



**MINORITY and WOMAN-OWNED BUSINESS ENTERPRISE DISPARITY STUDY**  
**Solicitation Number: R-20-001-JAM**

**ADDENDUM 2**  
**January 27, 2020**

To Respondent of Record:

This addendum, applicable to project referenced above, is an amendment to the RFP. Acknowledge receipt of this addendum by entering the Addendum number and issue date on the space provided in submitted copies of the Respondent Questionnaire.

<b>RESPONSES TO QUESTIONS</b>
-------------------------------

1. Question: Can SAWS provide a list of firms that participated in the Pre-Submittal Conference Call?

**Response: As there was no sign-in sheet of record, the following firms are those that verbally confirmed their attendance during the call:**

  - Keen Independent Research LLC
  - Points Management Group
  - Mentor Documents & Consulting, LLC
  - MFAD Creative Group LLC
  - Colette Holt & Associates
  
2. Question: Referencing Appendix H, Good Faith Effort Plan, Section B.2 Narrative Questions. *Respondents must identify potential opportunities for SMWB utilization for professional or non-professional services in the SAWS M/WBE Disparity Study (i.e. courier services, data collection, etc.), and your firm's attempt to maximize participation of SMWBs (i.e., a listing of outreach activities, outreach to SMWB listings or directories, advertisement mediums used for soliciting bids, etc.). Two (2) Points*

To meet this requirement, do we need to include the name of all the firms we identified and interviewed to perform the work in addition to the firm(s) that will be listed in Section B.1?

**Response: SAWS requests to see the list of scopes of work you intend to subcontract, and a description of your method/s of outreach.**
  
3. Question: Appendix G, Insurance Requirements and Proof of Insurability. Is this form required with proposal submittal or at time of award? If required with submittal, is listing SAWS as additional insured required given that we will not have entered into a contract?

**Response: Respondents should provide proof of insurability with the proposal submittal, either a sample Acord certificate from the Respondent's insurance entity disclosing the ability to acquire the required limits of Professional Liability coverage, or a letter from the insurance entity verifying Respondent's ability to acquire the required limits of Professional Liability coverage.**

4. Question: What is the approximate number of contracts for the study period?  
**Response: There are approximately 1,600 contracts.**
5. Question: What is the approximate dollar value of those contracts for the study period?  
**Response: The approximate dollar value of the contracts for the study period is \$2,000,000,000.00.**
6. Question: Will there be any federal funding sources analyzed? And if so, which funding sources (e.g., FHWA, FTA, etc.)  
**Response: No. SAWS receives some pass-through Environmental Protection Agency (EPA) funding on projects that are funded by Texas Commission on Environmental Quality (TCEQ) loans. SAWS is not a direct recipient of federal funds.**
7. Question: Is the SAWS fiscal year the same as the calendar year (Jan 1st – Dec 31st)  
**Response: Yes.**
8. Question: Is it acceptable for the consultant to add tasks/phases to Appendix F to more closely align with our project approach?  
**Response: It is acceptable for the consultant to elaborate on the methods and tasks that will be used to accomplish SAWS' published scope of services. Please keep in mind that this will be a not-to-exceed contract of three hundred-thousand dollars (\$300,000.00).**
9. Question: On Page 17 of the RFP it states *“Emphasis should be given to means that maximize efficiencies in order to complete the Disparity Study and Report in a timely and in a cost-effective manner while still complying with legal requirements. Provide no more than five (5) pages for Project Approach.”*  
Given that “Project Approach” is 25 points of the evaluation criteria and will serve as a detailed description of the proposer’s methodology, would SAWS consider increasing the number of pages (5) allocated to Project Approach out of the 50-page response limit?  
**Response: Yes, the number of allocated pages for the Project Approach response section may be increased from 5 to ten (10) pages and the total response page limitation is now increased to 60 pages.**
10. Question: Will the study be only on board-awarded contracts? If not, how are non board-awarded data maintained?  
**Response: All contracts (board awards and non-board awards) are captured in B2Gnow software.**
11. Question: SAWS states, “Since 2009, SAWS has collected board-award data on its Small, Minority, and Woman-owned Business Enterprise (SMWB) contract awards at the prime level.” Does this include non-SMWBEs as well?  
**Response: Yes.**

12. Question: SAWS states they collect sub data for S/M/WBEs within B2GNOW, does this also include non-SMWBE subs?  
**Response: Yes.**
13. Question: For B2GNOW are the specific tasks that the subs conducted for the prime identified (i.e., for a construction prime contract if the sub did Architecture work for the prime that specific work is identified)?  
**Response: In some contracts, yes. However, regarding subs and prime contractors/consultants that are SMWVB-certified by the South Central Texas Regional Certification Agency, their certifications and the corresponding NAICS codes are accessible through the B2Gnow system. For Procurement, NIGP codes are used in the solicitation process.**
14. Question: Please explain if the data to be used for the disparity study utilize any particular expenditure coding system. Is NAICS or NIGP used, or some other type of commodity code? How detailed is the commodity coding for the services contracted/procured? For example, if NAICS codes are used are they at the 2-digit level, which is a broader description of services (NAICS code 23=Construction) or at the 6-digit level, which is more detailed (NAICS 238160 =Roofing Contractors).  
**Response: For subs and prime contractors/consultants that are SMWVB-certified by the South Central Texas Regional Certification Agency (SCTRCA), their certifications and the corresponding NAICS codes are accessible through the B2Gnow system. The SCTRCA assigns at the 6-digit level. The SAWS Purchasing Department (Procurement) uses NIGP codes in their solicitation process.**
15. Question: Are any data information on Bidders/Respondents to RFPs/RFQs maintained?  
**Response: Yes. SAWS keeps record of all respondents.**
16. Question: Are the race/ethnicity and gender classifications of prime and sub vendors maintained? Registered vendors? Bidders/Respondents to RFPs/RFQs? Prime contractors/consultants? Subcontractors/Subconsultants?  
**Response: Yes.**
17. Question: Will the study be only concerned with analyzing M/WBEs or also SBEs?  
**Response: Since 2017, SAWS has only recognized M/WBEs that are also SBEs. M/WBEs that are non-SBE are not recognized. Therefore, unless SAWS contractors have outgrown SBE size standards for being “small” in their respective industries between 2017-2019, all M/WBEs being studies will, by default, also be SBEs.**
18. Question: What is the timeline to complete the study?  
**Response: The target is for the study to be completed in the first quarter of 2021.**

**END OF ADDENDUM 2**

This Addendum is **three (3)** pages in its entirety. There are no attachments.