

EMPLOYEE ASSISTANCE PROGRAM SERVICES
SAWS Solicitation No. R-11-012-DG

Addendum No. 1

Questions and Responses; Exhibit “G” Update; Attachments “A-D” and B2G PowerPoint Tutorial

April 27, 2011

BID DATE: May 6, 2011 @ 2:00 PM Central Time

The Vendor/Consultant of Record:

This addendum, applicable to above named Solicitation, is an addenda to the RFP documents and as such shall be a part of and included in the Project. The original documents and any prior addenda remain in full force except as modified by the following which shall take precedence over any contrary provisions in prior documents.

Questions and Responses:

Q1. Can you tell me how many employees this program covers?

R1. Please see Exhibit “F” – approximately 1600 employees

Q2. What is the current price PEPM? And are there other fees (besides the PEPM) associated with you current program, i.e., training hours, CISDs, management consultation, mandatory referrals, case management and return-to duty procedures?

R2. PEPM is not available for publication. All fees are inclusive

Q3. When is the last time you competitively procured this program?

R3. 2005

Q4. Are you interested in considering a variety of innovative options in addition to the specifications you have provided.

R4. Yes

Q5. Are all the services requested in this RFP the same as your existing program?

R5. Yes

Q6. Are you self-insured?

R6. We are self insured for our medical and pharmacy plans, not for the EAP.

Q7. How many training hours are bundled, currently?

R7. There are 20 hours per contract year that can be used for Employee/Supervisor/Wellness Trainings and Legal/Financial Seminars and Healthfairs.

Q8. What are the current charges for training hours beyond what is currently bundled?

R8. All training hours are included in the regular fee.

Q9. Would your group be interested in considering a program that integrated, EAP, Work-Life and Wellness?

R9. Possibly

Q10. Do you know how many US DOT, SAP events (positive drug or alcohol screens for CDL holders) you have had in the last 12 months?

R10. DOT and SAP events are not included in the Scope of Services.

Q11. Do you know what percentage of cases were resolved at the EAP level and what percentage were referred to treatment?

R11. In 2010, .3% of SAWS employees were referred out for services during the initial telephonic triage while 97% of employees utilized the services provided by the EAP.

Q12. Will oversight by a seasoned, licensed PhD clinical Psychologist, who specializes in the area of EAP short term solution focused counseling, employer-employee relations, workplace policy, return to duty policies, protocols and best practices, US Department of Transportation Regulations, drug- and alcohol-free workplace policy, and EAP standards and core technology; be acceptable?

R12. Possibly

Q13. Who is SAWS' current EAP provider?

R13. Deer Oaks

Q14. How long has the current contract been in place?

R14. January 1, 2006

Q15. What is the current PEPM or annual contract dollar amount?

R15. Not available for publication.

Q16. Can SAWS provide an employee census to conduct a provider match?

R16. See attached Zip Code List – Attachment "A".

Q17. How many training hours are included in your current contract rate?

R17. There are 20 hours per contract year that can be used for Employee/Supervisor/Wellness Trainings and Legal/Financial Seminars and Healthfairs.

Q18. How many total on-site training hours does SAWS wish to have built in to the PEPM rate for Start-Up services, health & wellness seminars, and supervisor training each year?

R18. See RFP Scope of Services: Start Up Services and Supervisory Training. At least 20 hours of health and wellness seminars per year.

Q19. Is all training to be conducted on-site or can training be delivered by webinar?

R19. On site training.

Q20. Will training be conducted at a single location or multiple locations?

R20. Multiple locations - Please see Exhibit "F" from the RFP.

Q21. The RFP states on page 16, as regards SAWS's evaluation and awarding of points.

The point award formula appears to unintentionally disadvantage non-profit EAP providers, by as much as 25 points. So we hope to clarify our prospects for competing effectively, as a non-profit EAP provider. Being a non-profit company, we are essentially owned by the communities we serve. Therefore it seems we are unable to be considered a "Minority or Women Owned Firm" (15 points) or a "Small Business Enterprise" (10 points). Although, because of our composition we could be considered both, if we were a *for profit business*.

Are there any provisions that can perhaps consider the make-up of our board, our staff and/or the communities that own us? If so, we could qualify as both a "Minority or Women Owned Firm" and a "Small Business Enterprise." Our sincere hope is to enter the competitive bidding process free from a 25 point deficit at the beginning of the evaluation process.

