



**REQUEST FOR PROPOSALS (RFP) 2022-002
PRINTING, INSERTION AND MAILING SERVICES FOR TOLL BILLS & NOTICES**

Date of Issuance	June 29, 2022
Deadline for submission of questions	July 15, 2022, 5pm Central Time
CCRMA deadline to respond to all questions	July 20, 2022, 5pm Central Time
Deadline for submittal of RFP	July 28, 2022, 4pm Central Time

RFP Issue Date: June 29, 2022

Due: 4:00 P.M., Central Time., July 28, 2022
RFP 2022-02 Printing, Insertion and Mailing Services of Toll Bills & Notices
Cameron County Regional Mobility Authority
Pete Sepulveda, Jr.
Executive Director
3461 Carmen Avenue
Rancho Viejo, Texas 78575

REQUEST FOR PROPOSAL (RFP) SERVICES

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ATTACHMENTS

- A REQUEST FOR PROPOSAL COVER PAGE
- B SCOPE OF WORK
- C BID SHEET
- D CONFLICT OF INTEREST

1.0 INTRODUCTION AND SOLICITATION

Introduction

The Cameron County Regional Mobility Authority (the “CCRMA”) is a regional mobility authority and political subdivision of the State of Texas governed by the provisions of Texas Transportation Code, Chapter 370 (the “RMA Act”).

Solicitation

Pursuant to this Request for Proposals (“RFP”), Cameron County Regional Mobility Authority (the “CCRMA”), is seeking Proposals from qualified and experienced companies (the “Proposer”) interested in providing toll bill printing, toll notice printing, insertion, and mailing services (the “Work”). Details of the requested Work are attached hereto as Attachment B.

Proposers are encouraged to carefully review all sections of this RFP including all attachments as they prepare their Proposals. Failure to comply with the terms, conditions and requirements of this RFP may result in disqualification of the Proposer in the sole discretion of CCRMA.

The CCRMA will then evaluate proposals based on the criteria established and published within the RFP and will notify CCRMA’s Board of Directors of the final ranking of the most highly qualified Proposers.

The advertisement of this RFP shall be published by public announcement in the following methods: advertisement on CCRMA general website www.ccrma.org/procurements advertisement in the Brownsville Herald newspaper on July 6, 2022, and July 13, 2022.

Reservation of Rights

The CCRMA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the CCRMA to be in its best interests. The CCRMA further reserves the right to negotiate the fees proposed by a proposer. In addition, the CCRMA reserves the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By receiving this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that they will inform the CCRMA in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the CCRMA that the proposer believes needs to be addressed. Failure to abide by this timeframe shall relieve the CCRMA, but not the prospective proposer, of any responsibility pertaining to such issue.

2.0 GOVERNING LAW

This invitation for RFP is governed by the requirements of Subchapter F of Chapter 2269, Texas Government Code, as amended. Proposers shall comply with all applicable federal, state and local laws and regulations. Respondent is further advised that these requirements shall be fully governed by the laws of the State of Texas and that CCRMA may request and rely on advice, decisions and opinions of the Attorney General of Texas and CCRMA's attorney concerning any portion of these requirements.

3.0 CONFLICTS OF INTEREST

The CCRMA maintains a written conflict of interest policy governing the performance of employees engaged in the award and administration of the Printing, Insertion and Mailing of Toll Bills & Notice related services and including the conduct of consultants and vendors in the performance of services. To prevent, identify, and mitigate conflicts of interest, the CCRMA procurement policy requires any individual, firm, or team submitting a proposal to the CCRMA to disclose on its submittal the existence of any current or previous business relationship with any of the CCRMA personnel or outside consultants.

Separate and apart from the disclosure required to be made by the Proposer, any personnel, or outside consultants of the CCRMA who are requested to participate in any way of the review, and or the supervision of the work to be performed pursuant to the proposal, must disclose the existence of any current or previous business relationship with the Proposer.

