



HOUSTON AIRPORT SYSTEM

Doing Business with HAS
October 25, 2023

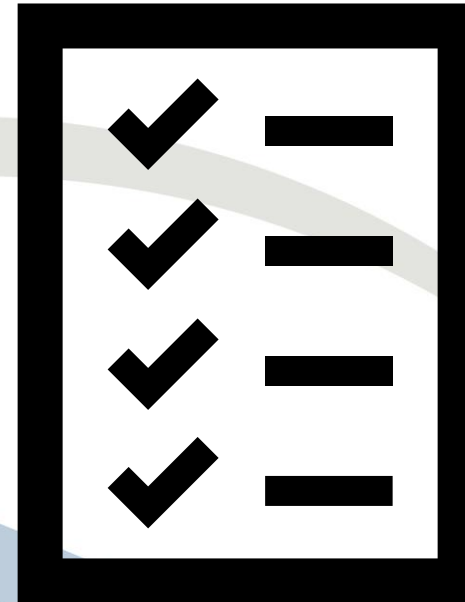
Presented by
Mounir Abdouh
Senior Business Development Coordinator
Josette Safi-Kilonda
Senior Business Development Coordinator
HAS OBO



Event Agenda



- Event Purpose
- HAS OBO Overview
- HAS OBO Responsibilities and Duties
- HAS Procurement Overview
- Helpful Tips
- Q&A
- Closing Remarks





Event Purpose



- The success of Houston Airports depends upon doing business with thousands of qualified contractors, suppliers and vendors
- There are many business opportunities within Houston Airports, including construction, facility maintenance, professional services, airport concessions, advertising and car rentals
- These opportunities are awarded to companies through a Request for Qualifications (RFQ), Request for Proposal (RFP), or competitive bid process





HAS OBO Overview



Vision The Office of Business Opportunity's vision is to **eliminate systemic barriers** to prosperity and economic opportunity in the Greater Houston region

Mission The Office of Business Opportunity is committed to **cultivating an inclusive and competitive economic environment in the City of Houston** by promoting the success of small businesses and developing Houston's workforce, with a special emphasis on historically underutilized businesses and disenfranchised individuals

Objectives The Houston Airports Office of Business Opportunity **promotes the utilization** of Disadvantaged Business Enterprises (DBEs) in Department of Transportation (DOT) Federal Aviation Administration (FAA) financially-assisted contracts; the inclusion of Minority and Women, Small (SBE) and Persons with Disabilities Business Enterprises (MW/S/PDBEs) in City of Houston funded contracts; **improved access to Houston Airports contract and procurement opportunities** for MW/PDBE and non-MW/PDBE and SBE companies; and compliance with local and federal mandates

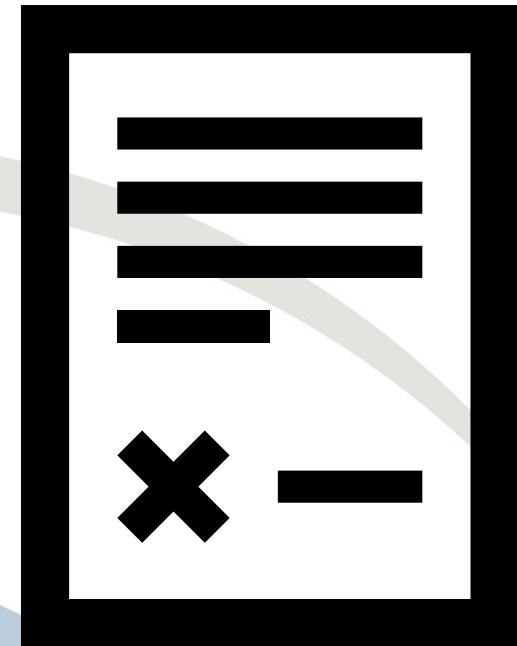




HAS OBO Responsibilities and Duties



- To promote the utilization of Disadvantaged Business Enterprises (DBEs) in Department of Transportation (DOT) Federal Aviation Administration (FAA) financially-assisted contracts
- To promote utilization of Minority and Women, Small (SBE) and Persons with Disabilities Business Enterprises (M/W/S/PDBEs) in City of Houston funded contracts
- To improve access to HAS contract opportunities for M/W/S/PDBE companies
- To ensure compliance with local and federal mandates