R21. At this time, the only entities that SAWS recognizes as Small, Minority, and Woman-owned Business (SMWB) are those who are certified by:

- A.) The South Central Texas Regional Certification Agency, or,
- B.) The State of Texas, or,
- C.) The Small Business Administration.

However, please be advised that the 25% goal not only encompasses the certification status of a prime consultant/contractor, but also any subcontractors who are certified as SMWBs. To clarify, Alliance Work Partners would **not** be starting with a "25 point deficit". The 25% non-mandatory goal means that we ask for 25% of the total contract to be performed by SMWBs. The goal is separate and apart from the scoring.

The maximum amount of points that can be garnered for SAWS' Professional Services contracts is 15 points. As our policy stands today, only Woman-owned and Minority-owned firms are eligible to receive the full 15 points. However, as a Non-SMWB, Alliance Work Partners is eligible to receive 10 SMWB points through the following formula: SMWB subcontractors' participation percentage multiplied by a factor of 20. For instance, if Alliance Partners meets the 25% SMWB goal by listing SMWB subcontractors on its proposal, the formula for awarding points would be calculated as follows:

$$.25 \times 20 = 5 \text{ Points.}$$

If Alliance Work Partners exceeds the 25% SMWB goal, then more points will be awarded, up to a maximum of 10 points.

Q22. Do you know if they are satisfied with the current EAP?

R22. We are satisfied with the current EAP.

Q23. Can you clarify what has precipitated the RFP Process?

R23. Contract expires December 31, 2011.

Q24. Is the "Physician Oversight" provision an requirement or a preference? Like most EAPs, we do not have a psychiatrist on staff.

R24. Preference

Q25. Can you provide clarification on the B2GNow payment system? Is this a method we are supposed to use to bill for our services? It mentions sub-contractors. Would we need to list each payment to an affiliate for face to face sessions?

R25. B2G is the Subcontractor Payment & Utilization Reporting System (S.P.U.R. System). This system, launched by SAWS on April 1, 2011 replaces the paper reports that were previously required on a monthly basis to report prime contractors'/consultants' payment to their subcontractors. Moving forward, it is contractually required to report subcontractors' payments in the S.P.U.R. System.

When the SAWS payment system has made payments to primes, the S.P.U.R. System will be notified the next month. Prime contractors/consultants will receive an audit notice, and will be asked to log into the S.P.U.R. System to subcontractor payment amounts, and the date/s that the payments were issued. Subcontractors will then receive audit notices, and will be asked to log into the system and verify their payment amount and payment date, even if the amount that the prime contractor/consultant entered was \$0.

Attached is a tutorial PowerPoint.
(B2G PowerPoint attached)

Q26. Can SAWS provide any historic information about utilization of the services?

R26. See enclosed Attachment “C” - 2008 Summary Report and Attachment “D” – 2009 Summary Report, as well as the 2010 Annual Report Exhibit “G” from the RFP.

Q27. What type of wellness program has SAWS used in the past or considering in the future?

R27. See Wellness Program Summary – Attachment “B”.

Q28. Can SAWS provide a list of zip codes where employees are located? We need this for a geo access reporting to show how many counselors Ceridian’s networks has within miles of each employees location.

R28. See attached Zip Code List – Attachment “A”.

Q29. Contract: is it a requirement to use their contract or would they consider Ceridian contract?

R29. SAWS has its’ own contract but can incorporate additional information if our legal department approves the additions.

Updated Exhibit “G” (Annual Report for EAP Services)

Attached updated / current information - Exhibit “G”

Attachments

Attachment “A” – Zip Code List
Attachment “B” – SAWS Wellness Programs
Attachment “C” – SAWS 2008 Summary
Attachment “D” – SAWS 2009 Summary
B2G PowerPoint

Each vendor/consultant is requested to acknowledge receipt of Addendum No. 1 by his/her signature affixed hereto and to file the same with attached to his/her bid.

The Undersigned acknowledges receipt of this Addendum No. 1, and the bid submitted herewith is in accordance with the information and stipulation set forth.

