

# **Pre-Proposal Conference**

## **Occupational Medical Services**



# **PURPOSE**

**The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions Proposers may have concerning this procurement.**

**The Corpus Christi Regional Transportation Authority (CCRTA) is seeking proposals from firms qualified and experienced in Occupational Medical Services similar to its existing plan for its employees. This is a firm-price three (3) year service contract.**

# Dates to Remember

Any questions or clarification needed after the pre-proposal meeting must be through a RFI submission to [procurement@ccrta.org](mailto:procurement@ccrta.org).

## **Request for Information/Exceptions/Approved Equals Request (Appendix H) Due Tuesday, February 7, 2023, at 3:00 p.m. (CST)**

- Please submit one form for each Request for Information/Exceptions/Approved Equals Request.

## **CCRTA's Response to Request for Information Due Tuesday, February 14, 2023**

- Responses will be posted as an addendum to the CCRTA's website at [www.ccrta.org/news-opportunities/business-with-us/](http://www.ccrta.org/news-opportunities/business-with-us/).

## **Proposals Due Tuesday, February 28, 2023 until 3:00 p.m. (CST)**

- Written proposals will be received at the offices of the Corpus Christi Regional Transportation Authority, hereinafter called the "CCRTA," at the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401, until 3:00 p.m. (CST) or emailed to [procurement@ccrta.org](mailto:procurement@ccrta.org) prior to deadline. **Proposal Closing is at 3:30 p.m. (CST). Email login request to [procurement@ccrta.org](mailto:procurement@ccrta.org) by 1:00 p.m. (CST).**
  - Proposals will be valid for one hundred eighty (180) calendar days from the board approval date.
  - It is the responsibility of the Proposer to ensure that the sealed proposal is delivered prior by the deadline.
  - Proposals received after the deadline will not be accepted and will be returned to the Proposer unopened.
- **Best and Final Offers (BAFO) – TBD** - The CCRTA will evaluate each proposal for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms.

## **Tentative Contract Award – Wednesday, April 5, 2023**

- CCRTA Board of Directors will meet to award contract to the successful Proposer.

# APPLICABLE DOCUMENTS

**For the purposes of this procurement, the following proposal documents are applicable:**

- Request for Proposals,
  - Instructions to Proposers,
  - Special Instructions,
  - Scope of Work,
  - Standard Service Terms and Conditions,
  - Proposal Schedule (Appendix A),
  - Certification Form (Appendix B),
  - Certification and Statement of Qualifications (Appendix C),
  - Disclosure of Interests Certification (Appendix D),
  - Sample Form 1295 (Appendix E),
  - Accessibility Policy (Appendix F),
  - References (Appendix G),
  - Request for Information Form (Appendix H), and
  - Proposal Submission Checklist (Appendix I).
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- Medical Treatment Request Form (Sample) (Exhibit A), and
  - DOT Physical Examination Form (Sample) (Exhibit B).

# REQUIRED DOCUMENTS

The following documents must be signed and returned with your proposal in order for it to be considered responsive:

If mailing your proposal submission, please submit as follows:

- Response to RFP **one (1) original, five (5) hard copies, and one (1) electronic version in PDF format supplied on a USB Flash Drive,**
- Price Schedule (Appendix A), **(one (1) original in a separately sealed envelope),**
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Accessibility Policy (Appendix F), and
- References (Appendix G).

For electronic proposal submissions to [procurement@ccrta.org](mailto:procurement@ccrta.org), please submit as follows:

- Response to RFP **(in one electronic file).**
- Certification Forms (Appendix B, C, D, F, and G) **(in one electronic file).**
- Price Schedule (Appendix A), **(in a separate electronic file).**

**All three (3) electronic files should be clearly titled and submitted together in the same email.**

**Proposers are to choose one submission option.** If submitting by mail, **DO NOT** submit electronically. If submitting electronically, **DO NOT** submit by mail.

# REQUIRED DOCUMENTS

**Note:** Proposer's email submission must be less than 30MB. If your email submission is more than 30MB, submit your proposal via a file storage service such as drop box, hightail, etc. If you choose to submit via a file storage service, send a link to [procurement@ccrta.org](mailto:procurement@ccrta.org) for the files to be accessed.

**Failure to provide this information may deem your firm to be non-responsive.**

**The following documents must be submitted prior to award if not submitted with Proposer's proposal:**

- Copy of Current Insurance,

**The following document is required to be submitted ONLY upon notification of recommendation of award:**

- Form 1295 "Certificate of Interested Parties" (Appendix E).

# INSTRUCTIONS TO PROPOSERS

## 1. GENERAL.

The following instructions by the CCRTA are intended to **afford proposers an equal opportunity to participate in the CCRTA's contracts.**

## 2. EXPLANATIONS.

Any explanation desired by a proposer regarding the meaning or interpretation of these Instructions or any other proposal documents **must be requested in writing** to the CCRTA with sufficient time allowed for a reply to reach proposers before the submission of their proposals. **Oral explanations or instructions will not be binding.** Any information given to a prospective proposer concerning a Request for Proposals will be furnished to all prospective proposers.

## 3. SPECIFICATIONS.

3.1 **Proposers are expected to examine the specifications,** standard provisions, and all instructions. Failure to do so will be at the proposer's risk. Proposals that are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive proposals.