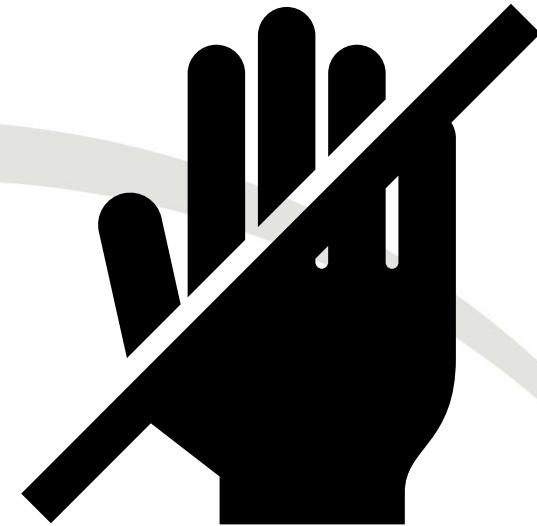


HAS OBO Commitment



Create a level playing field on which:

- DBEs and M/W/S/PDBEs can participate in an environment that removes barriers
- Ensures equal access and non-discrimination
- Provides tools necessary to compete successfully within the Houston Airport System

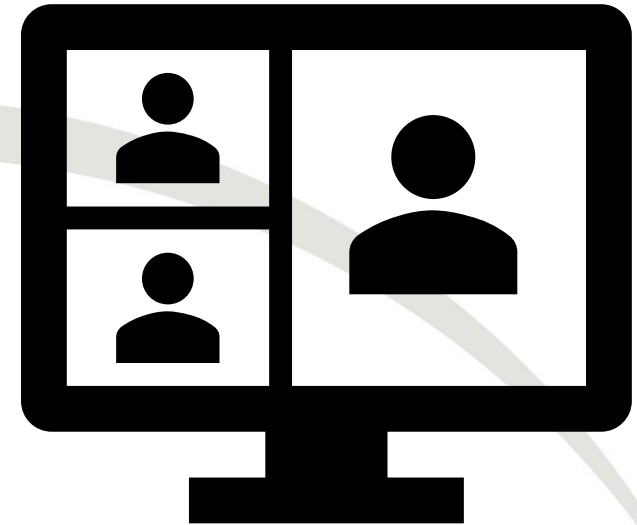




HAS OBO Working For Your Company



- Provide contract information to M/W/S/P/DBEs
- Serve as an advocate for M/W/S/P/DBEs
- Support policies and activities to maximize their small business participation on HAS contracts
- Assist Prime Contractors identify certified M/W/S/P/DBEs to participate on contracts as subcontractors and concessionaires
- Educate M/W/S/P/DBEs on accessing HAS contracting opportunities

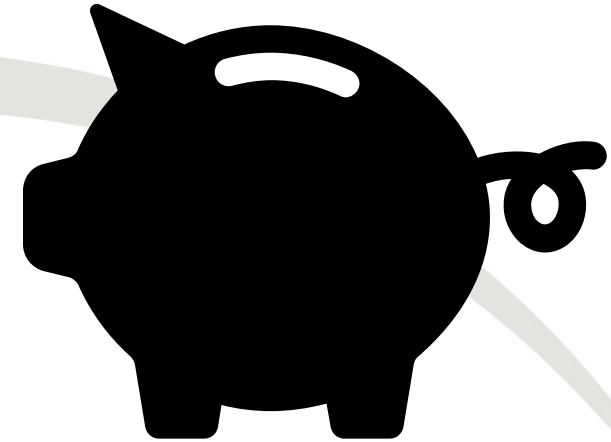




HAS OBO Working For Your Company



- Monitor M/W/S/P/DBEs utilization on contracts with participation goals
- Ensure that wage standards are met on all construction projects with Federal and City funding
- Host small business and minority forums for networking
- Provide information and referral services to M/W/S/P/DBEs





HAS OBO Business References



- Guide to Doing Business with the City <http://purchasing.houstontx.gov/guide.html>
- Procurement Manual https://www.houstontx.gov/legal/coh_procurementmanual.pdf
- Vendors Guide http://purchasing.houstontx.gov/SPD_eBid_VendorsGuide.pdf
- Formal Bids & RFPs <http://purchasing.houstontx.gov/bids.html>
- Houston Small Business Legal Consultation <https://www.houstontx.gov/obo/free-legal-assistance.html>
- Government Grants for Small Businesses <https://www.chamberofcommerce.org/government-grants-for-small-businesses>