A Proposer is required to disclose any existing or potential conflicts of interest in accordance with the CCRMA written conflict of interest policy found in Attachment E of this procurement. The requirement to disclose extends to any sub consultants included within a proposal. Failure to make the proper disclosures constitute grounds for rejection of the proposal in the case of the Proposer, and termination of work in the case of the CCRMA key personnel. Refer to Attachment D for additional information regarding the CCRMA conflict of policy.

CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)

As of January 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFP packet. In accordance with these requirements, business must submit a completed Certificate of Interested Parties Form 1295 to the Authority before the Authority may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the RFP No. 2022-002, as shown on the packet. CCRMA cannot enter into a contract until Form 1295 is submitted. Therefore, failure to timely submit Form 1295 signed may result in delay of award. Full instructions for completion and submittal of Form 1295 may be found on the Texas Ethics Commission website: <https://www.ethics.state.tx.us/tec/1295-Info.htm>

4.0 ELIGIBILITY REQUIREMENTS

In order for an RFP to be considered and evaluated, a Respondent must be registered or capable to be registered to do business.

Open, Pending, Ongoing, or Closed Litigation

The CCRMA reserves the right to consider ineligible any Respondent's proposal in which there is open, pending, ongoing, or closed litigation with said Respondent resulting in an unfavorable judgment against the CCRMA.

5.0 COMMERCIAL GENERAL LIABILITY AND OTHER INSURANCES

Insurance will be required at limits and coverage stipulated by the CCRMA at the time of contract execution. The following limits are required:

A. Commercial General Liability - \$1,000,000 combined single limit - each occurrence; \$1,000,000 personal and advertising injury; \$2,000,000 combined single limit - general aggregate; \$2,000,000 combined single limit - products/completed operations aggregate.

B. Business Auto Liability Insurance - combined single limit of \$1,000,000 per accident.

C. Workers Compensation Insurance - pursuant to statutory limits.

D. Printers Errors & Omissions with a \$1,000,000 per claim, and \$1,000,000 aggregate limit.

6.0 EVALUATING QUALIFICATIONS AND RANKING OF PROPOSALS

The CCRMA shall use all the information requested within this procurement solicitation to properly evaluate and rank Proposers. The RFP review team will evaluate proposals and will include both objective and subjective analysis. The evaluation criteria will be used to ensure that CCRMA's toll bill printing, toll notice printing, insertion, and mailing process is completed quickly and smoothly. Proposals will be evaluated based on: cost, experience, technical approach, and turn-around time for mailing.

CCRMA has set forth the following selection criteria and the weighted value for each. Point calculations may be measured as small as tenths of a point. CCRMA retains the right to apply all criteria as appropriate and allowed by the State of Texas Government Code.

Each Vendor will be assigned a score of 0 - 4 by each evaluator for each criteria

4 = Very good / Exceeds expectations

3 = Above expectations

2 = Meets expectations

1 = Does not meet expectations

0 = non responsive

Evaluators score by category will be multiplied by the assigned weight for each criteria by vendor then totaled.

The Proposal including the responses to the content section of this solicitation are aimed at evaluating and ranking the Proposers in the following major scoring criteria:

Scoring Criteria		Weight of Overall Score
Cost:	Proposer's overall fees as filled out on Attachment C	25 points X=
Experience	Proposer's experience in providing the services as requested in these specifications. Past performance, project scheduling performance, and general overall completion of past projects on time and on budget. Include three references including any government entities or companies that require a similar size mailing.	25 points X=
Technical Approach:	Proposer's capability, flexibility and skill to provide quality services. The available technology and resources necessary to perform bill extraction, suppression and printing and mailing services.	25 points X=
Turn-Around Time:	Proposer's printing service transition plan. The commitment and ability to place the completed mailing in the mail after the files have been submitted by TollPlus, LLC.	25 points X=

TOTAL POINTS SCORED _____

Respondents shall provide the following information to the CCRMA which will be used to score Respondent's submittal. Incomplete RFP submittals will be considered non-responsive and subject to rejection. In addition, the CCRMA reserves the right to reject any and all RFP submittals.

