

REQUEST FOR PROPOSALS

Four Year Contract for Temporary Employee Services for Information Systems Positions

Gina Cappa

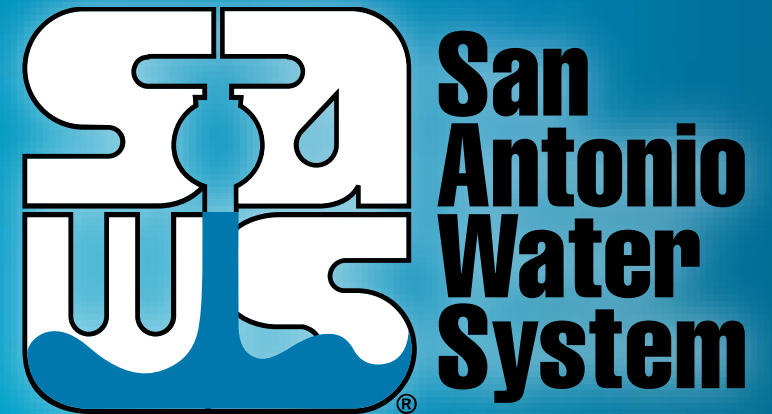
Purchasing Department

Max Mokeyev

Information Systems Department

Non-Mandatory Pre-Submittal Meeting

July 24, 2018



MAKING SAN ANTONIO
WATERFUL

Key Elements of the Solicitation

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

SMWVB Evaluation

- 19% Aspirational SMWB Goal
- Up to 15 SMWB points available
- Certified firms can count self-performance toward meeting the goal and earning SMWB points
- Non-SMWVB firms can earn points through SMWB subcontractors and suppliers
- Accepted SWMVB Certification Agencies are: South Central Texas Regional Certification Agency and Historically Underutilized Business (HUB)

SMWVB Evaluation

- Minority Business Enterprise (MBE) (Includes AABE, ABE, HABE and NABE)
- Small Business Enterprise (SBE)
- Woman-owned Business Enterprise (WBE)
- Veteran-owned Business Enterprise (Tracked)

Minimum Qualifications for SMWVB recognition:

- SBE-Certified (even MBEs and WBEs)

Good Faith Effort Plan (GFEP) FAQs

- **Q:What if my business is SMWVB-certified? Do I need to find SMWVB subs?**

A: If your firm is SMWVB-certified, you will most likely meet the goal. However, the GFEP is a required document, and a good faith outreach effort is still necessary.

- **Q:What if I have questions about the GFEP?**

A: Please contact the SMWVB Program Specialist at 210-233-2950, or at Susan.Rodriquez@saws.org. GFEP questions can be asked at any time before deadline.

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

Susan Rodriguez

San Antonio Water System

Email Address: Susan.Rodriguez@saws.org

Telephone No.: 210-233-2950

Evaluation Criteria

Evaluation Criteria	Points
a. Past and Present Experience with Similar Projects / References	35
b. Caliber of Resources	15
c. Compensation Proposal	35
d. Adherence to Small, Minority, Woman and Veteran Owned Business (SMWB) Participation (Exhibit "B" Good Faith Effort Plan)	15
TOTAL	100

Evaluation Criteria

Past and Present Experience with Similar Projects / References

Provide a minimum of three (3) current and three (3) past projects / references, of similar size to SAWS that demonstrate experience and competence on recent and past relevant projects of similar type and scope within the last five (5) years. SAWS reserves the right to contact references and take into consideration prior SAWS experience. Provide the following information for each reference.

This list includes:

- Name of client
- Location (city and state)
- Duration of assignment
- Respondent's role in project
- Reference contact to include name and current/ valid phone number and or email address

Evaluation Criteria

Caliber of Resources

- SAWWS is looking for high quality staffing for a variety of positions in Information Systems to ensure customer satisfaction.
- Caliber of Resources refers to current knowledge and skills, experience, education, and certifications.
- Anything from, but not limited to, Network Engineers, System Administrators, Programmers, and Project Manager Positions.

Evaluation Criteria

Compensation Proposal

- Pricing will be evaluated based upon the lowest total price submitted on the Compensation Proposal.
- Proposal with the lowest price will receive thirty-five (35) points. All other proposals will be allotted a percentage of the 35 points based on a comparison with the lowest priced proposal. The following formula will be used:
 - $[(\text{Lowest price}) \div (\text{Bidder's price})] \times 35 = \text{Bidder's allotted points}$
 - * **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
- 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 reference(s) 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.

July 6, 2018	RFP Released
July 24, 2018	Non-Mandatory Pre-Submittal Conference
July 26, 2018 by 4:00 PM Central Time	Receipt of Written Questions Due
August 3, 2018 by 4:00 PM Central Time	Q & A Posted to Website
August 9, 2018 by 3:00 PM Central Time	Proposals Due
August - October	Proposals Evaluated
October	Interviews, <i>if necessary</i>
October	Selected Firm Notified
December 4, 2018	SAWS Board Approval and Award
December 4, 2018	Non-Selection Notices Emailed
January 1, 2019	Start Work

Submission Due Date

IV. Submitting a Response Page 7 of the RFP

- Responses due no later than 3:00 PM (CT) August 9th
- 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

REQUEST FOR PROPOSALS

Four Year Contract for Temporary Employee Services for Information Systems Positions

Gina Cappa

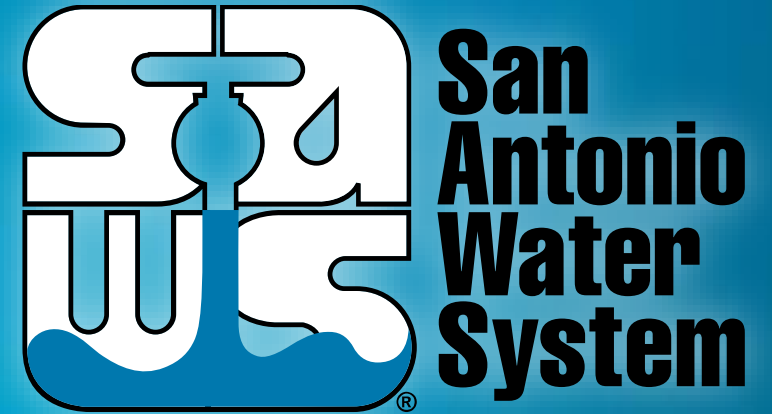
Purchasing Department

Max Mokeyev

Information Systems Department

Non-Mandatory Pre-Submittal Meeting

July 24, 2018



MAKING SAN ANTONIO
WATERFUL

