office of Business Opportunity



MWBE GOAL REQUIREMENTS

HIRE HOUSTON FIRST

PAY OR PLAY

OBO's website at <http://www.houstontx.gov/obo/index.html>

RFP Important Dates & Details

- Pre-Proposal Questions Due: Friday, April 7, 2023 @ 10:00 AM (CT) to adeola.otukoya@houstontx.gov
- Due Date: Thursday, April 27, 2023 @ 3:00 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** (signed in **BLUE** ink) and **three (3) printed copy of the Technical Proposal**.
 - **Three (3) thumb drives** containing electronic copies of the Technical Proposal (sealed in a separate single envelope bearing solicitation number, title, and company name).
 - **One (1) thumb drive** containing electronic version of the **Price Proposal, M/WBE, and Financial Stability documents** (in a separate sealed envelope bearing solicitation number/title).
 - Proposal should be labeled with the company name, the assigned Solicitation Number (S88-T32684) and the RFP title.

EXAMPLE OF A LABEL

Company Name: _____

Company Address: _____

City of Houston

Request for Proposal (RFP)

S88-T32684 – Workers’ Compensation Legal Representation Services

To

**City Secretary’s Office,
City Hall Annex – Public Level,
900 Bagby Street
Houston TX 77002**

Evaluation & Selection Process

Evaluation Criteria



Quality of Proposed Solution and Approach

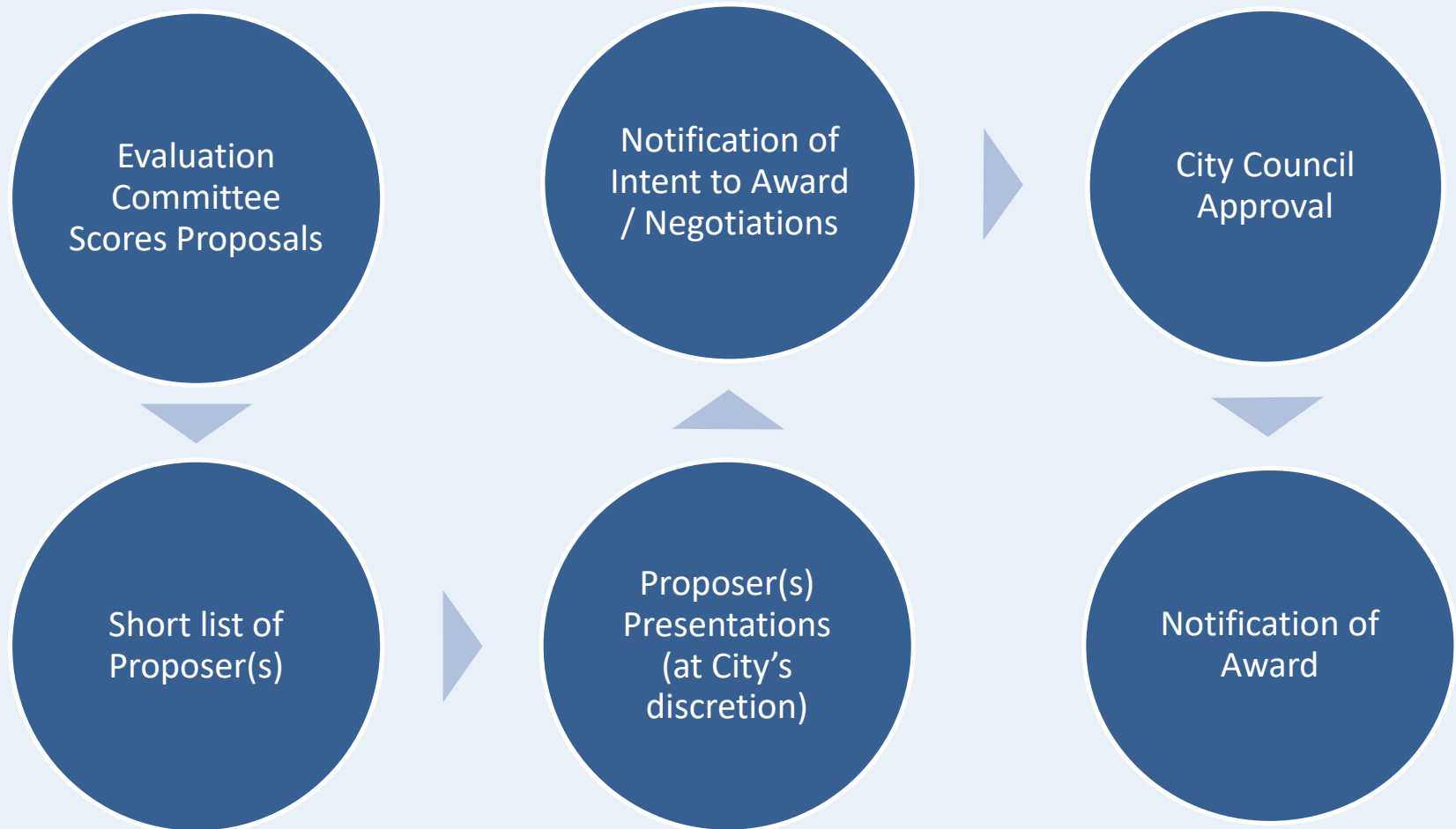
Qualifications and Specialized Experience of the Firm

Qualifications and Specialized Experience of the Firm's Key Personnel

Cost Proposal

Designated evaluation committee will review and evaluate each proposal based on the evaluation criteria listed in 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/Project Events & Task

Legal Department

Questions & Answers

Questions