Doing Business with HAS





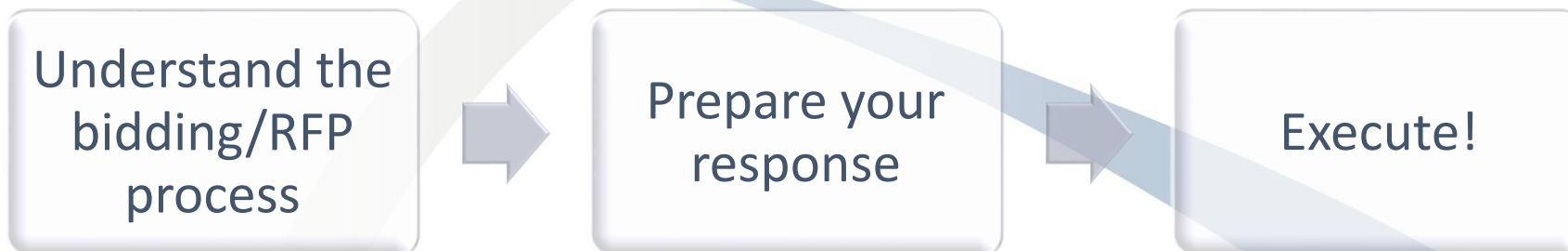
Doing Business with HAS



FY2023 - Year to Date

HAS awarded \$357,352,159, of which \$90,336,085 was awarded to certified firms, accounting for 25.3 % utilization over all awards

The best preparation for winning HAS contracts is





Doing Business with HAS















Step 1: Register as a City of Houston Vendor

- If you have never done business with the City of Houston before, create an online account by going to:
https://purchasing.houstontx.gov/bid_regform.aspx

CITY OF HOUSTON STRATEGIC PROCUREMENT DIVISION

Please make a selection from the menu below

 Guide to Doing Business with the City & FAQs	 New Users Create New Acct. User Name / PW	 Existing User Register, Log In, or Search
 Supplier Resources and Procurement	 All About Formal Bids and RFPs	 Search Bids, RFPs, Tabs, Pre-Bid Schedules
 Forms Business, Pay or Play, Hiring, Etc.	 Office of Business Opportunity	 Strategic Procurement Buyer Groups
 Purchasing Terms and Conditions	 City of Houston Procurement Manual	 State of Texas Bid Law

Click on New Users



Doing Business with HAS

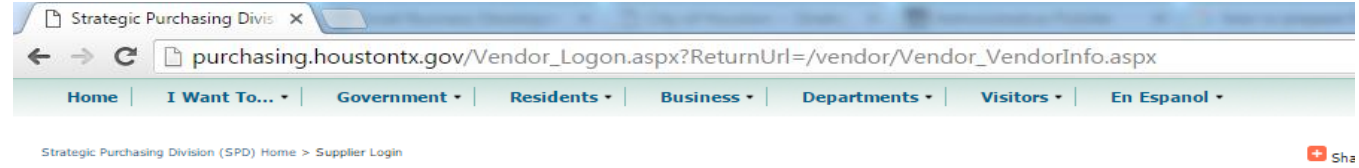


Step 2: Complete and submit and online registration form:

https://purchasing.houstontx.gov/Vendor_Logon.aspx

Step 3: Fax your W-9 to the Vendor Assistance Desk at: 1-832-393-8758 or email: spdwebmaster@houstontx.gov

NOTE: Requires an email address and physical address per web account



City of Houston Strategic Procurement

The complete online resource dedicated to doing business with the City of Houston.

Strategic Procurement Departmental Links

- Existing Suppliers Login
- Projected Procurement Opportunities
- NIGP Code Search and Commodity Provider Search
- Overview of Bid/RFP Processes
- Records Management
- The Chief Procurement Officer
- The City Purchasing Agent
- Employee Directory
- Citywide DPU (Departmental Purchasing Unit) Contact List
- Site Search
- Site Map

Finance Department
Strategic Procurement Division
City Hall Building
901 Bagby St. Concourse Level
Houston, TX 77002

Contact the City of Houston

- Jump to a different section -

Existing Supplier Login

Email Address:

Password:

Remember Email?

