



## REQUEST FOR PROPOSALS SAWS PROCUREMENT PROCESS STUDY

R-14-003-DHS

ADDENDUM #2 – 4:00 PM (CDT) | May 19, 2014

RESPONSES TO QUESTIONS RECEIVED BY 10:00 AM, MAY 15, 2014

1. We have reviewed the issued solicitation and have a question regarding experience requirements. I note in the RFP that the qualifications and experience section indicates that:
  - a) The firm's team must have experience conducting best practice procurement review studies for Texas Procurement entities; and
  - b) Provide a list of at least three (3) current and/or previous Texas Public Procurement review projects in the last five (5) years.

My question is whether the City [sic] will consider comparable experience that is outside of Texas or if these requirements will be strictly applied. We have conducted several directly comparable studies for other public sector entities within the required timeframe including for large and complex Water / Utility Procurement studies (i.e., Imperial Irrigation District and Santa Clara Valley Water District - both in California) that are similar to what San Antonio Water is seeking to undertake.

**A:** Proposals from respondents that do not have direct Texas Procurement experience will be accepted and considered; however, the respondent's project approach and methodology are expected to address the Texas Procurement statutes listed in the RFP.

2. Is there a call-in number that we could use to participate in the 10:00 AM, Friday May. 9, 2014 Pre-Submittal Conf. on RFP R-14-003-DHS SAWS Procurement Study?

A: Meeting Number: 629 045 265  
Meeting Password: This meeting does not require a password.

MeetingPlace: 210-233-2550

Follow the instructions that you hear on the phone. Your Cisco Unified MeetingPlace meeting ID: 629 045 265

<http://www.webex.com>

**IMPORTANT NOTICE:** This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, discuss your concerns with the meeting host prior to the start of the recording or do not join the session. Please note that any such recordings may be subject to discovery in the event of litigation.

3. In section III (C)(5)(b), the following statement appears: "Provide a list of at least three (3) current and/or previous Texas Public Procurement review projects in the last five (5) years, in which the Respondent has performed services similar to those sought in this solicitation." Given that utility and utility procurement experience may be relevant and important and the number of large public water and wastewater utilities in Texas is limited, would similar experience outside the state of Texas be acceptable for the 3 references?

A: See the response to Question 1.

4. The Scope of Work, Page 4, Paragraph 3, requires completion of the final report within 90 days. Will the San Antonio Water System consider amending the solicitation to allow completion of the final report within a 120 day period?

A: Proposals for more than the 90-day requirement will be considered; however, the respondent's approach and methodology must detail how this additional time will be used and justify the benefits to be derived. An explanation on how these perceived benefits will off-set by the cost of this engagement.

5. The San Antonio Water System Consultant Agreement, Exhibit F, under the clause "Term, Termination and Suspension" stipulates language for liquidated damages. Will the San Antonio Water System provide information as to the anticipated amount of potential liquidated damages envisioned for this project?

A: The sample contract attached to the RFP contained a liquidated damage provision; however, the final contract for this project will not contain a liquidated damage provision.

6. Will the successful bidder (offerer) have access to such operational statistics as:  
• Amount of SAWS' total spend and as a ratio of SAWS revenue (gross receipts) for the last three (3) fiscal years,

- Number of requisitions processed by the Purchasing Department and the Contracting Department – each stated separately,
- Number of staff members (presumably Buyers in Purchasing and Administrators/Specialists in Contracting) who process requisitions, and
- Any other statistical measures/metrics currently used to assess cognizant staff members' efficiency and/or productivity?

A: The successful respondent (offeror) will have access to the operational statistics as stated in the question above.

7. Will SAWS provide the Grade number for staff in the Purchasing Department as that presented in the Organizational Chart for the Contracting Department?

A: Purchasing Staff Positions	Grade
Director	24
Contracting and Purchasing Specialist	20
Business Application Analyst	19
Sr. Administrative Assistant	15

8. Will SAWS provide the following information about the staff members who process requisitions for procurement/contracting of goods and/or services in both the Purchasing and Contracting Departments:

- Tenure (i.e., number of years as a SAWS employee) of each staff member,
- Number of years of professional procurement/contracting experience for each staff member,
- Job descriptions for each staff member class, category or position,
- Professional awards/recognitions (e.g., CPPO, CPPB, CTCM, C.P.M. and/or CPSM certification/designation) for each staff member, and
- Academic Degrees/Certificates or Professional Statutory Titles (e.g., CPA) for each staff member?

A: The requested information will be provided to the selected firm during the initial request for documents.

