



EXECUTIVE RECRUITMENT SERVICES
Solicitation Number: N-22-004-SR

ADDENDUM 1
April 15, 2022

To Respondent of Record:

RESPONSES TO QUESTIONS

- 1. Question:** How many vendors do you intend to award for this contract?
Response: One firm will be selected for the contract.
- 2. Question:** Can you please provide us with an estimated or NTE budget allocated for this contract?
Response: The budget of the contract will depend on the qualifications of the firm.
- 3. Question:** What is the place of performance of the candidate?
Response: 2800 U.S. HWY 281 N. San Antonio, Texas 78212
- 4. Question:** Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?
Response: The incumbent is Steven Clouse, Senior Vice President-Chief Operation Officer.
- 5. Question:** If there is an incumbent for this contract, is the incumbent eligible to submit the proposal again?
Response: This is for a new requirement.
- 6. Question:** If this is a Re-complete (on-going) and if you have any current vendors, are there any issues you are facing with them?
Response: This is not an on-going requirement.
- 7. Question:** Is this re-compete or new requirement?
Response: This is for a new requirement.
- 8. Question:** Could you please share the previous spending on this contract, if any?
Response: There is no previous contract for this position.
- 9. Question:** Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?
Response: There is no subcontracting requirement for this contract; however, if you plan on using a subconsultants, please provide that information on the Good Faith Effort Plan attached.
- 10. Question:** If this is a Re-complete (on-going), could you please provide the positions and hourly rates of the employees currently working?
Response: This is not a re-complete.
- 11. Question:** If the proposed candidate unfortunately gets Covid at the time of award, can we provide a replacement candidate with similar or more skill sets?
Response: As with any hiring and selection process, we would like to have secondary or tertiary candidates, particularly if the initially selected candidate does not accept the position. If the initial candidate encounters a situation that could delay their start date, such as an illness, we would like the flexibility to work with that candidate on a mutually agreeable date or would like to have one or more additional candidates for consideration. Any alternate candidate will have to undergo the same process.

12. **Question:** Will you accept the hourly rates of the candidates we are going to provide?
Response: This position is a salaried position.
13. **Question:** What is the work model going to be onsite (work from office) or remote?
Response: This is a top-level executive, salaried position. As such, this person will most likely work in a hybrid schedule, partially on-site and partially remote. The balance of that arrangement will ultimately require the approval of the President / CEO.
14. **Question:** What will be the mode of interview if conducted, via virtual or in-person?
Response: Interviews can be conducted either in-person or virtual
15. **Question:** Do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?
Response: We are requesting actual resumes on proposed candidates.
16. **Question:** What is the contract term for this?
Response: This is a full-time position.
17. **Question:** How many employees do you have who are currently working?
Response: SAWS employs approximately 1700 full-time employees.
18. **Question:** Could you please provide the list of holidays?
Response: The holiday schedule is attached.
19. **Question:** Are there any mandated Paid Time Off, Vacation, etc.?
Response: Members of the Executive Management Team receive paid leave at the direction of the President / CEO. Currently, a brand-new employee on the EMT would receive six (6) weeks of vacation for their first year of employment. This leave accrual would increase to seven (7) weeks upon a five-year anniversary as an EMT member, and eight (8) weeks upon a ten-year anniversary as an EMT Member, with an annual maximum accrual of 900 hours (i.e., hours accrued above that maximum are forfeited if not used by the end of the calendar year).
20. **Question:** Does SAWS have an expected/scheduled compensation level for this position and if so, what is the general range?
Response:
- | Minimum | Midpoint | Maximum |
|-----------|-----------|-----------|
| \$175,168 | \$262,753 | \$350,337 |

CLARIFICATION TO THE RFP

IV. SUBMITTING A RESPONSE:

C. Response Format:

The **UPDATED** template for the "Evaluation Criteria Form" is included in this addendum and the fillable form is on the SAWS solicitation website at the link below:

https://apps.saws.org/Business_Center/Contractsol/Drill.cfm?id=4083&View=Yes

END OF ADDENDUM

This Addendum is 12 pages with attachments in its entirety.

