

# REQUEST FOR PROPOSALS

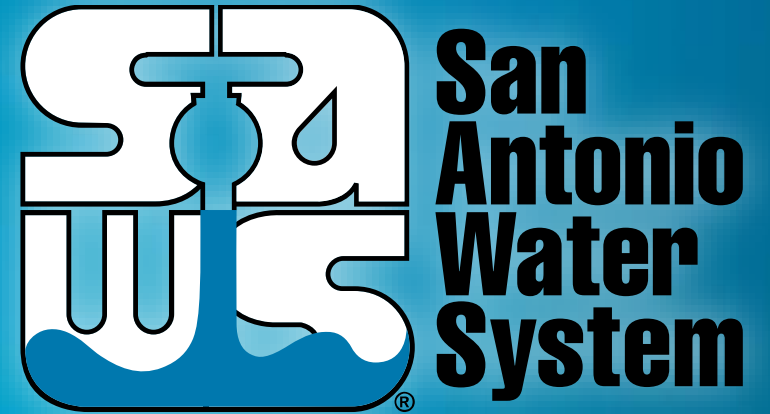
## Data Loss Prevention Solution

Gina Cappa & Paul King

Purchasing / Senior Network Security Engineer

Non-Mandatory Pre-Submittal Meeting

March 8, 2018



MAKING SAN ANTONIO  
**WATERFUL**



# Key Elements of the Solicitation

- Small, Minority, Woman, and Veteran-owned Business (SMWVVB) Evaluation/Requirements
- Evaluation Criteria to include a Proof of Concept
- Submitting a Response
- Communication Reminders
- Key Dates

# SMWVB Evaluation

- 19% Aspirational SMWVB Goal
- Up to 15 SMWVB points available.
- Certified firms can count self-performance toward meeting the goal and earning SMWVB points.
- Non-SMWVB firms can earn points through SMWVB subcontractors and suppliers.
- Eligible firms must be certified through the South Central Texas Regional Certification Agency, and should have SBE certification, at minimum.
- Texas Historically Underutilized Business (HUB) certification is also recognized.
- SMWVB certification is **not** a pre-requisite for submitting a proposal.

# SMWVB Questions

- Questions related to the SMWVB Program or scoring of the RFP may be directed to SAWS' SMWVB Program Manager, up until the RFP is due. Contact information is as follows:

**Marisol V. Robles**

San Antonio Water System

Email Address: [Marisol.Robles@saws.org](mailto:Marisol.Robles@saws.org)

Telephone No.: 210-233-3420

# Evaluation Criteria

Evaluation Criteria	Points
a. Functionality, Usability, and Project Approach	35
b. References, Similar Prior Experience, Project Team, and Resumes	20
c. Compensation Proposal	30
d. Adherence to Small, Minority, Woman and Veteran Owned Business (SMWB) Participation (Exhibit "B" Good Faith Effort Plan)	15
TOTAL	100

# Evaluation Criteria

## Functionality, Usability, and Project Approach

- Solutions to SAWWS identified challenges within the Scope of Services.
- Complete technical specifications for proposed solution on all items offered.
- List each criteria and provide a response for each item. Include detail to include whether item criteria is met, as well as any additional information that demonstrates the ability to meet or exceed the requirement.
- Provide your percentage of false positives so that SAWWS can use this as a distinguisher.
- Describe your project approach to implementing your proposal to include approach, schedule, tasks and resources required. Also, specify required resources required from SAWWS for a successful implementation.
- Identify if the equipment is virtual or an appliance based system.

# Evaluation Criteria

## Proof of Concept

- Test equipment and software in order to validate product meets the minimum requirements and the minimum performance criteria.
- Evaluated based upon the Data and Reporting Section 3 Page 2 of the Scope of Services outlined in the RFP and will be evaluated within the Functionality, Usability, and Project Approach section of the outlined criteria.