Date

Signature of Bidder

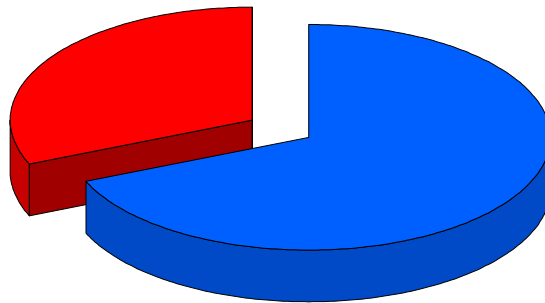
END OF ADDENDUM No. 1

Exhibit "G"
Annual Report for EAP Services
San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Description	1/1-3/31	4/1-6/30	7/1-9/30	10/1-12/31	1/2010-12/2010
Total New Cases	72	63	67	52	254
Description	1/1-3/31	4/1-6/30	7/1-9/30	10/1-12/31	1/2010-12/2010
Employee Population (Weighted)	1600	1600	1600	1600	1600
Clients Served Utilization Rate	4.50%	3.94%	4.19%	3.25%	15.88%
Clients Served Annualized Rate	18.25%	15.80%	16.62%	12.89%	15.88%
Description	1/1-3/31	4/1-6/30	7/1-9/30	10/1-12/31	1/2010-12/2010
Total Contacts	397	360	359	327	1443
Contact Utilization Rate	24.81%	22.50%	22.44%	20.44%	90.19%
Contact Annualized Rate	100.63%	90.25%	89.02%	81.09%	90.19%

Case Status



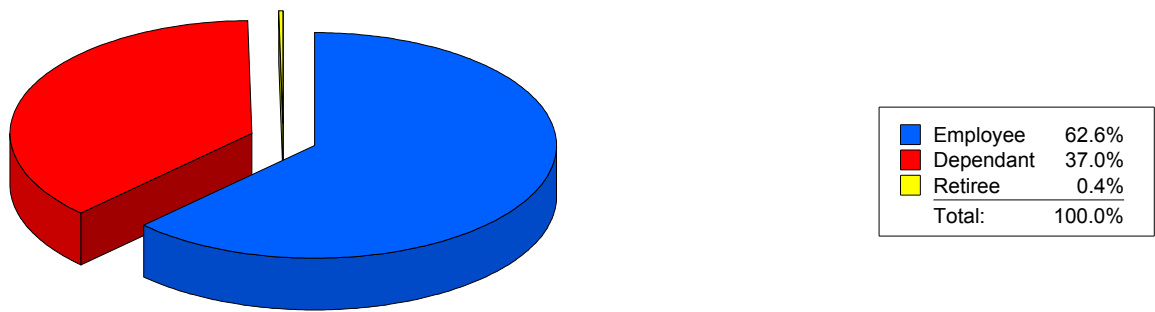
■ New User	68.5%
■ Re-User New Problem	31.5%
Total:	100.0%

Description	1/1-3/31	4/1-6/30	7/1-9/30	10/1-12/31	1/2010-12/2010
New User	51 70.8%	47 74.6%	49 73.1%	27 51.9%	174 68.5%
Re-User New Problem	21 29.2%	16 25.4%	18 26.9%	25 48.1%	80 31.5%
TOTAL	72	63	67	52	254

