

# Procurement Technical Assistance Center

February 10, 2016



# PORT SAN ANTONIO

- Who We Are & What We Do
- Procurement Policy & Procedures
- Vendor Registration
- SMWBE/DBE Programs & Outreach
- ISO Certification
- Current Opportunities
- Q&A

# WHO WE ARE AND WHAT WE DO

- **Port San Antonio is –**

## **Building Futures**

- Port San Antonio is redeveloping the former Kelly Air Force Base to its best and highest use.
- We create conditions that maintain and grow quality jobs.

# WHO WE ARE AND WHAT WE DO

## **Port San Antonio –**

- Is a Defense Base Development Authority, designated as a special district and political subdivision of the state;
- Owns and operates and develops approximately 1,900 acre site, and manages its economic development, development and redevelopment projects on its property and surrounding areas;
- Is currently host to more than 75 businesses that include, but not limited to, aerospace, logistics, manufacturing, education, military and other industries;

# Who We Are & What We Do

- **Port San Antonio Complies with –**
  - various provisions of Chapter 379 and 271 of the Texas Local Government Code;
  - laws, rules and regulations for activities funded by other units of federal, state and local governments;
  - the Texas Open Meetings Act – Texas Government Code, Chapter 551; and
  - the Public Information Act, Texas Government Code, Chapter 552;
  - the Texas Government Code, Chapter 2254, Professional and Consulting Services, subchapter A. Professional Services.

# Who We Are & What We Do

- **Port San Antonio -**

- Serves as an Economic Development Catalyst for the re-development of Real Estate Property and servicing tenants -
  - Custodial Services
  - Special Security (armed/unarmed) Services
  - Trash Disposal and Recycling Services
  - Catering Services
  - Construction Services –
    - Expansions, Renovations, and Build-to-Suit
      - Design/Bid/Build;
      - Design/Build
      - CM@R methods
    - Construction Repairs - roof replacements, installation of equipment, Furniture installation (cubicles) HVAC repairs/installs; Boilers; locks/keycards; fencing, etc. (Facility Maintenance)
  - Professional Services –
    - Environmental, A & E, Appraisals, Accounting, Auditing

# PROCUREMENT POLICY & PROCEDURES

- **The Procurement Policy includes the following provisions:**
- Contracts valued  $<$  \$25K = No Competition Required
- Contracts valued  $\geq$  \$25K, but  $<$  \$250K = Minimum 2 Responses (some formal solicitations occur in this category)
- Contracts valued  $\geq$  \$250K = Formal Competition
- Applicable to all Services, including –
  - Professional Services
  - Construction Services
  - Personal/General Services
  - Purchase of Materials and Equipment

# PROCUREMENT POLICY & PROCEDURES

- **The Procurement Policy includes the following provisions:**
  - Informal Solicitations – Less than \$250K
    - Email/Fax/Phone Notification
    - Vendor Database Rotation
  - Formal Solicitations – \$250K and greater
    - Full Public Notification
    - Advertisement in local media
    - Port San Antonio website posting
    - Email/Fax Notification
    - Vendor Database Rotation
    - Chamber of Commerce bulletin
    - Other entity/media bulletin



# PROCUREMENT POLICY & PROCEDURES

- Construction/Professional Services Contracts Include requirements for Insurance to include (but not limited to):
  - Commercial/Professional Liability
    - \$1.0M per occurrence - \$2.0M aggregate (minimum requirements)
  - Limits contingent upon evaluation of Risk/Funding
- Construction Contracts include requirements for –
  - Bonds (payment/performance) remain 6 months – 1 year after completion
    - Limits contingent upon evaluation of Risk/Funding/Complexity of Project/Customer Requirements
    - Bid Bonds – contingent upon funding requirements
  - Davis Bacon Wage Rates
  - Sub-contractor/supplier payments are tracked

# SMWBE PROGRAMS & OUTREACH

- **The Procurement Policy includes the following provisions:**
  - To encourage involvement of qualified Small, Minority, Woman-owned and Veteran Owned Business Enterprises (SMWVBE) in soliciting and awarding competitive contracts in accordance with the specific aspirational goals:

Category Description	Aspiration Goals
Small Business Enterprise (SBE)	35%
African American Business Enterprise (AABE)	10%
Asian American Business Enterprise	10%
Minority/Woman Owned Business Enterprise (M/WBE)	10%
Woman Owned Business Enterprise (WBE)	10%
Hispanic American Owned Business Enterprise (HABE)	15%

# SMWBE PROGRAMS & OUTREACH

- The Port actively promotes SMWVBE certification and encourages firms to contact the South Center Texas Regional Certification Agency SCTRCA, (210) 227-4722, to obtain applicable certifications.
- DBE Certification requirements are related to Federal Transportation Funded Projects.
- Port San Antonio complies with all requirements represented in Federal Guidelines pertaining to Federal Certification Programs.
- Goals established thru Federally funded projects are tracked separately from local programs to measure compliance with specific project objectives.
- The Port currently has over 3,280 registered vendors;

# SMWBE PROGRAMS & OUTREACH

- **FY15 the Port Awarded Contracts for:**
  - Construction Services = \$8.7M
    - \$ 3.4M (40%) to SBE firms.
      - 33.8.1% awarded to MBE firms & M/WBE firms.
  - Professional Services = \$1.5M
    - \$ 1.2M (78%) to SBE firms w/8.7% awarded to Minority firms.
  - Personal/Gen. Services, Material & Equip. = \$3.1M
    - \$1.5M (48%) to SBE firms.
      - 28% awarded to MBE with 11.5% awarded to WBE firms.

# SMWBE PROGRAMS & OUTREACH

- Staff is in the process of scheduling various meetings and networking events to be held at Port San Antonio to explain procurements/solicitations aimed at increasing SMWVBE and Veteran-Owned Business participation for:
  - Capital Budget Projects (informal/formal solicitations)
  - Certification Training Meetings
  - Partnerships for Mentor/Protégé Workshops
- Be sure to monitor our website and register as a vendor with Port San Antonio to ensure receipt of related communication.

# VENDOR REGISTRATION

- Vendor Registration will be available through the Port's new vendor application process -
  - Not required to be registered to compete for services, but helpful in receiving information about solicitations.
- When contacted by Port San Antonio Staff, review scope requirements and provide proposal for goods and/or services.
- Utilize your time wisely/Choose feasible opportunities
  - Match scope requirements with your ability to complete the scope
  - Committing to work that is overwhelming is not recommended
  - Partner appropriately
- Respond Timely to Information Requested
- Attend any pre-response conferences/meetings
  - Ask questions – written/verbal
  - Network
- Seek business development training opportunities
- Stay Current

# VENDOR REGISTRATION

## **Vendors Registered with the Port:**

- are notified via email regarding informal/formal solicitations
- have access, through the Port's website, to solicitation and training information from other public entities
- are shared:
  - with the Port's Customers
  - General/Prime Contractors/Consultant
  - other public and private entities seeking firms to provide services

# ISO CERTIFICATION:

- ISO (International Organization for Standardization)
  - The Port has joined the ranks of the region's entities certified by Direct Assessment Services Certification for the ISO 9001:2008 standard of the Switzerland-based International Organization for Standardization, or ISO.
  - The Port is migrating to comply with the ISO 9001:2015 certification for quality management reflects the Port's focus on following best business practices as it continues to build futures.
  - The Port utilizes the ISO process to strengthen its relationship with its customers, and vendors.
  - To comply with the ISO 9001:2015 Standards, the Port is required to conduct periodical performance evaluations of its vendors.
  - These evaluations remain as confidential information within the Port's Contracting Records.



# PORT CONTACTS:

- Wyndie Applewhite, Manager, Corporate Governance – [wyndie.applewhite@portsanantonio.us](mailto:wyndie.applewhite@portsanantonio.us);
- Vendor Registration/Open Procurement Opportunities – [contractinginfo@portsanantonio.us](mailto:contractinginfo@portsanantonio.us)

# Q & A



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