

**ADVANCED METERING TECHNOLOGY FEASIBILITY ANALYSIS, SYSTEMS
INTEGRATION AND PROGRAM MANAGEMENT SERVICES**

SUBMISSION TIP SHEET

- Include a Table of Contents with your proposal packet.
- Utilize the Submittal Response Checklist provided within the RFP.
- Organize the proposal submission documents in the same order as what is listed on the Submittal Response Checklist.
- When responding to the Evaluation Criteria within the RFP, address each of the criteria as it is identified in the Response Format and the bulleted items within that criteria in the order it is found within the RFP. Also, ensure all of the necessary information is captured in the proposal submission
- Obtain and read all of the Addendums posted to SAWS' website.
- The latest versions of forms or additional forms included with Addendums should be used.
- Verify that any sub-consultant listed on the organizational chart is also listed in the Good Faith Effort Plan (and vice versa). All subconsultants, regardless of SMWB status, should be included. If you have questions, please contact the SMWVB Program Manager, Marisol Robles at 210-233-3420.
- Verify that any contact information listed for references is current (name, title, employment status (ensuring the POC is still employed with that company), phone number and email address.
- Thoroughly read through the objective, scope of services, additional services, timeline, and question and answers to ensure Respondent has a clear understanding of the project.
- Verify SMWVB requirements and ensure the correct and specific percentages are listed for the estimated percentage of participation.
- Adhere to the page limit requirements.