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Client Type

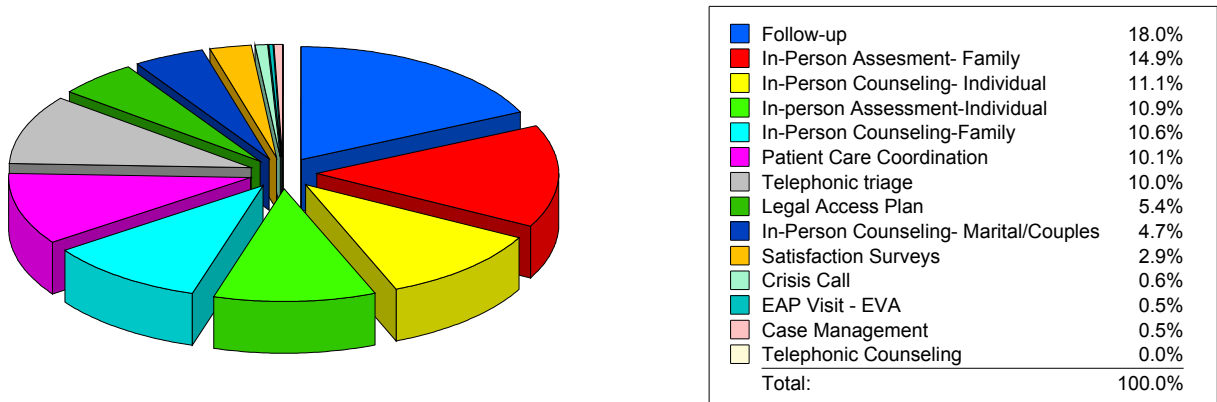


Description	1/1-3/31		4/1-6/30		7/1-9/30		10/1-12/31		1/2010-12/2010	
Employee	42	58.3%	42	66.7%	43	64.2%	32	61.5%	159	62.6%
Dependant	29	40.3%	21	33.3%	24	35.8%	20	38.5%	94	37.0%
Retiree	1	1.4%	0	0.0%	0	0.0%	0	0.0%	1	0.4%
TOTAL	72		63		67		52		254	

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Contact Type Summary Hours

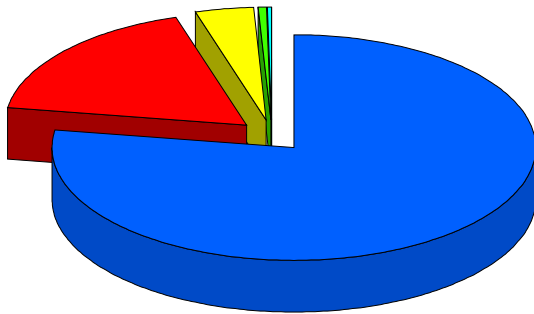


Description	1/1-3/31		4/1-6/30		7/1-9/30		10/1-12/31		1/2010-12/2010	
Follow-up	29.25	17.2%	28.00	17.9%	28.75	18.5%	29.92	18.5%	115.92	18.0%
In-Person Assessment- Family	33.00	19.4%	20.00	12.8%	30.00	19.3%	13.00	8.0%	96.00	14.9%
In-Person Counseling- Individual	12.00	7.0%	18.00	11.5%	18.00	11.6%	23.25	14.4%	71.25	11.1%
In-person Assessment-Individual	17.00	10.0%	24.00	15.3%	15.00	9.6%	14.00	8.7%	70.00	10.9%
In-Person Counseling-Family	17.00	10.0%	12.00	7.7%	14.00	9.0%	25.00	15.5%	68.00	10.6%
Patient Care Coordination	21.75	12.8%	15.50	9.9%	14.50	9.3%	13.00	8.0%	64.75	10.1%
Telephonic triage	18.50	10.9%	16.00	10.2%	17.00	10.9%	13.00	8.0%	64.50	10.0%
Legal Access Plan	3.50	2.1%	7.00	4.5%	9.50	6.1%	15.10	9.3%	35.10	5.4%
In-Person Counseling- Marital/Couples	11.00	6.5%	9.00	5.8%	2.00	1.3%	8.00	4.9%	30.00	4.7%
Satisfaction Surveys	4.00	2.3%	5.75	3.7%	5.75	3.7%	3.00	1.9%	18.50	2.9%
Crisis Call	2.25	1.3%	0.50	0.3%	0.75	0.5%	0.50	0.3%	4.00	0.6%
EAP Visit - EVA	0.00	0.0%	0.00	0.0%	0.00	0.0%	3.00	1.9%	3.00	0.5%
Case Management	0.75	0.4%	0.75	0.5%	0.50	0.3%	1.00	0.6%	3.00	0.5%
Telephonic Counseling	0.25	0.1%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.25	0.0%
TOTAL	170.2		156.50		155.75		161.77		644.27	

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Service Type Summary



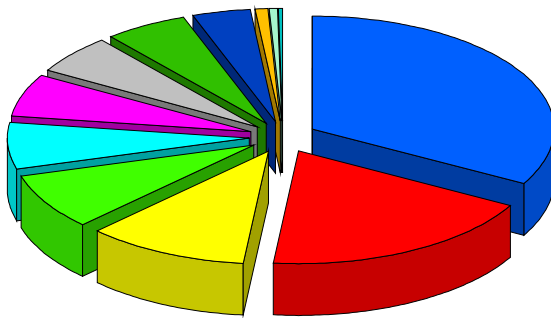
■ EAP Counseling - 8 Visit	77.6%
■ Legal Consultation	17.7%
■ Take the High Road	3.9%
■ Financial Consultation	0.4%
■ Elder Care Information and Referral	0.4%
Total:	100.0%

