

# REQUEST FOR PROPOSALS

## Four Year Contract for Temporary Employee Services

Gina Cappa

Purchasing Department

Elvia Benavides

Human Resources Department

Non-Mandatory Pre-Submittal Meeting

August 10, 2018



**San  
Antonio  
Water  
System**

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# 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.Rodriguez@saws.org](mailto:Susan.Rodriguez@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](mailto:Marisol.Robles@saws.org)

Telephone No.: 210-233-3420

**Susan Rodriquez**

San Antonio Water System

Email Address: [Susan.Rodriquez@saws.org](mailto:Susan.Rodriquez@saws.org)

Telephone No.: 210-233-2950

# Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Points</b>
a. Past & Present Experience with Similar Projects/References	35
b. Organizational Overview/Quality of Account Manager/Reporting Capabilities	15
c. Compensation Proposal	35
d. Adherence to Small, Minority, Woman and Veteran Owned Business (SMWB) Participation (Exhibit "B" Good Faith Effort Plan)	15
<b>TOTAL</b>	<b>100</b>

# 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.
  - 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

## Organizational Overview/Quality of Account Manager/Reporting Capabilities

- Provide an Organizational Overview to include a description of operational history.
  - Should reflect that Contractor has been actively engaged in providing similar services for a minimum of sixty (60) consecutive months.
- Include documents describing organizational setup, organizational chart, services provided, and any general information relevant or necessary in the consideration of the proposal.
- Provide a point of contact, name and title, who will be assigned for direction and guidance throughout the contract period.
- It is the Respondent's responsibility to notify SAWWS in case of any changes.

# 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 “boilerplate” 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 6 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 19, 2018 .....	RFP Released
August 10, 2018 .....	Non-Mandatory Pre-Submittal Conference
August 13, 2018 by 4:00 PM Central Time .....	Receipt of Written Questions Due
August 17, 2018 by 4:00 PM Central Time .....	Q & A Posted to Website
August 24, 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 8 of the RFP

- Responses due no later than 3:00 PM (CT) August 24<sup>th</sup>.
- 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

## Four Year Contract for Temporary Employee Services

Gina Cappa

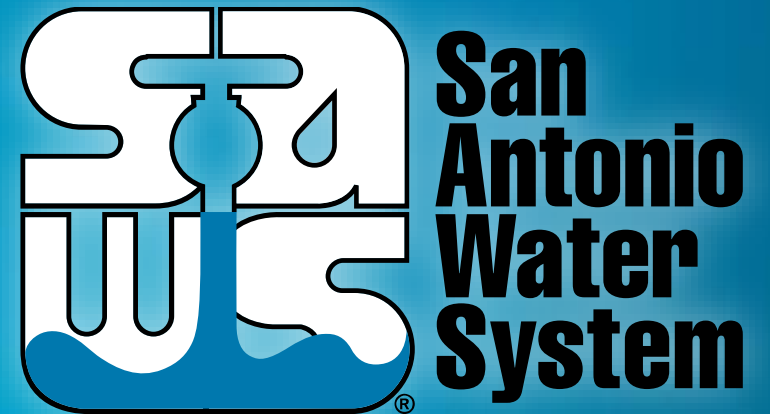
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