Small Business Reserve Procurement for the UMBC Pest Management Service Contract RFP #BC-21053-K

Pre-Proposal Meeting
April 27, 2017

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Pre-Proposal Meeting Agenda

• Procurement Process
• RFP Highlights
• Question/Answer Period
RFP Sections and Appendices

- Procurement Schedule
- Section 1: General Information
- Section 2: UMBC Requirements\Scope of Services
- Section 3: Proposals, Evaluation and Forms (3 Articles)
- Section 4: Terms and Conditions
- Appendix A: Technical Proposal Forms
- Appendix B: Price Proposal Form
- Appendix C: Contract & Contract Affidavit; (only the successful firm will be required to complete these forms)
- Appendix D: Other General Information for Proposers
- Appendix E: Campus Residential and Office Buildings
- Appendix F: Small Business Reserve Eligibility
Pest Management Service Contract
Overview

UMBC is going to establish a Contract with a State of Maryland certified Small Business firm to provide campus-wide pest management services at the University’s residential and office buildings.
Procurement Process

- Technical Proposals submittal.
- Technical Proposals will be evaluated before Price Proposals are requested.
- Technical evaluation resulting in a short-list of proposers
- Only the short-listed firms from the Initial Technical Evaluation will be invited to participate in an Interview Session
- Second Technical Evaluation
- Only the shortlisted firms following the Second Technical Evaluation will be requested to submit a Price Proposal.
Procurement Process

- Price Evaluation
- Final ranking for each proposer.
**Procurement Schedule**

- **Deadline for Questions**: is Thursday, May 4, 2017 by 4:00 p.m. (To be submitted in writing to jkenny@umbc.edu)

- **Technical Proposals**: Due on Wednesday, May 17, 2017, at or before 2:00 p.m.

- **Interview Sessions only with the shortlisted firms**: Monday, June 5, 2017 (times to be determined)

- **Price Proposal**: Anticipated on Tuesday, June 13, 2017. (privately opened)

- **Contract Award**: Anticipated on or about Monday, June 20, 2017.

- **Contract Start Date**: Monday, 07/05/17
RFP Section 1 – General Information Highlights

• Technical Proposals (one (1) original and four (4) copies are to be submitted in a sealed envelope to UMBC’s Procurement Office by the due date and time).
  • Note: Technical Proposal is to be compiled as one document and provided in Adobe PDF and WORD/Excel for ease of use by UMBC.

• Proposers must clearly indicate each and every section of their Technical Proposal which they deem to be confidential, proprietary or a trade secret.

• Late proposals cannot be accepted.
RFP Section 1 – General Information (continued)

- All questions on this procurement are to be directed via e-mail to John Kenny at jkenny@umbc.edu.

- Questions and responses will be sent to all proposers via an addendum.

- Initial term of the contract will be one (1) year with nine (9) one year renewal options at the University’s sole discretion.
RFP Section 2 – UMBC Requirements\Scope of Services Highlights

• By submitting a proposal, a firm agrees that if awarded the Contract, they will be bound under the Contract to all the terms and conditions contained in the RFP documents.

• Any addenda if issued will be posted on UMBC Procurement’s eBid Board.
Section 2 – UMBC
Requirements\Scope of Services (Continued)

• Vendors must clearly indicate sections of its Technical Proposal deemed to be confidential, proprietary or a trade secret.

• MBE subcontractor participation is strongly encouraged.
RFP Section 3
PROPOSALS, EVALUATION AND FORMS, ARTICLE 1

• Proposal must be signed by an authorized individual(s) of the company submitting the Proposal.
RFP Section 3, Article 2
PROPOSALS, EVALUATION, AND FORMS

• **Forms**: In addition to responses to the technical Submittal, the proposal also includes:
  – Transmittal Letter
  – Detailed responses to Article 2, Item 3.2.3. Submittal (experience forms found in Appendix A)
  – State of Maryland Contractor’s license
  – Bid/Proposal Affidavit
  – Acknowledgement of Receipt of Addenda Form

**Note**: All forms to be used in Proposers’ technical proposals are available on the UMBC Procurement eBid Board in MS Word format.
Section 3 – Article 2 -PROPOSALS, EVALUATION AND FORMS, (Continued)