Description	1/1-3/31		4/1-6/30		7/1-9/30		10/1-12/31		1/2010-12/2010	
EAP Counseling - 8 Visit	58	80.6%	46	73.0%	51	76.1%	42	80.8%	197	77.6%
Legal Consultation	11	15.3%	15	23.8%	12	17.9%	7	13.5%	45	17.7%
Take the High Road	2	2.8%	2	3.2%	3	4.5%	3	5.8%	10	3.9%
Elder Care Information and Referral	0	0.0%	0	0.0%	1	1.5%	0	0.0%	1	0.4%
Financial Consultation	1	1.4%	0	0.0%	0	0.0%	0	0.0%	1	0.4%
TOTAL	72		63		67		52		254	

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Primary Presenting Problem



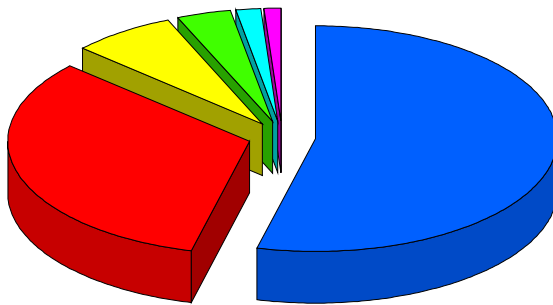
Relational Problems	33.1%
Legal Problems	18.5%
Child/Adolescent Problems	11.0%
Depression	7.9%
Anxiety/Stress	6.7%
Anger Management Problems	6.3%
Emotional/Personal Problems	5.5%
Addictions	5.5%
Grief	3.9%
Work Related Problem	0.8%
Financial Problems	0.4%
Eating Disorder	0.4%
Total:	100.0%

Description	1/1-3/31		4/1-6/30		7/1-9/30		10/1-12/31		1/2010-12/2010	
Relational Problems	23	31.9%	22	34.9%	18	26.9%	21	40.4%	84	33.1%
Legal Problems	11	15.3%	15	23.8%	12	17.9%	9	17.3%	47	18.5%
Child/Adolescent Problems	9	12.5%	1	1.6%	14	20.9%	4	7.7%	28	11.0%
Depression	8	11.1%	5	7.9%	4	6.0%	3	5.8%	20	7.9%
Anxiety/Stress	4	5.6%	3	4.8%	2	3.0%	8	15.4%	17	6.7%
Anger Management Problems	5	6.9%	6	9.5%	4	6.0%	1	1.9%	16	6.3%
Emotional/Personal Problems	5	6.9%	3	4.8%	4	6.0%	2	3.8%	14	5.5%
Addictions	3	4.2%	4	6.3%	3	4.5%	4	7.7%	14	5.5%
Grief	2	2.8%	2	3.2%	6	9.0%	0	0.0%	10	3.9%
Work Related Problem	0	0.0%	2	3.2%	0	0.0%	0	0.0%	2	0.8%
Eating Disorder	1	1.4%	0	0.0%	0	0.0%	0	0.0%	1	0.4%
Financial Problems	1	1.4%	0	0.0%	0	0.0%	0	0.0%	1	0.4%
TOTAL	72		63		67		52		254	

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Marital Status



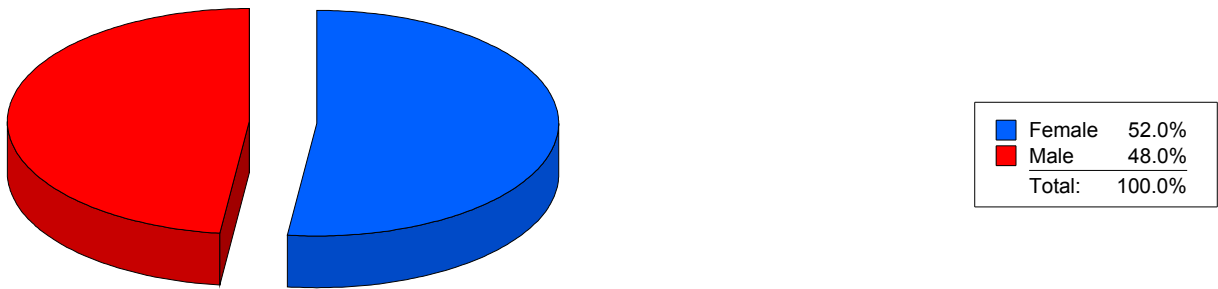
Married	53.9%
Single	32.7%
Divorced	7.1%
Separated	3.5%
Significant Other	1.6%
Widowed	1.2%
Total:	100.0%

