



PRE- SUBMITTAL CONFERENCE

Request For Qualifications (RFQ)

Solicitation No. H37-PCTS-2020-014

PROFESSIONAL COMPETENCY TRAINING SERVICES FOR HOUSTON AIRPORT SYSTEM (HAS)

Friday, November 6, 2020, 10:30 AM, CST
([Microsoft Teams Video-Conference](#))

WEB MEETING ADDRESS: <https://bit.ly/3dCTQBt>

André Morrow, C.P.M., CPPB
Sr. Procurement Specialist
Houston Airport System

List of Attendees



Please fill-in the following on the “Q&A” area of MS Teams:

Company Name: _____

Name of Participant: _____

Telephone No: _____

Email Address: _____

Proposing as: Prime _____ or Sub-Contractor _____

Pre-Submittal Meeting Agenda



- | | |
|-------------------------------------|---|
| I. Opening Remarks | LaTonja P. Ware
Division Manager, HAS SCM |
| II. Solicitation Overview | Andre' Morrow, C.P.M., CPPB
Sr. Procurement Specialist |
| III. Office of Business Opportunity | Jason McLemore
Deputy Asst. Director, HAS OBO |
| IV. Project Scope and Overview | Marie Stephens
Division Manager, Organizational
Development
Human Capital Management |
| V. Questions/Answers | All questions must be submitted in writing
via email to SCM, Andre' Morrow |

Procurement Process Reminder / Quiet Period



- The Quiet Period begins on the date the solicitation is issued and extends until an award recommendation appears on a City Council Committee Meeting Agenda..
- All inquiries regarding this solicitation are to be directed to the designated City Representative ([Andre' Morrow](#)).
- Do not contact Council Members or City employees in an attempt to influence the outcome of the award. You will be able to speak publicly at the City Council Meeting.

Disclaimer:

This document serves to aid interested Vendors doing business with the City of Houston (City). This document does not constitute legal advice or bind the City in any manner. Anything stated at this pre-bid conference is not intended to change any terms and/or conditions stated in the advertised solicitation document. Any authorized changes will be made in writing in the form of a letter clarification or addendum issued by Supply Chain Management.

Solicitation Overview



Solicitation Purpose

The City of Houston (City), Houston Airport System (HAS), is seeking multiple highly qualified firms through this Request For Qualifications (RFQ) to provide Professional Competency Training Services for the Airports' Human Capital Management Division.

Services sought are inclusive of but not limited to the following four categories of learning and development opportunities:

- 1) Airport Core Competencies and Skills;
- 2) Safety and Compliance Courses;
- 3) Leadership & Management Skills; and
- 4) Functional & Business Skills.

Solicitation Overview



**QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION
ARE DUE BY:**

Tuesday, November 10, 2020, 12:00 P.M., CST

SOLICITATION DUE DATE AND TIME:

Tuesday, December 8, 2020, 2:00 P.M. CST

Add'l Info/Specification Changes



LETTER OF CLARIFICATION(S) (LOC) :

Requests for additional information and questions should be addressed via email to the HAS Sr. Procurement Specialist, André Morrow, C.P.M., CPPB: andre.morrow@houstontx.gov no later than 12:00 PM (Noon), November 10, 2020.

Responses to questions received from potential Firms and any changes to the solicitation documents shall be confirmed in writing and will be posted in a Letter of Clarification to the HAS website (<https://www.fly2houston.com/biz/opportunities/contracting>) prior to submittal due date.

Add'l Info/Specification Changes



SOLICITATION FILES:

Solicitation Documents

- ✓ RFQ # H37 PCTS 2020 014 Professional Competency Training Services

Attachments

- ✓ ATTACHMENT B – Sample Contract - RFQ # H37 PCTS 2020 014

Procurement Timeline

Description	Scheduled Date
Date of RFQ (Advertised & Posted on HAS Website)	October 23, 2020
Pre-Submittal Conference	November 6, 2020
Deadline for Questions	November 10, 2020
Letter of Clarification(s) Posted on HAS Website (Estimated)	November 17, 2020
SUBMISSIONS DUE FROM RESPONDENTS	December 8, 2020
Notification of Shortlisted Firms (Estimated)	January 8, 2021
Oral Presentations/Interviews (Estimated)	January 19, 2021
Notification of Intent to Award (Estimated)	February 2, 2021
Council Agenda Date (Estimated)	March 3, 2021
Contract Start Date (Estimated)	March 8, 2021