Attachments:

- UPDATED** Evaluation Criteria Form
- SAWS Holiday Schedule
- Good Faith Effort Plan

**Evaluation Criteria Form
Responses Provided by Respondent**

When responding to the questions below, use only the space provided in this form, unless otherwise indicated. If all fields are not completed, the proposal may be found to be non-responsive. It is not acceptable to indicate "see attached" as a response to this form. Spatial limitations are in place to ensure consistency and conciseness with responses. Character limits include spaces. Text is restricted to Arial, 10 point font.

Statement of Team Capability and Understanding of the Project

a. Provide a brief description of your firm and its history providing the scope of services. *1,100 character limit.*

b. Detail Respondent's unique abilities to provide the scope of services. *1,100 character limit.*

Evaluation Criteria Form *(continued)*

Price Proposal

- a. *On one (1) separate 8 ½" x 11" sheet*, provide a fee schedule, based off the total estimated budget, including the Respondent's proposed fees or rates for services. Respondents are encouraged to submit alternative fee proposals with prices or rates (both inclusive and not inclusive of reimbursable expenses) that may be customary in the industry or otherwise acceptable, for example a lump sum (e.g., as a percentage of starting compensation or otherwise), an hourly fee for service with ceiling, cost plus a percentage, etc. If the fee is expressed as a percentage of the candidate's starting compensation each Respondent must include a comprehensive and exclusive list of all elements of compensation against which the percentage will be applied.
- b. *On one (1) separate 8 ½" x 11" sheet*, provide a separate cost schedule itemizing reimbursable expenses not included in the fee schedule, and an estimate and proposed ceiling amount for each item of expense.
- c. Indicate what fees and expenses would be reimbursed to SAWS should a candidate hired as a result of Respondent's recruitment efforts resign within one year from his or her date of employment. *1,100 character limit.*



2022 San Antonio Water System Holidays

The following is the San Antonio Water System's official holiday schedule for Fiscal Year 2022. Please note that there will be fifteen (15) total holidays, which include thirteen (13) scheduled holidays and two (2) floating holidays (includes 1 holiday for Top Workplace recognition).

- New Year's Day (Observed) – Monday, January 3rd
- Martin Luther King Day – Monday, January 17th
- Cesar Chavez Day – Thursday, March 31st
- Fiesta San Jacinto Day – Friday, April 8th
- Memorial Day – Monday, May 30th
- Juneteenth (Observed) – Monday, June 20th
- Independence Day – Monday, July 4th
- Labor Day – Monday, September 5th
- Thanksgiving Day – Thursday, November 24th
- Day after Thanksgiving – Friday, November 25th
- Christmas Eve (Observed) – Friday, December 23rd
- Christmas Day (Observed) – Monday, December 26th
- New Year's Eve (Observed) – Friday, December 30th

Holiday hours paid vary based on the employee's regularly assigned shift schedule. For example, an employee who is regularly scheduled to work 10 hours per day, will be paid 10 hours pay for observing the holiday. If the holiday falls on a day outside of the assigned work schedule, the employee will be paid 8 hours for observing the holiday. An employee who has a voluntary flexible schedule will receive 8 hours pay for observing the holiday.

Wellness Rewards Hours

In 2022, an employee can earn up to eight (8) "wellness reward" hours of additional time off for completing approved health and wellness milestones. This program is administered by Human Resources, and additional information can be obtained by contacting Una Cuffy at 210-233-3417.

Floating Holiday

A full-time employee will receive the equivalent of two additional days to serve as floating holidays. This leave can be taken as a full day or in one-hour increments and may be used through December 31, 2022. Requests for leave should be made to the appropriate supervisor, with approval contingent on maintaining a sufficient workforce for proper operation at all times. Should you have any questions regarding the holiday schedule, please contact Human Resources.