7.0 SELECTION AND NEGOTIATION

Selection

The CCRMA Evaluation Committee shall make a recommendation to the CCRMA Board in order of ranking and request Board approval to initiate negotiations with the most highly qualified Proposer of the evaluation committee's final ranking. The most highly qualified Proposer will be the Proposer who submits a proposal that is the most advantageous to the CCRMA considering price and the evaluation factors herein.

Negotiation

The CCRMA shall attempt to negotiate a Contract with the selected Proposer(s) of the desired services at a fair and reasonable price. If a satisfactory contract cannot be negotiated with any selected Proposer of the required services, the CCRMA shall formally end negotiations with that Proposer, and may (but shall not be required to) attempt to negotiate a contract with the next highest ranked Proposer at a fair and reasonable price. The CCRMA may continue the foregoing process until the Contract is executed with a Proposer selected by the Board or until the process is terminated by the CCRMA.

By issuing this RFP, the CCRMA has not committed and is not obligated to employ any Proposer for Printing, Insertion and Mailing Services of Toll Bills & Notices, and neither the suggested scope of services nor the terms of a proposed contract should be construed to require approval of a contract with a Proposer to be employed for any or all the services described in this RFP. The CCRMA reserves the right to make those decisions, and the Board of Director's decision on these matters is final.

8.0 PROPOSAL CONTENT

Please answer the following questions if they are applicable.

General Vendor Information

1. What is the legal name of your company?
2. Please state the number of years your company has been in business.
3. Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?
4. What is the headquarters location address, phone number and Web site?
5. Provide your tax identification number.
6. Provide your total number of office locations and identify key local offices that would be involved in managing this project.
7. Explain your ability to support and operate multiple manufacturers of office equipment and technology.

8. What kind of geographical classification applies to your company?
- Local: (i.e., operates in only one city or state)
 - Regional: (i.e., operates in only one geographical area)
 - Multi-regional: (i.e., operates in more than one region, but not national)
 - National: (i.e., provide services across the U.S. only)
 - International: (i.e., conducts business in the U.S. and abroad)

Capabilities, Local Support and Account Management Approach

1. Describe your company's core capabilities and business approach.
2. What differentiates your organization from your competition?
3. How is your organization structured locally and nationally and how does this structure support your ability to provide the services you are proposing?
4. Do you have a formalized process for managing customer operations where you are providing the employees?
6. Do you have a dedicated infrastructure to support your outsourcing business? Describe that structure.
7. Explain in detail your ability and experience as a printing service to secure, operate, and manage 3rd party finishing equipment and supplies/service providers that will be required to complete the production of specific applications for the CCRMA.
8. Describe how your technical service organization functions.

Staffing

1. How many employees do you have in the following categories? Please identify if they are Local, Regional Multi-regional, National, or International.
 - a. Production/on-site employees
 - b. Operations management
 - c. Sales
 - e. General management
 - f. Equipment technicians
2. Please attach a sample organizational chart of your support teams including their titles, areas of responsibility, years of experience in the industry and years with your company.

Performance Metrics and Reporting

1. What types of reports are available to the CCRMA to track key performance indicators? Please provide samples.
2. How will these reports be made available to the CCRMA?
3. Outline your firm's ability to provide a monthly summary report, with detailed documentation to support each charge.

Transition and Implementation

1. Describe your implementation process and provide a sample implementation plan.
2. Describe the members of your implementation team and give a brief description of their qualifications.

References

1. Please provide at least three references with contact information where you provide production printing and mail services.
2. Please provide three letters of recommendation.

Proposed Costs

1. Please describe the structure of your services contract, i.e. what are the provisions for cancellation due to non-performance, or cancellation for convenience?
2. What are your billing terms?
3. In the event print demands increase or decrease due to changing business practices over the life of the contract, how would this impact pricing?
4. Describe how your proposal will improve cost-effectiveness. Please be as specific as possible.

