

Pre-Proposal Conference for Depository and Banking 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 requesting competitive proposals for Depository and Banking Services from qualified banking institutions interested in a five (5) year service contract. Services for this contract will begin on January 1, 2024.

Dates to Remember

Any questions or clarification needed after the pre-proposal meeting must be through an RFI submission to procurement@ccrta.org.

Request for Information/Exceptions/Approved Equals Request (Attachment G) Due Monday, September 18, 2023, by 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 Monday, September 25, 2023

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

Proposals Due Monday, October 9, 2023 by 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 prior to deadline. The **Proposal Closing is at 3:30 p.m. (CST)**. **Email login request to procurement@ccrta.org by 1:00 p.m. (CST)**.
 - Proposals will be valid for one hundred twenty (120) 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, November 1, 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,
- Proposal Submission Checklist (Use As A Reference),
- Instructions to Proposers,
- Special Instructions,
- Scope of Work, and
- Standard Service Terms and Conditions.

Attachments and Certifications:

- Proposed Fee Schedule (Attachment A) - Separate Electronic Attachment (Microsoft Excel),
- Certification Form (Attachment B),
- Conflict of Interest Acknowledgement and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E),
- Bidder/Offeror/Proposer Information Sheet (Attachment F), and
- Request for Information Form (Attachment G).

REQUIRED DOCUMENTS

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

For mailed proposal submissions, 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,
- Proposed Fee Schedule (Attachment A) – Separate Electronic Attachment (Microsoft Excel) One (1) signed hard copy in a separately sealed envelope, and one (1) electronic version in Microsoft Excel format supplied on a USB Flash Drive,
- Attachments and Certifications: (B, C, D, E, and F).

For electronic proposal submissions, please submit the required documents as separate electronic files, following the instructions below:

- Response to RFP,
- Proposed Fee Schedule (Attachment A), and
- Attachments and Certifications: (B, C, D, E, and F).

Ensure that all three (3) electronic files are clearly labeled with the corresponding document name, and submit them in the same email to procurement@ccta.org.

REQUIRED DOCUMENTS

FIRMS must submit a proposal, and all documentation supporting the Proposal. The Proposed Fee Schedule is a separate document in Microsoft Excel format. Tab 1 on the Excel file contains the Instructions and Tab 2 is the Proposed Fee Schedule and Signature Page. **Failure to provide this information may deem your proposal to be non-responsive.**

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

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 for the files to be accessed.

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

- Form 1295 "Certificate of Interested Parties"

Proposers are encouraged to utilize the enclosed Proposal Submission Checklist to ensure your proposal package is responsive to the requirements of this RFP.

- Proposal Submission Checklist

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-16 Depository and Banking Services

Proposal Due Date: October 9, 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. PROPOSAL CLOSING.

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 remotely, please submit a login request to procurement@ccrta.org by 1:00 p.m. (CST) Monday, October 9, 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 reserves 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.

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.

Complete and sign the following forms and return with your signed proposal.

- Certification Form (Attachment B),
- Conflict of Interest Acknowledgement and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E), and
- Bidder/Offeror/Proposer Information Form (Attachment F).

Reminder: Acknowledge any addenda issued on the Acknowledgement of Addendum/Addenda Form (Attachment D).

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, and
- Late delivery of the proposal.

Project Overview

The following sections will be covered by Sandy Roddel, Director of Finance:

- [Special Instructions,](#)
- [Scope of Work,](#) and
- [Proposed Fee Schedule\(Attachment A\).](#)



Thank You
For Your
Attendance!