[Login >>>](#)

WARNING: It was recently reported that a fraudulent purchase order (PO) representing City of Houston was sent to some of our vendors. We would like to raise your awareness on this issue and ask you to please be alerted if you receive a PO from City of Houston which seems abnormal. [Read here for more information.](#)

Having trouble logging in?

- NOT SURE if you are registered? [Click Here](#) to search
- NEW USER? [Click Here](#) to create a web account now
- FORGOT PASSWORD? [Click Here](#) to retrieve it now

Our online bids and RFPs require all Suppliers to be registered online and provide a signed IRS W9-/W-8 to become a supplier with the City of Houston. Additionally, the City of Houston requires all Suppliers to have a current Web Account which must be linked to the existing Supplier number in order to place bids or down load bids.

If your company is not registered with the City of Houston, [Click Here](#) to create a web account and access the

Existing Supplier Login



Procurement Overview

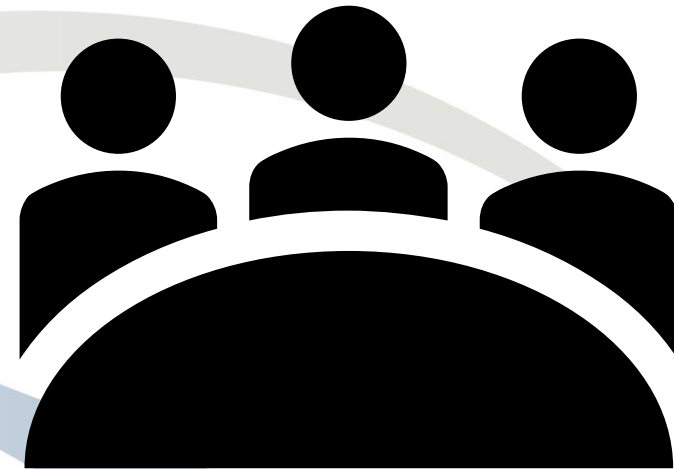


HAS Procurement Overview



To be successful...

- Understand the types of solicitations and method of procurement used by the government
- Respond appropriately to solicitations with proposals that win contracts!





HAS Procurements



- Goods and Services: [City of Houston Strategic Procurement Division](#)
- Design and Construction: [HAS Procurement Solicitations](#)
- Professional Services: [HAS Procurement Solicitations](#)



Procurement Overview - Types of Solicitations



Solicitation tools used to procure goods and services for HAS:

- Purchase Orders (POs)
- Emergency Purchase Orders (EPOs)
- Informal Bids
- Formal Bid
- Request for Proposals (RFPs)



Procurement Overview – Guidelines & Threshold



Purchases of and under \$50,000

- Informal bids
- Not required by law to be publicly advertised
- Methods of procurement:
 - **Non-competitive purchase:** If the price is less than \$3,000, purchase can be made from most convenient supplier/contractor, without contacting others
 - **Price quotations:** Quotes should be solicited from three or more contractors to ensure the price is fair. Typically for purchases between \$3,000 - \$50,000
 - **Sealed bid:** Advantageous if the procurement is close to \$50,000



Procurement Overview – Guidelines & Threshold



Procurements greater than \$50,000

- Formal bids
- Require City Council approval and compliance with procurement procedures to enter into a contract with HAS
 - Types of Solicitations used:
 - Invitation to Bid (ITB)
 - Request for Proposals (RFPs)
 - Request for Qualifications (RFQs)
 - Contract types:
 - Goods & Work (Non-Professional) Services
 - Professional Services
 - Construction



Procurement At A Glance



Procurement Method	Used When	Advantages	Disadvantages
Formal Bids (ITB)	1. Competition exists 2. The product or service is available from more than one source 3. Price is major difference between all responsive, responsible bidders*	1. Award process is simpler	1. Does not encourage innovative solutions
Request for Proposals (RFP)	1. When factors other than price are required/evaluated to get the required product/service	1. Allows factors other than price to be considered* 2. Allows for customized solutions proposing different approaches to the business need	1. Evaluations are more complex
Request for Qualifications (RFQ)	1. Selection is made solely on the skills and qualifications of the contractor	1. Emphasizes the competency of the proposed contractors	1. Contractor is selected before price is negotiated