Submittal Procedures

- **Provide one (1) original submittal** signed in **BLUE** ink and marked “original” along with **ten (10) copies** of the submittal in hard copy **and** on thumb drives.
- **Provide two (2) hard copies** (1-original and 1-copy) of **Firms’ Financial Statements** in a separate, sealed envelope bearing the assigned Solicitation Name and Number.
- All submittals must be delivered to 18600 Lee Road, Humble, TX 77338 by **Tuesday, December 8, 2020 at 2:00 P.M., CST.**
- All submittals must be labeled on the outside of the box:
“RFQ # H37-PCTS-2020-014 Professional Competency Training Services For Houston Airport System (HAS)” and provide all applicable contact information.

RFQ SUBMITTAL REQUIREMENTS



- Each Submittal must be organized and follow the required format as stated in the RFQ.
- Each Section must be appropriately tabbed and inclusive of all required submittals.

RFQ SUBMITTAL REQUIREMENTS



FORMS TO BE SUBMITTED WITH STATEMENT OF QUALIFICATION

- Exhibit A – 00455 Ownership Information Form
- Exhibit B – 00457 Conflict of Interest Questionnaire
- Exhibit C – 00460 Pay or Play Acknowledgement Form
- Exhibit D – 00480 Reference Verification Form
- Exhibit E – 00481 Anti-Collusion Statement
- Exhibit F – Attachment “A”: Schedule of M/WBE Participation
- Exhibit F – Attachment “B”: M/WBE Letter Of Intent
- Exhibit F – Attachment “C”: Certified M/WBE Subcontract Terms
- Exhibit F – Attachment “D”: Mayor’s OBO M/WBE Utilization Report
- Exhibit H – 00600 List of Proposed Subs
- Exhibit Q – Contact Directory Form
- Exhibit R – Statement Of Residency
- Exhibit S – Offer And Submittal
- Exhibit T – Contract and Contract Exception Chart
- Attachment C – Required Submittal Checklist

EVALUATION & SELECTION CRITERIA



- Responses will be evaluated by an Evaluation Committee consisting of City of Houston personnel.
- The award of a contract will be made to the Firm(s) offering the response which best meets the needs of the COH and HAS. The COH reserves the right to reject any offer if the Response submitted fails to satisfy the COH that the Respondent is properly qualified to provide the services contemplated as specified.

Evaluation Criteria and Scores

The following criteria will be used in the evaluation to assess and document the degree to which the Submittal meets that criterion and the requirements contained in the Scope of this solicitation:

Evaluation Criteria	Max Score
Minimum Qualifications or Requirements	Pass/Fail
M/WBE Compliance	Pass/Fail
Financial Capabilities	Pass/Fail
Firm's Background and Experience Providing Similar Services	40
Methodology And Approach To Scope Of Services	35
Background And Experience Of Key Personnel	25
TOTAL	100

EVALUATION CRITERIA

The Respondents Must Meet The Following Minimum qualifications:

1. Contractor shall have a minimum of 5 years experience in industry equivalent contracts and in developing and delivering professional competency training services of similar size and scope to this RFQ.
2. Contractor must provide a list of relevant experience as a Prime on at least one (1) similar project(s) of similar scope and magnitude of at least one or more of the packages identified in this RFQ within the past five (5) years including company name, contact name, address, date of contract, and description of service.
 - a) This requirement must be met by the prime firm and not by a combination of firms on a team.
 - b) This experience must also be validated in a letter by the project owner.

EVALUATION CRITERIA

Financial Capabilities (Pass/Fail)

- Provide audited financial statements or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two fiscal years. At a minimum, include the letter of opinion, balance sheet, schedules, and related auditor's notes.
- Firms that do not have audited financial statements shall submit unaudited financial statements from the previous two years along with federal income tax returns from the previous two years.
- Please note that this is a requirement and a firm's failure to submit this information will result in that firm not being considered for this contract. A firm should not refer HAS to its website or any other database to retrieve this information.

M/WBE Compliance (Pass/Fail)

- As referenced in PART V, Section 15.0 MINORITY AND WOMAN BUSINESS ENTERPRISES (M/WBE) and City Required Documents listed as Exhibits, Attachments, and referenced in PART VII in the RFQ solicitation.