3.2 **The apparent silence of the specifications as to any detail,** or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

# INSTRUCTIONS TO PROPOSERS

## 4. INFORMATION REQUIRED.

4.5. **Information submitted in response to this RFP will not be released by the CCRTA during the proposal evaluation process or prior to contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after contract award.**

## 5. SUBMISSION OF PROPOSALS.

5.1. Sealed Proposals should be submitted in an envelope marked on the outside with the proposer's name and address and proposal description addressed to:

**Corpus Christi Regional Transportation Authority  
Staples Street Center  
ATTN: Procurement Department  
602 N. Staples Street  
Corpus Christi, Texas 78401  
Proposal For: RFP No. 2023-S-02 Occupational Medical Services**

**Proposal Due Date: February 28, 2023 by 3:00 p.m. (CST)**



# INSTRUCTIONS TO PROPOSERS

## 6. MODIFICATION OR WITHDRAWAL OF PROPOSALS.

**Proposals may be modified or withdrawn by written or email notice** received by the CCRTA prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by a proposer or an authorized representative prior to the proposal deadline; provided the proposer's identity is made known and he or she signs a receipt for the proposal.

## 7. OPENING PROPOSALS.

**Proposers are welcome to attend the Proposal Closing on the second floor of the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, TX 78401. To attend the Proposal Closing via GoToMeeting, please submit a login request to [procurement@ccrta.org](mailto:procurement@ccrta.org) by 1:00 p.m. (CST) Tuesday, February 28, 2023. Only the names of the Proposing Firms that submitted proposals will be announced. Prices will not be opened.**

## 8. EVALUATION FACTORS.

**8.1. The CCRTA will award a contract based upon the criteria set forth in the Request for Proposals.**

**8.2. Proposals will be considered only from firms that are regularly engaged and licensed in the business of providing the goods and/or services described in the Request for Proposals for a reasonable period of time; and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated.**

# INSTRUCTIONS TO PROPOSERS

## 10. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

10.1. Reject or cancel any or all proposals;

10.2. Waive any defect, irregularity or informality in any proposal or proposal procedure;

10.3. Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is improved or not impaired;

10.4. Extend the proposal due date;

10.5. Reissue a Request for Proposals;

10.6. Procure any item or services by other means;

10.7. The CCRTA reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right; and

10.8. The CCRTA reserves the right to negotiate a Contract with the proposer having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the lowest price or based solely on the proposal submitted. The CCRTA additionally reserved the right to suspend negotiations with the first proposer should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated proposer.

# INSTRUCTIONS TO PROPOSERS

## 12. PROTESTS.

In the event that a proposer desires to protest any procedure, **the proposer should present such protest, in writing, to the CCRTA Chief Executive Officer within five (5) business days following the Board approval date.** The protest shall state the name and address of the protestor, refer to the project number and description of the Request for Proposals, and contain a statement of the grounds for protest and any supporting documentation.

# INSTRUCTIONS TO PROPOSERS

## 15. FORM 1295 “CERTIFICATE OF INTERESTED PARTIES”

### **(Only required to be submitted upon notification of recommendation for award.)**

Proposers must comply with Government Code Section 2252.908 and submit Form 1295 “Certificate of Interested Parties” upon notification that Proposer has been recommended for award. Form 1295 requires disclosure of “interested parties” with respect to entities that enter contracts with cities. These interested parties include:

(1) persons with a “controlling interest” in the entity, which includes: a. an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock or otherwise that exceeds 10 percent; b. membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or c. service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers; or

(2) a person who acts as an intermediary and who actively participates in facilitating a contract or negotiating the contract with a governmental entity or state agency, including a broker, adviser, attorney or representative of or agent for the business entity who has a controlling interest or intermediary for the business entity.

Form 1295 must be electronically filed with the Texas Ethics Commission at [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). The form must then be printed, signed, and filed with the CCRTA. For more information, please review the Texas Ethics Commission Rules at <https://www.ethics.state.tx.us/legal/ch46.html>. A Sample Copy of Form 1295 has been provided for reference only.

# INSTRUCTIONS TO PROPOSERS

## 16. NO DIRECT CONTACT WITH CCRTA BOARD MEMBERS

Proposers are advised not to contact any Board members of the CCRTA directly in any manner during this proposal process. All communications directly with the Board should be reserved for public meetings in which this item is properly posted on the agenda. All communication regarding this RFP must be made through the Procurement Department.

# CERTIFICATION FORMS

Do NOT Alter Any Forms.

Doing so will deem your proposal as non-responsive.

Please fill out and sign the following forms and return with your signed proposal.

## Reminders:

Acknowledge any addendums issued on the bottom of (Appendix C) Certification and Statement of Qualifications form.

# Common Vendor Errors in Proposal Submittals:

- Forgetting to sign the proposal
- Taking exceptions to the solicitation
- Failure to acknowledge receipt of addenda's
- Including promotional/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of the proposal

# Project Overview

Sections covered by Angelina Gaitan, Director of HR and JoAnna Serna EEO/ADA Compliance Officer:

- [Special Instructions,](#)
- [Scope of Work,](#)
- [Medical Treatment Request From\(Exhibit A\),](#) and
- DOT Physical Examination Form (Exhibit B).





Thank You  
For Your  
Attendance!