* Source: comptroller.texas.gov



Procurement Overview - Formal Sealed Bidding



Invitation to Bid – for contracts over \$50,000

- HAS awards contract to lowest bidder whose bid meets the terms and specifications of the **Invitation to Bid (ITB)** – (solicitation used for the sealed bid process)
- The ITB is the basic method for procuring supplies, work (non-professional) services or construction services with a contract value of \$50,000 or more
- When using ITB process, HAS typically awards contract to vendor that meets all HAS quality requirements and offers the lowest price



Procurement Overview – Competitive Sealed Proposals



Request for Proposals (RFP) - for contracts over \$50,000

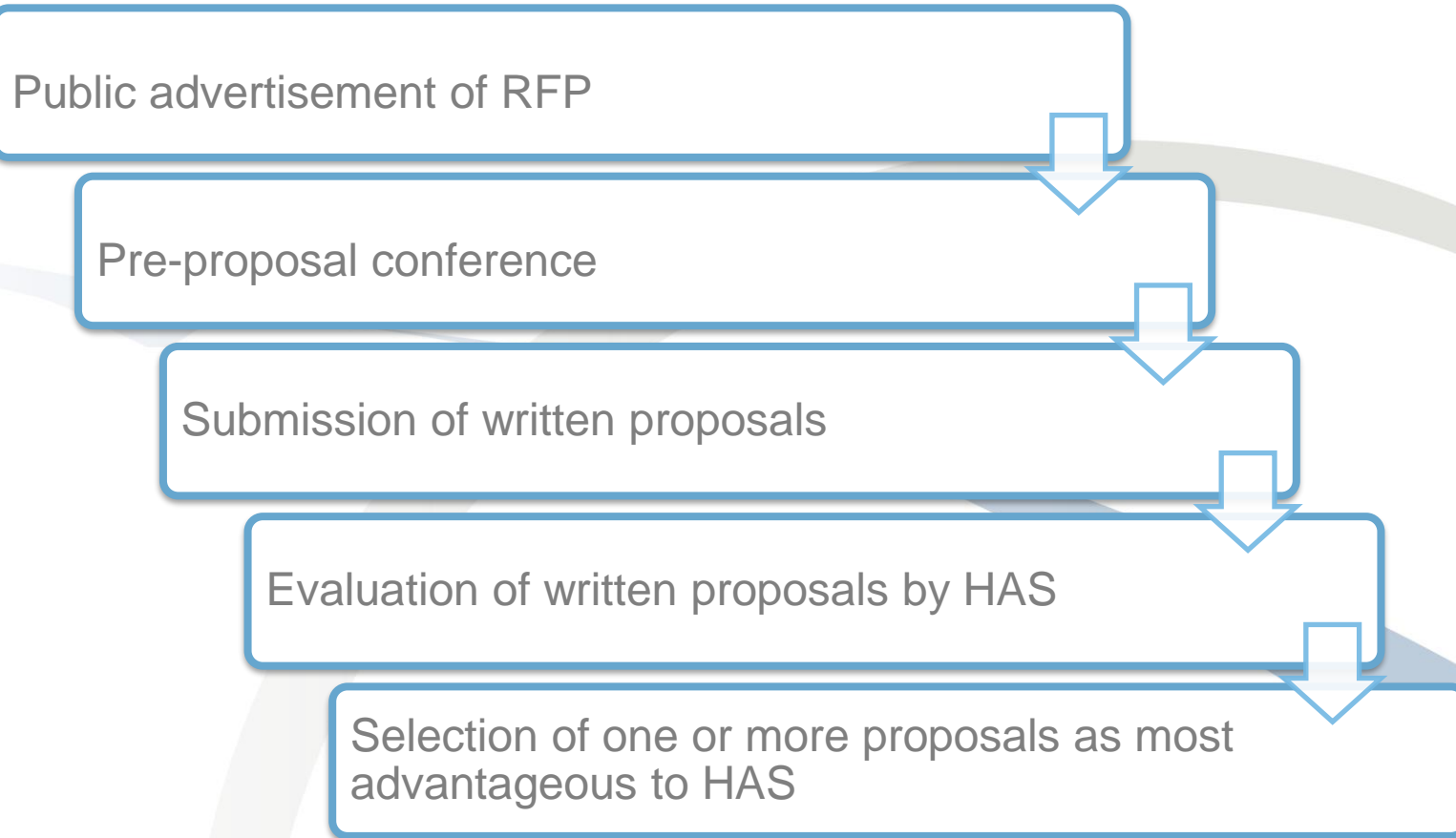
- Certain goods & services & construction contracts are procured by a competitive process known as **Request for Proposals (RFP)**
- Process permits HAS to weigh the proposals' merits, that also meet HAS quality requirements
- RFP process may not always result in selection of vendor offering lowest price, as HAS seeks to identify the overall best value
- Appropriate for procuring:
 - High technology goods & services
 - Certain Professional Services
 - Goods & Services where the **best value** may be a combination of price and other factors
 - Certain Construction Services



