

REQUEST FOR PROPOSALS

Enterprise Encryption and Key Management Solution, RFP Bid # 18-18011

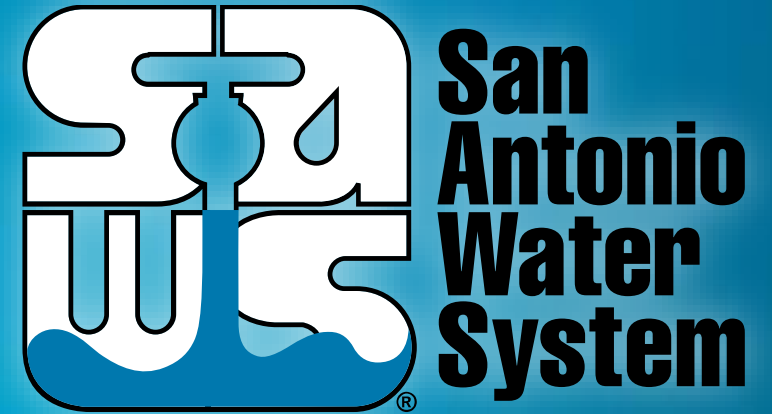
Privileged Account Management System and Password Vaulting Solution, RFP Bid # 18-18012

Gina Cappa & Paul King

Purchasing / Senior Network Security Engineer

Non-Mandatory Pre-Submittal Meeting

March 16, 2018



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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

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 SAWS 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.
- Describe your project approach to implementing your proposal to include approach, schedule, tasks and resources required. Also, specify required resources required from SAWS for a successful implementation.
- Identify if the equipment is virtual or an appliance based system.
- **18-18011** Solution to encrypt sensitive data, SSN, Drivers License, etc., across multiple applications and file servers Key management must be centralized and on a separate server.
- **18-18012** Solution to manage privileged accounts and limit the number of times an administrator must type in a password. The solution must be able to change passwords without human intervention and be able to be checked out as needed.

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.

March 2, 2018	RFP Released
March 16, 2018 at 10:00 AM (CT)	Non-Mandatory Pre-Submittal Conference
March 21, 2018 by 4:00 PM (CT)	Receipt of Written Questions Due
March 26, 2018 by 4:00 PM (CT)	Q & A Posted to Website
April 3, 2018 by 3:00 PM (CT)	Proposals Due
April 3 – 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, April 3rd
- 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
Fax to 210-233-4373

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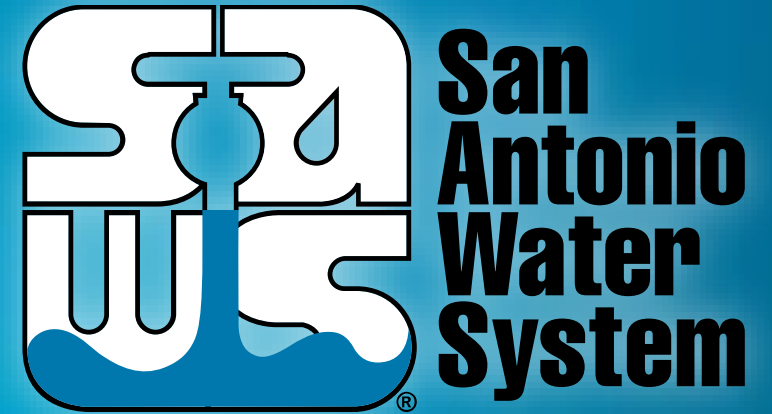
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