

PRE- PROPOSAL CONFERENCE

REQUEST FOR PROPOSAL (RFP)

COMMON/SHARED USE PASSENGER PROCESSING SYSTEM SOLICITATION # H27-C/SUPPS-2021-004

Al Oracion
Sr. Procurement Specialist
Houston Airport System

Thursday, October 8, 2021, 10:00 A.M.
Video Conference via MS Teams

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-Qualification Meeting Agenda



- | | | |
|------|--------------------------------|--|
| I. | Opening Remarks | LaTonja P. Ware
Division Manager |
| II. | Solicitation Overview | Al Oracion
Sr. Procurement Officer |
| III. | Office of Business Opportunity | Jason McLemore
Deputy Asst. Director, HAS OBO |
| IV. | Project Scope and Overview | Diego Parra
IT PMO Director |
| V. | Questions/Answers | |

Procurement Process Reminder

Quiet Period



- The Quiet Period begins on the date the solicitation is advertised and extends until an award recommendation appears on City Council Committee Meeting Agenda.
- Only the designated procurement specialist, [Al Oracion](#) should be contacted during this time.

PURPOSE:

The City of Houston (City), Houston Airport System (HAS) invites interested firms to submit proposals for the Common/Shared Use Passenger Processing System.

Solicitation Overview



SOLICITATION DUE DATE AND TIME:

Thursday, November 19, 2020, 2:00 P.M. CST

QUESTIONS AND REQUESTS FOR ADDITIONAL INFORMATION ARE DUE BY:

Thursday, October 15, 2020, 2:00 P.M., CST

Must be received electronically and directed via email to:

alfredo.oracion@houstontx.gov

Add'l Info/Specification Changes

LETTER OF CLARIFICATION(s):

Responses to questions received from potential Firm(s) and any changes to the scope shall be confirmed in writing and will be posted to the HAS website (www.fly2houston.com) prior to submittal due date.

Submittal Procedures



Submit ten (10) printed copies of the Technical Proposal, including one (1) printed original marked “Original,” signed in blue ink, ten (10) electronic copies on separate unreturnable thumb drives sealed in a separate single envelope and one (1) copy of Financial Statements, must be received at the address below no later than Thursday, November 19, 2020, 2:00 P.M., CST.

Address to send/submit to
Attn: Cathy Vander Plaats
Procurement Officer
Supply Chain Management
18600 Lee Road
Humble, Texas 77338

Please include the phrase **“RFP No. H27-C/SUPPS-2021-004, COMMON/SHARED USE PASSENGER PROCESSING SYSTEM”** in the subject line and provide all applicable contact information.

Technical Proposal Submittal Requirements



- Each Technical Proposal must be organized and follow the required format as stated in Section 17.0 – Proposal Outline and Minimum Content Requirements of the RFP.
- Each item of Section 17.0 must be appropriately tabbed and inclusive of all the required submittals.
- Submissions to the RFP must be valid for a period of one-hundred and eighty (180) consecutive calendar days from the date of receipt by the City.
- Forms to be submitted with the Technical Proposal are listed in Part VI, Section 19.0 and must be properly and completely filled-up.

Procurement Timeline

Description	Scheduled Date
Advertisement of Solicitation	09/25/20
Pre-Proposal Video Conference	10/08/20
Questions from Respondents Due to City	10/15/20
Technical Proposals Due from Respondents	11/19/20
Notification of Intent to Award (Estimated)	04/05/21
City Council Agenda Date (Estimated)	05/19/21
Contract Start Date (Estimated)	06/01/21

Evaluation Criteria

Evaluation Criteria (Table 4)	Max Score
Firm and Individual Professional Experience and Knowledge	15
Project Plan And Schedule	10
Technical/Design Approach (current ability and proven integration and interface with airlines systems that are listed in RFP document)	20
Live Demo Airport Environment	25
Maintenance and Support	20
Proposal Pricing	10
Total	100
MWBE Compliance	Pass/Fail
Financial Capabilities (Separate Envelope)	Pass/Fail

HAS Office of Business Opportunity

Jason McLemore

Deputy Asst. Director, HAS OBO

has.obo@houstontx.gov

DIVERSITY REQUIREMENTS

The goals on the project are the following:

MBE Goal – 11%

WBE Goal – 5%

CERTIFICATION

- Participating Firms Must Be Certified MBE or WBE with the City of Houston's Office of Business Opportunity.
- Firms Must Be Certified M/WBE At Time Of Qualification Submission. If Not Certified M/WBE, They Will Not Be Counted Towards Contract Participation.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> Or By Phone (832) 393-0600.

HOUSTON AIRPORT SYSTEM

Diego Parra
IT PMO Director

Project Overview and Scope



Overview:

(Project Summary: Front Page of RFP)

- This RFP is to solicit proposals that will provide HAS a curb-to-gate solution with an integrated approach to Common Use Terminal Equipment (CUTE), Common/Shared Use Passenger Processing Systems (C/SUPPS), common use self-service kiosks and/or a single platform integrating self-service check in, self-service bag drop and an identity management system.

Scope: (Attachment A Section 1.1.1)

A full C/SUPPS shall include, but is not limited to the following:

- Mobile passenger enrollment
- Common use biometric support
- Identity management systems
- Common use self-service check-in kiosks
- Common use self-bag drop systems
- Common use terminal equipment
- Passenger pass-through security screening systems
- Common use self-service boarding systems
- Automated border control systems
- Any other systems your firm provides related to this scope
(Covered in Attachment B)

Project Overview and Scope

Scope - continued: (RFP Section 5.5 and 5.6)

- First phase of implementation of the curb-to-gate passenger processing system, design services, implementation services and support services will be in Terminal A of Bush Intercontinental Airport and William B. Hobby Airport and shall commence immediately after issuance of NTP for the Agreement.
- Second Phase of implementation, a written notification will be provided by HAS for MLIT, and/or the current CUTE support contract expires, estimated to be in June 2023, will be required to expand to MLIT. Complete support by the contractor including but not limited design services, implementation services, and support services.

Scope - continued: (Attachment A Section 1.1.18)

- Contractor shall provide C/SUPP and CUSS operation & maintenance services for the Houston Airport System. Contractor shall provide all labor, management, supervision, parts, equipment, materials, tools, instruments, supplies, expendable items, incidentals, transportation, and training necessary to provide maintenance services. Contractor shall provide the highest standards of service prevailing in the industry. These standards will be achieved by continuous improvement through open communication with HAS, regular management reviews, and industry guidelines.
- Additional information in Section 12 of Attachment A.

Questions

- To be official, questions must be in writing and submitted via email to:
alfredo.oracion@houstontx.gov
- Answers will be posted on the HAS website as Letter of Clarification(s):
<http://www.fly2houston.com>

Closing Remarks



COMMON/SHARED USE PASSENGER PROCESSING SYSTEM
H27-C/SUPPS-2021-004

HOUSTON AIRPORT SYSTEM

Thank you!