Request for Proposals (RFP)



The RFP process includes the following steps:





Request for Proposals (RFP)



The RFP process includes the following steps:

Oral presentations from selected proposers (optional)

Invitation to selected proposers to make Best and Final Offer ("BAFO")

Evaluation of BAFOs, and contract negotiations with parties whose BAFOs are selected

Final selections of most advantageous proposal; award of contract by City Council



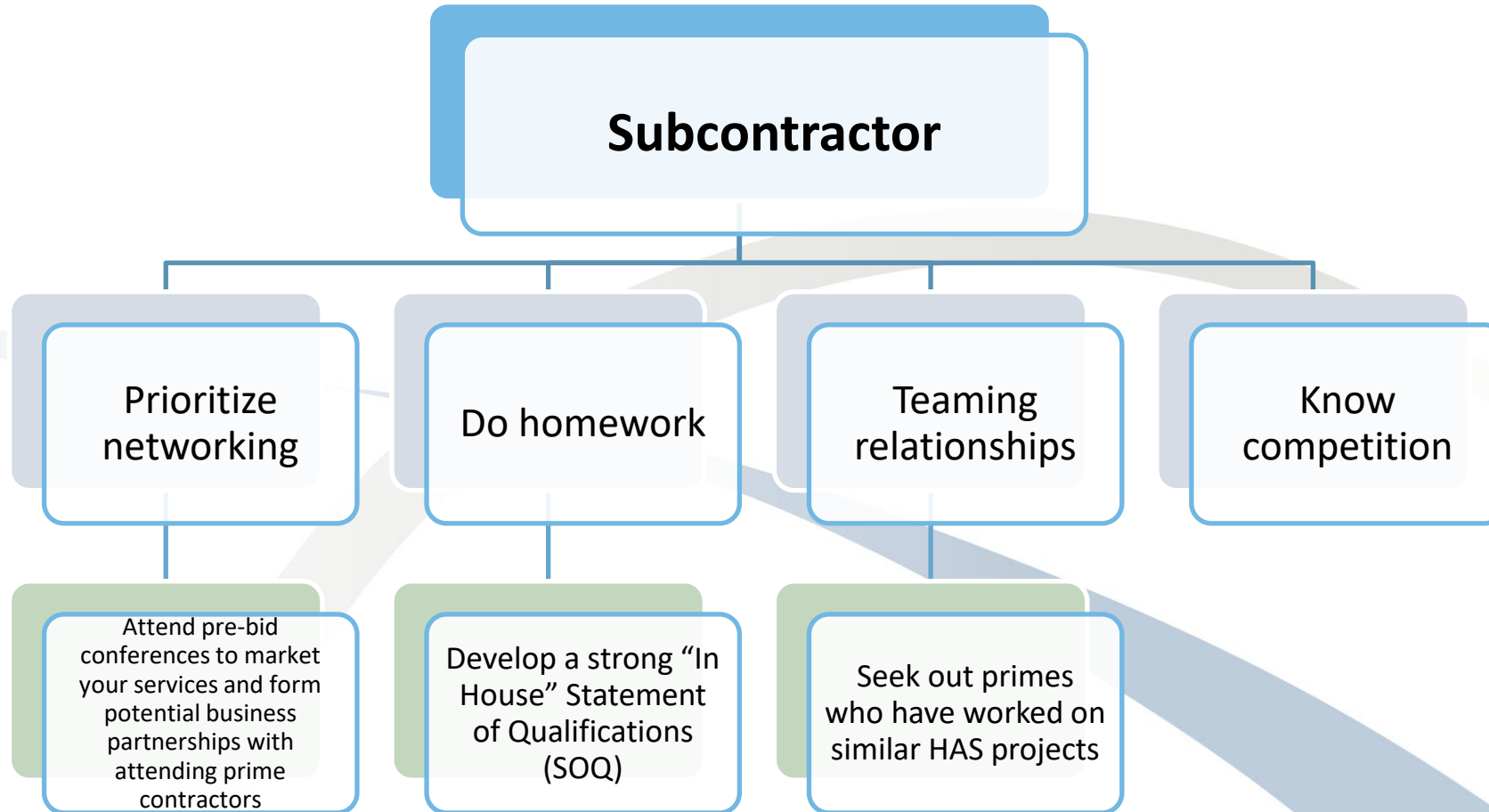
Methods of Procurement - Explaining RFQs