# Evaluation Criteria

## References, Similar Prior Experience, Project Team, and Resumes

- Supporting documentation for experience with projects of similar size, scope, and objective.
- List of at least three (3) previous projects in the last five (5) years, in which the Respondent has performed services and addressed issues for agencies that have had similar operational needs to those sought in this solicitation.
- Organizational Chart
- Resumes



# Evaluation Criteria

## Compensation Proposal

- Provide pricing giving SAWWS the option to choose either perpetual or annual licenses.
  - Pricing will be evaluated based upon the lowest total price submitted on the Compensation Proposal.
  - Proposal with the lowest price will receive thirty (30) points. All other proposals will be allotted a percentage of the 30 points based on a comparison with the lowest priced proposal. The following formula will be used:
    - $[(\text{Lowest price}) \div (\text{Bidder's price})] \times 30 = \text{Bidder's allotted points}$
- \* All pricing shall be enclosed in a separate sealed envelope, marked “PRICING” with the ORIGINAL ONLY.**

# Submitting a Response

## Helpful Reminders

- Thoroughly read the RFP prior to preparing proposal
- Maximize points by addressing all items in the order as they are identified in the RFP (pages 7-12)
- Use the Submittal Response Checklist
- Be very specific and avoid “boiler plate” responses
- Contact the SMWVB Program Manager for assistance, if necessary
- Responses are limited to 50 pages
  - Cover letters, required forms, SMWVB documentation, report examples, safety procedures plans and tab dividers do not count towards the page count)
- Ensure that references are verified, which includes name, phone number, email, especially if an extended amount of time has passed

# Communication Reminders

## III. Communication Page 5 of the RFP

- There should not be any communication regarding this solicitation with the following:
  - SAWS Project Manager
  - SAWS Technical Representative
  - Any other SAWS staff, managers, directors, or VPs
  - City Council member or staff
  - SAWS Board of Trustees
- This includes phone calls, emails, letters, or any direct or indirect discussion of the RFP
- Release of RFP- Board Award
- If under contract with SAWS for another project, please indicate you intend to submit/have submitted for this RFP; but refrain from discussing

# Key Dates

Please note that dates are subject to change without notice.

February 21, 2018 .....	RFP Released
March 8, 2018 at 10:00 AM (CT) .....	Non-Mandatory Pre-Submittal Conference
<b>March 14, 2018 by 4:00 PM (CT) .....</b>	<b>Receipt of Written Questions Due</b>
March 19, 2018 by 4:00 PM (CT).....	Q & A Posted to Website
<b>March 27, 2018 by 3:00 PM (CT) .....</b>	<b>Proposals Due</b>
March 27 –April 30, 2018 .....	Proposals Evaluated
April 2018 .....	Proof of Concept Period
May 2018.....	Interviews, if necessary
May 2018.....	Selected Firm Notified
June 2018.....	SAWS Board Approval and Award
June 2018.....	Non-Selection Notices mailed
June 2018.....	Start Work

# Submission Due Date

## IV. Submitting a Response Page 7 of the RFP

- Responses due no later than 3:00 PM (CT) Tuesday, March 27
- Follow specific delivery instructions
- Deliver to 2800 U.S. Highway 281 North, Administrative Building
- Make arrangements if mailing a response to this RFP
- Late responses will not be accepted and will be returned unopened

# Respondent Questions

Gina Cappa  
Contracting & Purchasing Specialist  
San Antonio Water System  
Administrative Building  
2800 U.S. Hwy 281 North  
San Antonio, TX 78212  
Email: [Gina.Cappa@saws.org](mailto:Gina.Cappa@saws.org)  
Fax to 210-233-4373

# REQUEST FOR PROPOSALS

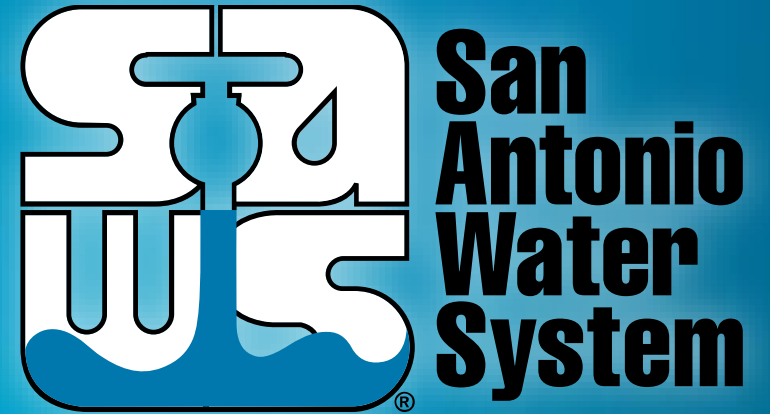
## Data Loss Prevention Solution

Gina Cappa & Paul King

Purchasing / Senior Network Security Engineer

Non-Mandatory Pre-Submittal Meeting

March 8, 2018



MAKING SAN ANTONIO  
**WATERFUL**