9. Does SAWS have a Quality Assurance and/or Quality Control Plan? If so, how do the Purchasing and Contracting Departments use this plan in ensuring that SAWS contractors and/or suppliers adhere to the provisions of this plan?

A: SAWS does not have a Quality Assurance and/or Quality Control Plan that is related to the Purchasing and Contracting Departments.

10. What is the mission of SAWS' SMWB Group? Does SAWS have a written/published Policy Manual or Operating Procedure for this Group? Will the successful bidder (offeror) have access to such Manual or Operating Procedure?

A: The SMWB Group advocates for Small, Minority, and Woman-owned business entity participation in SAWS contracts as either Prime Contractors or sub-contractors. The successful respondent (offeror) will have access to all program information.

11. Will SAWS provide access to its Strategic Plan and how the Purchasing and Contracting operational units contribute to and/or are affected by this Plan?

A: SAWS Strategic Plan does not specifically address the Purchasing and Contracting operational units.

12. What is the relationship, if any, between SAWS' Purchasing and Contracting Departments and those corresponding to its parent organization (i.e., City of San Antonio)?

A: SAWS Purchasing and Contracting Departments oversee different procurement areas and report to different Executive Team Member Vice Presidents. The Purchasing Department procures goods and non-professional services.

The Contracting Department procures construction activities and professional services. The City of San Antonio has a somewhat similar structure with the Purchasing Department handling procurement of goods and some professional services and the Capital Improvement Management Services (CIMS) handling the procurement for construction, architect and engineering services.

While there is no direct relationship with the SAWS and the City of San Antonio – all procurement requirements (statutes) pertain to both entities.

13. How many “interim” reports are expected of the successful bidder (offeror) during the 90 days post contract execution and submittal of final report?

A: Staff would expect to receive:

- Weekly status reports of one to two pages
- A draft Report for staff to review and comment on
- A final Report

14. When you mention improving “customer service” in your briefing of May 9, 2014, are you referring to requestors and recipients (customers) of the services offered by the Purchasing and Contracting Departments?

A: That is correct.

15. Does SAWS have a process flow chart for both the Purchasing and Contracting Departments, and will the successful bidder (offeror) have access to such a chart for each department?

A: All available process flow charts will be provided to the successful respondent (offeror).

16. Does SAWS have a “transparency” policy, process or procedure, similar to its financial transparency reports and “Official Statements” stated in the SAWS website?

A: SAWS does not have a “transparency” policy, process or procedure other than those described in the Texas statutes listed in the RFP. SAWS has various practices such as posting bid tabulations on the SAWS website.

17. Is there a "not to exceed" budget amount planned for this effort?

A: No. there is not a "not to exceed" budget amount planned. Staff is more interested in the value of the recommendations. However, cost will be part of the selection process.

18. In the #10 of areas for recommendations, please explain what you are specifically looking for by the statement "opportunities to optimize the Procurement process as an organization."

A: The respondent should look to the overall objectives of this project; however, we would prefer recommendations that optimize the SAWS procurement process as an organization rather than in special silos.

19. Under Objectives: Is it required for the participating firm to have Process improvement experience in Public Procurement Industry or Process Improvement in other Industry is sufficient as experience.

A: See response to question 1.

20. Do you have any preference on the Font size and Styles for the response?

A: No.

21: Under Qualification and experience; it is asked to provide reference for past 3 studies for Texas Public Procurement Process. We do have a lot of experience does such studies, but we do not have any Texas Public Procurement Entities, that is what we are looking for. Would that be a problem, or would that dis-quality our firm?

A: See response to question 1.

22: Under Exhibit B: If the Prime Contractor is SMWB business, do we still have to look for the Sub-contractors and perform good faith effort for sub-contracting

A: If you will be self- performing at least the minimum (aspirational) SMWB percentage goal of the work, then you will meet our goal. However, in the spirit of the SMWB program, we ask all prime contractors, (whether SMWB-certified or not), to make a concerted effort to subcontract work to SMWBs when possible. If you need assistance with finding SMWB-certified subcontractors, please email Marisol V. Robles, SMWB program manager, at marisol.robles@saws.org with the scopes of work you are seeking. SAWS accepts SBE, MBE, and WBE certification/designation from the South Central Texas Regional Certification Agency, the Texas Historically Underutilized Business (HUB) certification and federal SMWB designation as found in the federal System for Award Management (“SAM”) website.

23: Under Exhibit A: If the Prime contractor has the Insurance, do we need to have independent contractors carry a similar Insurance?

A: The required insurance is for the Prime contractor. The sub-contractor insurance requirements are between the Prime and the sub-contractor and not SAWS.

No other items, dates, or deadlines for this RFP are changed.

END ADDENDUM #2