2022 Calendar

JANUARY

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

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27	28					

MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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30	31					

NOVEMBER

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DECEMBER

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25	26	27	28	29	30	31



Good Faith Effort Plan for Construction SUBCONTRACTS for:

NAME OF PROJECT: Executive Recruitment Services

SECTION A - PRIME CONTRACTOR INFORMATION

Legal Name of Firm, including "doing business as" if applicable: _____

Address of Office to Perform Project Work: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Contact Person: _____

Email Address: _____

Is your firm
Certified as an SMWVB? Yes: _____ No: _____

If "Yes", was your firm certified by the South Central Texas Regional Certification Agency (SCTRCA) or the Texas Comptroller's Office (HUB)? Only SCTRCA or HUB certifications granted to "local" firms are recognized. Please see the Good Faith Effort Plan Definition for "Local":

Yes: _____ No: _____

Type/s of Certification: SBE: _____ MBE: _____ VBE: _____ WBE: _____

Prime Contractor's Percentage of Participation: (Ex: 100% is the total value of the contract.) _____%

Describe your firm's participation to be performed on this Project: _____

1. List ALL SUBCONTRACTORS/SUPPLIERS that will be utilized on this project/contract. (SMWVB AND Non-SMWVB)

	Legal Name of Subcontractor/Supplier (including "doing business as", if applicable).	Address of Office Location to Perform Project Work or Provide Supplies. (Only Local firms will be counted for SMWVB credit):	Scope of Work/Supplies to be Performed/Provided by Firm:	Estimated Contract (dollar) Amount on this Project:	Certification Type & Agency. (Only SCTRCA or HUB certifications are recognized):
1					
2					
3					
4					
5					

SECTION B. – SMWB COMMITMENTS

The SMWVB goal on this project is 20%

1. The undersigned proposer has satisfied the requirements of the BID specification in the following manner (please check the appropriate space):

_____ The proposer is committed to a minimum of 20 % SMWVB utilization on this contract.

The proposer, (if unable to meet the SMWVB goal of 20%), is committed to a minimum of _____% SMWVB utilization on this contract. (If unable to meet the goal, please fill out Section C and submit documentation demonstrating good faith efforts).

2. Name and phone number of person appointed to coordinate and administer the SMWVB requirements on this project.

Name:

Title:

Phone Number:

Email Address:

IF THE SMWB GOAL WAS MET, PROCEED TO AFFIRMATION AND SIGN THE GFEP. IF GOAL WAS NOT MET, PROCEED TO SECTION C.

SECTION C – GOOD FAITH EFFORTS (Fill out only if the SMWVB goal was not achieved).

1. On a separate sheet of paper, list and attach to this Good Faith Effort Plan written, posted, or published notification to all firms you contacted with subcontracting/supply opportunities for this project that will not be utilized for the contract by choice of the proposer, subcontractor, or supplier. Notices to firms contacted by the proposer for specific scopes of work identified for subcontracting/supply opportunities must be provided to subcontractor/supplier not less than five (5) business days prior to bid/proposal due date . This information is required for all firms that were contacted of subcontracting/supply opportunities.

Copies of said notices must be provided to the SMWVB Program Manager at the time the response is due. Such notices shall include information on the plans, specifications, and scope of work.

2. Did you attend the pre-bid conference scheduled for this project? _____Yes_____No

3. List all SMWVB listings or directories, contractor associations, and/or any other associations utilized to solicit SMWB Subcontractors/suppliers:

4. Discuss efforts made to identify elements of the work to be performed by SMWVBs in order to increase the likelihood of achieving the goal:

5. Indicate advertisement mediums used for soliciting bids from SMWVBs. (Please attach a copy of the advertisement(s):

AFFIRMATION

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that, this document shall be attached thereto and become a binding part of the contract.

Name and Title of Authorized Official:

Name:

Title:

Signature:

Date:

NOTE:

This Good Faith Effort Plan is reviewed by SAWS Contracting Department. For questions and/or clarifications, please contact Marisol V. Robles, SMWVB Program Manager, at 210-233-3420.