Description	1/1-3/31		4/1-6/30		7/1-9/30		10/1-12/31		1/2010-12/2010	
Married	40	55.6%	34	54.0%	36	53.7%	27	51.9%	137	53.9%
Single	21	29.2%	20	31.7%	24	35.8%	18	34.6%	83	32.7%
Divorced	6	8.3%	5	7.9%	6	9.0%	1	1.9%	18	7.1%
Separated	2	2.8%	1	1.6%	1	1.5%	5	9.6%	9	3.5%
Significant Other	3	4.2%	1	1.6%	0	0.0%	0	0.0%	4	1.6%
Widowed	0	0.0%	2	3.2%	0	0.0%	1	1.9%	3	1.2%
TOTAL	72		63		67		52		254	

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Gender

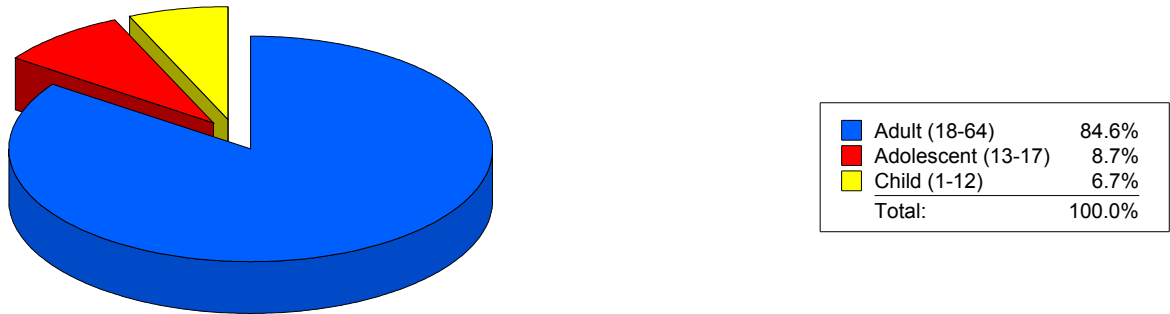


Description	1/1-3/31		4/1-6/30		7/1-9/30		10/1-12/31		1/2010-12/2010	
Female	44	61.1%	36	57.1%	26	38.8%	26	50.0%	132	52.0%
Male	28	38.9%	27	42.9%	41	61.2%	26	50.0%	122	48.0%
TOTAL	72		63		67		52		254	

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Age

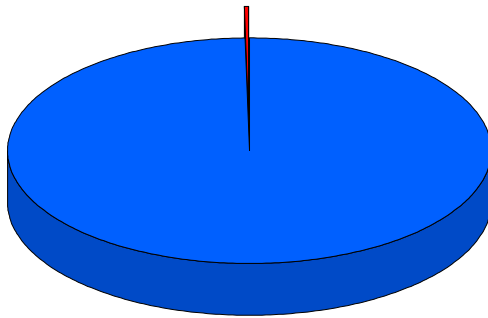


Description	1/1-3/31		4/1-6/30		7/1-9/30		10/1-12/31		1/2010-12/2010	
Adult (18-64)	61	84.7%	55	87.3%	56	83.6%	43	82.7%	215	84.6%
Adolescent (13-17)	6	8.3%	8	12.7%	2	3.0%	6	11.5%	22	8.7%
Child (1-12)	5	6.9%	0	0.0%	9	13.4%	3	5.8%	17	6.7%
TOTAL	72		63		67		52		254	

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Referral Source



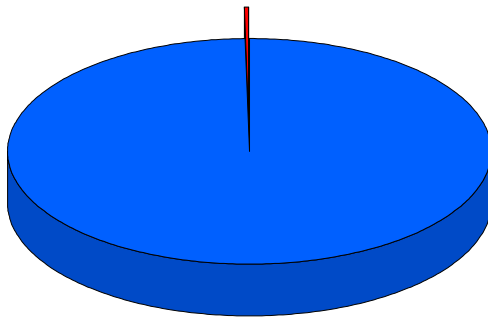
■ Self-Referral	99.6%
■ Supervisor Suggested Referral	0.4%
Total:	100.0%

