Contract Administration Department
Solicitation Submittal Tips

All Solicitations
• Review and understand the solicitation documents to include the scope of work, specifications, plans and contract requirements;
• Ask questions or for additional clarification regarding the solicitation during the permitted timeframe for questions;
• Respond to all solicitation questions honestly, directly and concisely;
• Ensure the submittal is organized and includes all the requested information listed in the solicitation documents;
• Use bullet points, tables and photographs in the submittal to convey information in a concise and organized manner;
• Ensure consistency in the format and layout of the submittal;
• Attend pre-bid/pre-submittal conferences, when available;
• If price/bid proposal is required, ensure amounts are correct;
• Use the checklists in the solicitation to make sure all required documents are included in submittal;
• Ensure all documents requiring a signature are signed by individual with signature authority;
• Acknowledge all addendums issued for the solicitation;
• Turn in the submittal by the designated deadline.

Request for Proposals (RFP), Request for Qualifications (RFQ) & Request for Competitive Sealed Proposals (RFCSP)
• Follow the solicitation format provided in the submittal checklist and/or table of contents;
• Include a Table of Contents with the submittal;
• Adhere to the page limit, as outlined in the solicitation;
• Tailor entire submittal, especially the narrative responses to the specified project or scope of work in the solicitation;
• Provide comprehensive and detailed descriptions of recently completed projects and the required information, as requested in the solicitation document;
• For recently completed similar projects, highlight various SAWS projects, but do not limit it only to SAWS projects.
• Provide a wide variety of applicable projects of similar scope/size/budget as those outlined in the solicitation document. The use of direct correlations and relevancy to other projects is encouraged;
• Include complete references, such as, accurate and current owner contact information, email and phone numbers and other information requested in the solicitation;
• Provide detailed resumes and organizational charts of the proposed team members, as outlined in the solicitation;
• Clearly identify which team members will be working directly on the specified project;
• When responding to the Evaluation Criteria within the solicitation, address each of the criteria in the same order, as it is outlined in the solicitation;
• Use the most current forms or additional forms included with Addendums;
• RFP/RFCSP only – Ensure price proposal is accurate and in the required format or form as specified in solicitation.

Small, Minority, Woman, and Veteran-owned Business (SMWVB) Program
• All subcontractors/subconsultants/suppliers listed in the organizational chart should also be listed in the Good Faith Effort Plan, even non-SMWVBs.
• Aspirational SMWVB Goals: Construction: 20%; Engineering and Professional Services: 40%; Purchasing (Goods and General Services): 19%.
• Always complete, sign, and submit the required Good Faith Effort Plan;
• Every SMWVB included in the Good Faith Effort Plan must be certified by the South Central Texas Regional Certification Agency and have an office or equipment yard located within the San Antonio Metropolitan Statistical Area. Exception: SMWVB-certified vendors who are issued contracts through the SAWS Purchasing Department do not need to be local.
• Ensure the dollar amount or percentage listed for a particular subcontractor/subconsultant/supplier in the Good Faith Effort Plan is the actual amount of the contract with the subcontractor/subconsultant/supplier.
• If you have questions or need a list of SMWVB-certified subcontractors/subconsultants/suppliers, please contact the SMWVB Program Manager, Marisol V. Robles, at marisol.robles@saws.org or 210-233-3420.

For bidding/contract opportunities visit:  http://www.saws.org/business_center/contractsol/index.cfm