DEFINITIONS

Note: To be eligible for participation in the SAWS Small, Minority, Woman, and Veteran-owned Business Program, a firm must be local, and must be certified as a Small Business Enterprise (SBE). This includes firms certified as Minority and/or Woman-owned Business Enterprises (MBEs and WBEs). SAWS tracks Veteran-owned Business Enterprises (VBEs) for statistical purposes, but does not award points for VBE participation.

Local: A business located in the San Antonio Metropolitan Statistical Area (SAMSA) , which includes the counties of Atascosa, Bandera, Bexar, Comal, Frio, Guadalupe, Kendall, Kerr, McMullen, Medina, Uvalde and Wilson. A business's presence in the SAMSA that consists solely of a P.O. box, a mail drop, or a telephone message center does not count as being local.

Prime Consultant/Contractor: Any person, firm partnership, corporation, association or joint venture which has been awarded a San Antonio Water System contract.

Subconsultants/contractor: Any named person, firm partnership, corporation, association or joint venture identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing under contract with a prime consultant/contractor on a San Antonio Water System contract.

Small, Minority and Woman Business (SMWB): All business structures Certified by the Texas Comptroller's Office (HUB), or the South Central Texas Regional Certification Agency that are 51% owned, operated, and controlled by a Small Business Enterprise, a Minority Business Enterprise, or a Woman-owned Business Enterprise.

Small Business Enterprise (SBE): A business structure that is Certified by the Texas Comptroller's Office (HUB), or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by someone who is legally residing in or a citizen of the United States, and the business structure meets the U.S. Small Business Administration's (SBA) size standard for a small business within the appropriate industry category.

Minority Business Enterprise (MBE): A business structure that is Certified by the Texas Comptroller's Office (HUB) or the South Central Texas Regional Certification Agency as being 51% owned, operated, and controlled by an ethnic minority group member(s) who is legally residing in or a citizen of the United States. For purposes of the SMWB program, the following are recognized as minority groups:

- a. **African American** – Persons having origins in any of the black racial groups of Africa.
- b. **Hispanic American** – Persons of Mexican, Puerto Rican, Cuban, Spanish or Central or South American origin.
- c. **Asian-Pacific American** – Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- d. **Asian-Indian American** – Persons whose origins are from India, Pakistan, Bangladesh or Sri Lanka.
- e. **American Indian/Native American** – Persons having no less than 1/16 percentage origin in any of the American Indian Tribes, as recognized by the U.S. Department of the Interior's Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents.

Women Business Enterprise (WBE): A business structure that is Certified by the Texas Comptroller's Office (HUB), or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by a woman or women who are legally residing in or citizens of the United States.

African American Business Enterprise (AABE): A business structure that is Certified by the Texas Comptroller's Office (HUB), or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by African American minority group member(s) who are legally residing in or are citizens of the United States.

Joint Venture: A limited association of two or more persons to carry out a single business enterprise for profit, for which purpose they combine their property, money, efforts, skills and knowledge.

Veteran-Owned Business Enterprise (VBE): A business structure that is at least 51% owned, operated and controlled by an individual who served in the United States Armed Forces, and who was discharged or released under conditions other than dishonorable. Please note: This certification type should not be confused with the Service Disabled Veteran designation available through the Small Business Administration.

Web Submittal of Subcontractor Payment Reports:

The Contractor will be required to electronically report the actual payments to all subcontractors, utilizing the Subcontractor Payment and Utilization Reporting (S.P.U.R.) System, beginning with the first SAWS payment for services under the contract, and with every payment thereafter (for the duration of the contract). Electronic submittal of monthly subcontractor payment information will be accessed through a link on SAWS' "Business Center" web page. This information will be utilized for subcontractor participation tracking purposes. Any unjustified failure to comply with the committed SMWB levels may be considered breach of contract.

The Contractor and all subcontractors will be provided a unique log-in credential and password to access the SAWS subcontractor payment reporting system. The link may also be accessed through the following internet address: <https://saws.smwbe.com/>