Description	1/1-3/31		4/1-6/30		7/1-9/30		10/1-12/31		1/2010-12/2010	
Self-Referral	71	98.6%	63	100.0%	67	100.0%	52	100.0%	253	99.6%
Supervisor Suggested Referral	1	1.4%	0	0.0%	0	0.0%	0	0.0%	1	0.4%
TOTAL	72		63		67		52		254	

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Employee Status



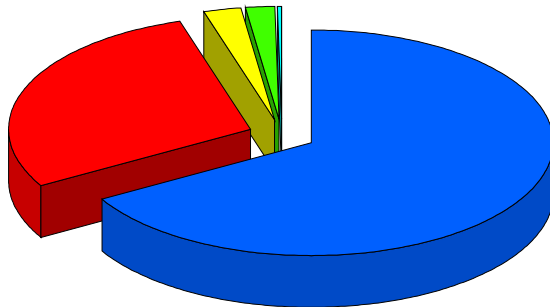
■	Full-Time	99.6%
■	Retired	0.4%
Total:		100.0%

Description	1/1-3/31		4/1-6/30		7/1-9/30		10/1-12/31		1/2010-12/2010	
Full-Time	71	98.6%	63	100.0%	67	100.0%	52	100.0%	253	99.6%
Retired	1	1.4%	0	0.0%	0	0.0%	0	0.0%	1	0.4%
TOTAL	72		63		67		52		254	

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Ethnicity



Hispanic	66.5%
Caucasian	28.7%
African American	2.4%
Other	2.0%
Asian American	0.4%
Total:	100.0%

Description	1/1-3/31		4/1-6/30		7/1-9/30		10/1-12/31		1/2010-12/2010	
Hispanic	48	66.7%	51	81.0%	34	50.7%	36	69.2%	169	66.5%
Caucasian	23	31.9%	8	12.7%	30	44.8%	12	23.1%	73	28.7%
African American	0	0.0%	2	3.2%	3	4.5%	1	1.9%	6	2.4%
Other	1	1.4%	2	3.2%	0	0.0%	2	3.8%	5	2.0%
Asian American	0	0.0%	0	0.0%	0	0.0%	1	1.9%	1	0.4%
TOTAL	72		63		67		52		254	

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010
General Summary

Event Summary

DATE	EVENT TYPE	DUR	DETAILS	DETAILS
01/20/2010	Wellness Seminar	1.00	How to Beat the Post Holiday Blues	
			4 Attendees	
			Human Resources	
			San Antonio	
03/11/2010	EAP Orientation	1.00	EAP Orientation	
			Attendees	
			Human Resources	
			San Antonio	
03/31/2010	Participation Results	1.00	1st Quarter January to March 2010:	
			Patient Satisfaction Survey Results:	
			Patient Satisfaction Survey Results averaged 85% satisfied with EAP Services.	
			Web Hits=18	
04/21/2010	Wellness Seminar	1.00	Stress Management: The Brain's Impact on Asthma & Stress	
			8 Attendees	
			Human Resources	
			San Antonio	
06/01/2010	EAP Orientation	1.00	EAP Orientation	
			40 Attendees	
			ESSC Location	
			San Antonio	
06/02/2010	EAP Orientation	1.00	EAP Orientation	
			30 Attendees	
			NESC Location	
			San Antonio	
06/04/2010	EAP Orientation	1.00	EAP Orientation	
			30 Attendees	
			NWSC Location	
			San Antonio	
06/08/2010	EAP Orientation	1.00	EAP Orientation	
			30 Attendees	
			MRSC Location	
			San Antonio	
06/16/2010	Health Fair/ Open Enrollment	4.00	EAP Day Fair	
			51 Attendees	
			Human Resources	
			San Antonio	
06/30/2010	Participation Results	1.00	2nd Quarter April to June 2010:	

San Antonio Water System (SAWS)