9.0 SUBMITTAL

Due Date

Three (3) copies of the written response and one digital copy on USB drive must be received by the CCRMA before 4:00 p.m. Central Time., July 28, 2022. One copy of the response shall be marked original and bear all original signatures. The other two (2) may be copies. The response package shall be submitted to:

RFP 2022-002 Printing, Insertion and Mailing Services for
Toll Bills & Notices
Cameron County Regional Mobility Authority
Pete Sepulveda, Jr.,
RMA Executive Director
3461 Carmen Ave.
Rancho Viejo, TX 78575

RFP'S SUBMITTED AFTER THE SUBMISSION DEADLINE SHALL BE RETURNED UNOPENED AND WILL BE CONSIDERED VOID AND UNACCEPTABLE.

In the unexpected event that the CCRMA Offices are closed on the RFP deadline day, RFP's will be received until 11:00 a.m. of the next business day, for opening.

10.0 INTERPRETATION AND ADDENDA

No interpretation or clarification regarding this RFP will be made verbally to any Proposer. All questions (including all technical, contract or administrative questions) regarding the services required or the procurement process should be submitted via email, and addressed to:

Pete Sepulveda, Jr., CCRMA Executive Director
3461 Carmen Ave.
Rancho Viejo, TX 78575
procurement@ccrma.org

When submitting a request for interpretation or clarification, Proposers are encouraged to reference the RFP page and topic number pertinent to the question(s). All questions must be submitted no later than the date and time stated in the RFP Schedule as the deadline for submission of questions. Any questions received after that time will not be addressed. The deadline for receipt of questions is 5:00 p.m., Central Time. July 15, 2022. Questions (edited as deemed appropriate by CCRMA) and answers may be made available to all interested parties via website. No alternate means of responding to questions regarding this RFQ will be provided. Proposers are responsible for monitoring the CCRMA website for periodic updates. <https://ccrma.org/procurements/>

11.0 MISCELLANEOUS

Public Information Act

All responses to this RFP shall be deemed, once submitted to be the property of the CCRMA. Responses may be subject to public disclosure under the Texas Public Information Act ("PIA"). Any material believed by the responder to be proprietary, confidential, or otherwise exempt from disclosure under the PIA should be clearly marked as such. If the CCRMA receives a request for public disclosure of all or any portion of a response, the CCRMA will use reasonable efforts to notify the responder of the request and give the responder an opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the Act or other applicable law within the time period allowed under the Act.

Prohibition on Contracts with Companies Boycotting Israel

Effective September 1, 2017, the Texas Government Code was amended to add Chapter 2270, Prohibition on Contracts with Companies Boycotting Israel, which provides that a state agency and a political subdivision may not enter a contract

with a company for goods or services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract.

Pursuant to Gov't Code Sections 2270.001(1) & 808.001(1) as amended, "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

By accepting this contract and/or purchase order, the Company/Vendor verifies that it does not Boycott Israel and agrees that during the term of this contract/agreement will not Boycott Israel as that term is defined in the Texas Government Code.

Cost of Responses

All costs directly or indirectly related to preparation of a response to this RFP and in any oral presentation required to supplement and/or clarify the RFP shall be the sole responsibility of, and shall be borne by, the Proposers.

Proposers Acknowledgment

By submitting a response to this RFP, each Proposer unequivocally acknowledges that the Proposer has read and fully understands this RFP, and that the Proposer has asked questions (or has been afforded the opportunity to ask questions) and received satisfactory answers from the CCRMA regarding any provisions of this RFP with regard to which the Proposer desired clarification.

All written and electronic correspondence, printed material, exhibits, appendices, photographs, and reports submitted in response to all sections of this RFP process are, upon their receipt by the CCRMA the property of the CCRMA and may or may not be returned.

12.0 ANTI-LOBBYING PROHIBITION

During the pendency of this procurement, prospective respondents may not contact the CCRMA Board of Directors nor, except as provided herein, any CCRMA Staff or consultants concerning this procurement. All contact with the CCRMA is to be through the CCRMA contact designated in Section 8.0 above. Any respondent violating the anti-lobbying prohibition may be disqualified from consideration in this procurement.