• INSURANCE
  • A sample Certificate of Insurance is required in your technical proposal.
1. **STATEMENT OF APPROACH/QUALITY OF SAMPLES** (See descriptions and requirements on Page 19)

   - Proposer to provide narrative which includes the following:
     
     - Define the firm, who they are and what they can do for the University to meet the objectives of the RFP.
     - How the firm would approach the account including methods and procedures.
     - Full comprehension of the scope of services to be provided.
     - Specific information pertaining to quality of service, quality controls, staffing, etc.
2. FIRM EXPERIENCE/REFERENCES:

- Proposer to complete firm experience form on three contracts of similar scope (at least two must be in a higher education academic or similar institutional environment and be similar in size and scope to UMBC.

- UMBC will contact the firm references listed on these forms of the shortlisted firms only. The University reserves the right to check other sources.
3. **KEY PERSONNEL:** (See descriptions and requirements for each position on pp 19-20)

   – Complete the Key Personnel Form - University form found in Appendix A):
     - Primary Account Representative
     - Back-up to the Primary Account Representative
     - UMBC will contact the key personnel references listed on this form of the shortlisted Proposers only. The University reserves the right to check other sources.
By submitting the name of the Key Personnel for consideration under this Key Personnel Section, the Proposer is committing these persons to UMBC for this contract’s duration if awarded the contract. No personnel changes will be permitted without written authorization from the University via a contract amendment issued by UMBC's Procurement Office.
4. COMPANY PROFILE:

- Company Profile: Complete the Company Profile Form in its entirety found in Appendix A.
Section 300, Article 3
INTERVIEW/DISCUSSION SESSION & PRICE PROPOSAL

• Will be held only with the Shortlisted Firms

• **Required Attendees:** Proposed Primary Account Representative and Back-up to the Primary Account Representative

• **Purpose:**
  1. to allow the University to meet the Proposer’s key personnel and provide them an opportunity to convey their background and expertise as it applies to the University’s contract;
  2. to discuss selected categories of the Proposer's Technical Proposal;
  3. to provide an opportunity to clarify and discuss the scope of services for this Pest Management Service Contract Contract; and,
  4. to review the Price Proposal form.
Section 300, Article 3
INITIAL PROPOSAL EVALUATION

• Technical Proposals will be evaluated by a University Evaluation Committee.

• A score of 75% or better of the available technical points must be achieved in order for a proposer to advance to the Interview Session phase.

• Only those firms that are short-listed will advance/continue in the procurement process.
Second Phase Technical Evaluation will be conducted following the Interview Sessions.
Order of Importance of Technical Submittal remains the same.
All technical Submittal will be re-evaluated based on the Interviews.
Key Personnel and Firm References will be included.
Proposers must maintain 75% or better of the available technical scores to advance in the procurement process.
Section 3, Article 3
Price Proposal

• Price Proposals will only be requested of those proposers who remain shortlisted following the Second Technical Evaluation.

• Price Proposals for Pest Management Service Contract will consist of:
  – Pest Management for Insects and Rodents
  – Special Services
  – Bird Work
  – Termite Control – Price per linear foot for Subterranean termite treatment
  – Bed Bug Control
  – Spring Exterior Treatments
Section 3, Article 3
Price Proposal Evaluation

• Price Proposals will be evaluated based on:
  – Total Cost for all of the Pest Control Management services.
  – Price proposals are not opened publicly.
• The University may elect to request Best & Final Price Proposal(s).
Section 3, Article 3
Final Evaluation

• Ranking of the Price Proposal for each category will be combined with the corresponding total technical ranking for each category to determine a final rating for each proposal.

• Technical merit will have a greater weight than price.

• The University will choose from among the highest rated proposals those proposals which will best serve the interests of the University in accordance with USM procurement policies and procedures.
RFP Questions

- Questions from this pre-proposal meeting as well as questions submitted subsequently will be included in an issued addendum.

- All questions must be sent to John Kenny as indicated in the RFP. Proposers are not to contact anyone else outside of UMBC Procurement about this solicitation.

- Firms must provide their contact information to Procurement so that any addenda are provided to them.
Question/Answer Period

Any questions?
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