- Respondents are evaluated based solely on their qualifications in relation to the scope of services required
- A select number of qualified firms is shortlisted
- HAS then enters into negotiations with the best qualified firm
- Oral presentations may be requested from selected firms
- Price is not solicited with the initial RFQ
- Generally used for Professional Services, including engineering services, architecture, design build, construction manager-at-risk contracts etc.

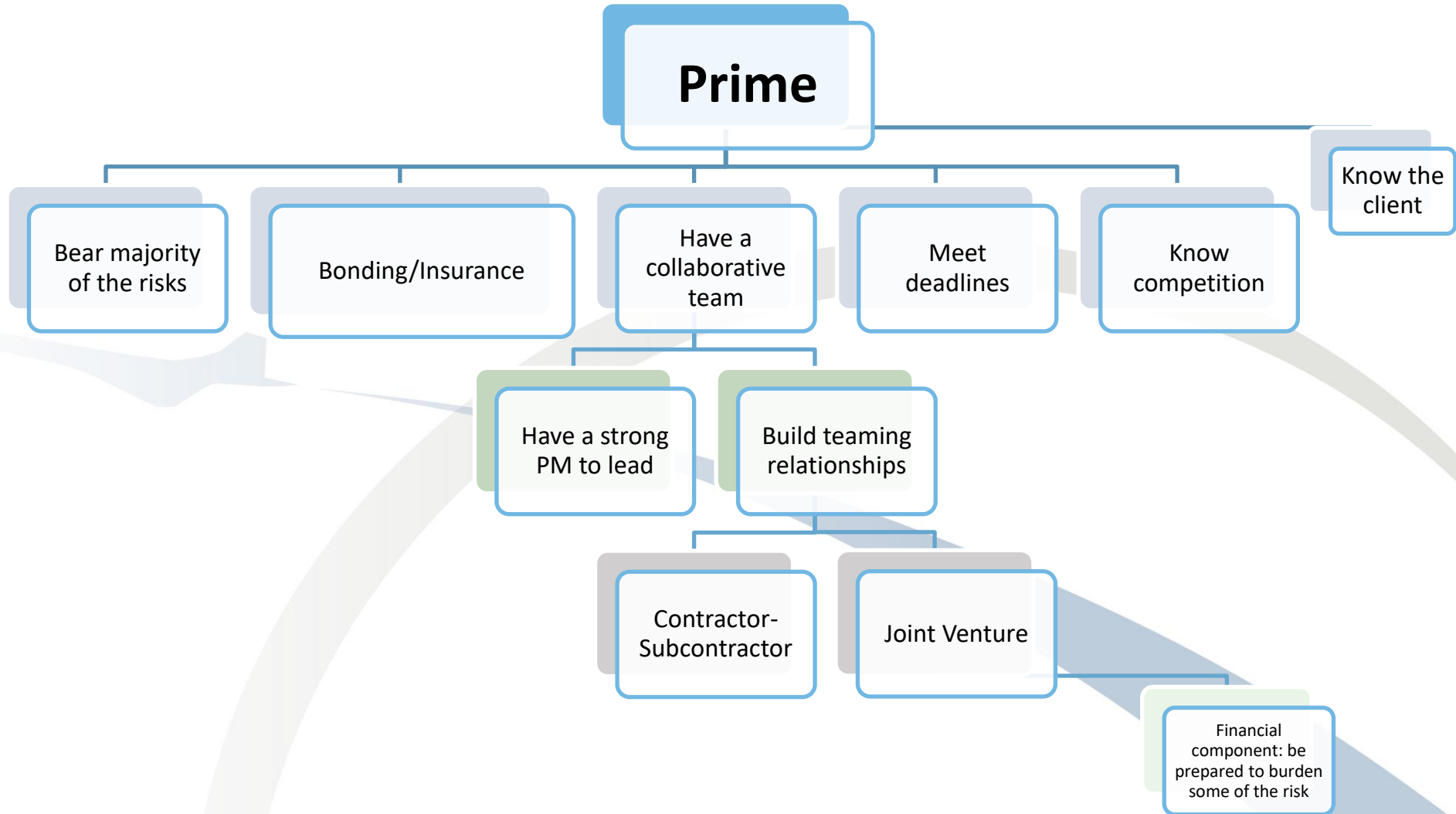


Do You Want to be a Subcontractor?





Do You Want to be a Prime Contractor?





Procurement Opportunities



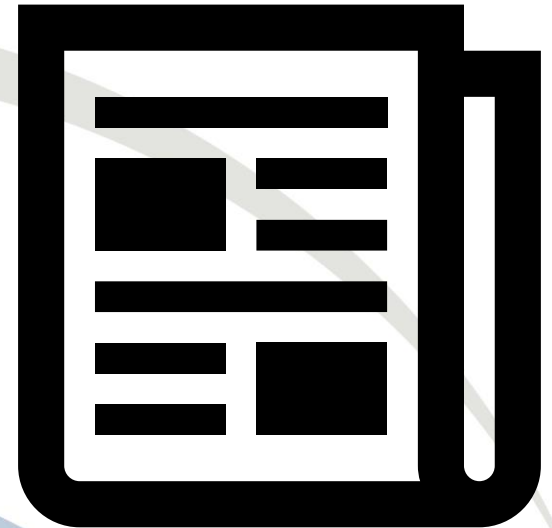
Strategic Purchasing advertisements and Notices to Bidders are publicly posted according to State Statute and Charter provision and are available from the following sources:

- Every Friday in the "Notice to Bidder" section of the Houston Business Journal. Some bid advertisements may be found in the Sunday edition of the **Houston Chronicle**, and various Industry Specific Networks and Business Journals
- Current contracting opportunities are also on the following websites:

[Solicitations | Business and Partnerships | Houston Airport System \(fly2houston.com\)](#)

[Strategic Procurement Division \(houstontx.gov\)](#)

[Current Contracting Opportunities \(houstontx.gov\)](#)





Pre-Submission - Getting Ahead of the Competition



Laying the groundwork – primes, joint venture, or subcontractors

- Do you want to work as a Prime, joint venture, or Subcontractor?
- Identify opportunities
 - Who can benefit from your expertise?
 - Know HAS short- & long-term goals