HAS Office of Business Opportunity

Jason McLemore

Deputy Asst. Director

has.obo@houstontx.gov

Diversity Requirements

- The MWBE Goal on this solicitation is 24%.
- MWBE firms must be certified by the City of Houston Office of Business Opportunity.
- Firms Must Be Certified MWBE at time of RFQ Submission. If Not Certified MWBE, They Will Not Be Counted Towards Contract Participation.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> or By Phone (832) 393-0600.

Project Scope and Overview



Marie Stephens

**Division Manager, Organizational Development
Human Capital Management**

General Project & Scope Overview

**PROFESSIONAL COMPETENCY TRAINING SERVICES
FOR HOUSTON AIRPORT SYSTEM (HAS)**

Project Scope and Overview

- **Business Unit Overview:** The three main focuses of the Organizational Development (OD) group are:
 - Employee training (current role)
 - Education (future jobs)
 - Development (continued success)
- **Purpose:** The RFQ is a contract for Professional Competency Training Services that will enable the OD group to:
 - Facilitate the implementation of HAS' Organizational Development Plan through the provision of qualified facilitators and training materials
 - Maximize HAS' performance by training and continuously improving the competencies of employees

Scope (Continued)

- **Project Goals:** HAS is seeking to engage the professional services of one or more firms with the capacity to:
 - a) Develop and deliver courses through multiple platforms
 - b) Incorporate HAS policies/procedures, strategic priorities, core competencies, and industry best practices in all training materials
 - c) Deliver training programs for employees in four categories (see ATTACHMENT A for representative list of the course categories typically required for employees' learning and development at HAS)
 - Airport Core Competencies and Skills
 - Safety and Compliance
 - Leadership and Management Skills
 - Functional and Business Skills

Scope Continued

- **Training Format:** Provide training in the following formats:
 - a) Classroom (i.e. instructor-led)
 - b) Blended Learning (i.e. combined classroom with e-learning)
 - c) Online/Web-based (i.e. delivered through Talent Management System)
 - d) Virtual (i.e. delivered through web conferencing software)

- **Course Content:** Tailor course content to the appropriate audience:
 - a) Align training programs with four (4) developmental levels
 - Non-Supervisors
 - Supervisors
 - Managers
 - Executives
 - b) Specify course description with expected learning outcomes
 - c) Provide facilitators who are certified to train on third-party content
 - d) Customize course content based on organization's needs without charging additional fees for curriculum/course design

Scope Continued

- **Class Materials:** Provide current and relevant materials for courses to include the following:
 - a) PowerPoint presentation
 - b) Participant's manual/workbook
 - c) Handouts, activities and applicable resource materials
 - d) Instructor's/facilitator's guide
- **Class Evaluation:** A variety of methods will be used to evaluate the effectiveness of training programs provided under the Agreement (e.g. course evaluations, on-site visitations, performance review conference calls, etc.)
- **Class Scheduling Process:** To be determined based on HAS operational needs. Contractor must be available to meet at least six (6) weeks prior to the implementation of the schedule.

Scope Continued



- **Locations:** Training (instructor-led) will be delivered at HAS facilities
 - a) George Bush Intercontinental Airport (IAH)
 - b) William P. Hobby Airport (HOU)
 - c) HAS Administration Facility

- **Anticipated Contract Terms:** This is for a three (3) years with two (2) one-year options to renew annually, for a maximum five-year contract term for Professional Competency Training Services

- **Targeted Award Date:** March 2021

Questions

- Questions to be official must be in writing and submitted to André Morrow via email: andre.morrow@houstontx.gov.
- Answers will be posted in HAS website as Letter of Clarification: www.houstonairports.biz.

IMPORTANT DATES / TIMES



- **RFQ Submittals Due Date and Time:**
Tuesday, December 8, 2020 at 2:00 P.M., CST
- **Questions and Requests for Additional Information Due Date:**
Tuesday, November 10, 2020 @ 12:00 P.M., (Noon), must be received electronically and directed via email to:
andre.morrow@houstontx.gov.
- **Please include the phrase:**
“QUESTIONS – RFQ # H37-PCTS-2020-014 Professional Competency Training Services For Houston Airport System (HAS)” in the subject line and provide all applicable contact information.

HOUSTON AIRPORT SYSTEM

Thank you!