- Use contract search function on : <http://purchasing.houstontx.gov/index.html>
- Know the client
 - Be connected
 - Understand the organizational structure



Pre-Submission - Getting Ahead of the Competition



Getting Ahead of the Competition

- Build & manage relationships
- Get familiarized with City of Houston City Council Agendas and Minutes
- Market strategically
 - Understand your firm's major strengths.
 - Search for partners that compliment your firm



Helpful Tips



Tips

- Understand the contracting department's objectives for the RFP
- Create proposal outline
- Research and choose your subcontractors
 - For contracts with a goal, M/WBE firms can be found from the OBO Certified Firm Directory <https://houston.mwdb.com/?TN=houston>
 - **Subcontractors:**
 - See which firms/primes have performed historically on similar contracts
 - Demonstrate your capability and availability to the Primes
- Build your team and their availability
- Project Manager commitment
- Review the submission schedule



Resources



Where to go?	Website	What will you find?
Fly2houston	https://www.fly2houston.com/biz/opportunities/solicitations	Solicitations Business Partnership
Constant Contact	https://lp.constantcontactpages.com/sl/Y2ZmCAz	Weekly E-blast Upcoming and On-Going Projects
Mentorship	https://www.houstontx.gov/pillars-for-success/index.html	Pillars for Success by Bluewave
Business Development Workshops	https://www.fly2houston.com/biz/opportunities/industry-day-documents https://www.fly2houston.com/biz/opportunities/rental-car-acdbe-resources	Industry Day Airport Rental Car Supplier Diversity



Q&A





Closing Remarks



Thank you so much for your interest and attention
has.obo@houstontx.gov