From: January 01, 2010 To: December 31, 2010

General Summary

			Patient Satisfaction Survey Results:
			Patient Satisfaction Survey Results averaged 99% satisfied with EAP Services.
			Web Hits=25
09/18/2010	Health Fair/ Open Enrollment	3.00	SAWS Annual Picnic 1100 Attendees
			Human Resources San Antonio
09/30/2010	Participation Results	1.00	3rd Quarter July to September 2010:
			Patient Satisfaction Survey Results: Patient Satisfaction Survey Results averaged 98% satisfied with EAP Services.
			Web Hits=7
10/20/2010	Legal Seminar	1.00	Wills, Trust, and Estate Planning 63 Attendees
			Human Resources San Antonio
12/31/2010	Participation Results	1.00	Annual Survey Results September 1, 2009 to August 31, 2010:
			Patient Satisfaction Survey Results: The annual Patient Satisfaction Survey Results averaged 94% satisfied with EAP Services.
12/31/2010	Participation Results	1.00	4th Quarter October 2010 to December 2010:
			Patient Satisfaction Survey Results: 10 Surveys Received Patient Satisfaction Survey Results averaged 93% satisfied with EAP Services.
			Patient Comments: Received assistance that was needed.
			Web Hits= 1
TOTAL		20.00	15

ZIP CODE LIST - ATTACHMENT "A"

ZIP	CITY	Total
75088	ROWLETT	1
78002	ATASCOSA	9
78003	BANDERA	1
78006	BOERNE	7
78009	CASTROVILLE	6
78015	BOERNE	1
78016	DEVINE	2
78023	HELOTES	12
78026	JOURDANTON	3
78039	LACOSTE	1
78050	LEMING	4
78052	LYTLE	9
78056	MICO	5
78059	NATALIA	6
78063	LAKEHILLS	1
78064	PLEASANTON	6
78065	POTEET	6
78066	RIO MEDINA	1
78069	SOMERSET	10
78070	SPRING BRANCH	12
78073	VON ORMY	6
78101	ADKINS	15
78108	CIBOLO	9
78109	CONVERSE	24
78112	ELMENDORF	10
78113	FALLS CITY	5
78114	FLORESVILLE	34
78118	KARNES CITY	1
78121	LA VERNIA	16
78124	MARION	2
78130	NEW BRAUNFELS	6
78132	CANYON LAKE	1
78133	CANYON LAKE	2
78147	POTH	6
78148	UNIVERSAL CITY	8
78152	SAINT HEDWIG	1
78154	SCHERTZ	15
78155	SEGUIN	2
78160	STOCKDALE	4
78163	BULVERDE	4

ZIP	CITY	Total
78201	SAN ANTONIO	41
78202	SAN ANTONIO	2
78203	SAN ANTONIO	8
78204	SAN ANTONIO	4
78207	SAN ANTONIO	34
78208	SAN ANTONIO	2
78209	SAN ANTONIO	19
78210	SAN ANTONIO	55
78211	SAN ANTONIO	37
78212	SAN ANTONIO	22
78213	SAN ANTONIO	35
78214	MARION	1
78215	SAN ANTONIO	1
78216	SAN ANTONIO	27
78217	SAN ANTONIO	17
78218	SAN ANTONIO	19
78219	KIRBY	2
78220	SAN ANTONIO	23
78221	SAN ANTONIO	51
78222	SAN ANTONIO	37
78223	SAN ANTONIO	81
78224	SAN ANTONIO	22
78225	SAN ANTONIO	22
78226	SAN ANTONIO	7
78227	SAN ANTONIO	54
78228	SAN ANTONIO	54
78229	SAN ANTONIO	14
78230	SAN ANTONIO	23
78231	SAN ANTONIO	6
78232	SAN ANTONIO	26
78233	LIVE OAK	4
78237	SAN ANTONIO	44
78238	LEON VALLEY	1
78239	SAN ANTONIO	6
78240	SAN ANTONIO	21
78242	SAN ANTONIO	25
78244	SAN ANTONIO	23
78245	SAN ANTONIO	53
78247	SAN ANTONIO	40
78248	SAN ANTONIO	7
78249	SAN ANTONIO	23
78250	SAN ANTONIO	47

ZIP	CITY	Total
78251	RIO MEDINA	1
78252	SAN ANTONIO	6
78253	SAN ANTONIO	26
78254	HELOTES	1
78255	SAN ANTONIO	6
78256	SAN ANTONIO	2
78257	SAN ANTONIO	1
78258	SAN ANTONIO	10
78259	SAN ANTONIO	12
78260	SAN ANTONIO	11
78261	SAN ANTONIO	9
78263	SAN ANTONIO	12
78264	SAN ANTONIO	16
78266	GARDENRIDGE	1
78279	SAN ANTONIO	1
78283	SAN ANTONIO	3
78370	ODEM	1
78664	ROUND ROCK	1
78666	SAN MARCOS	2
78731	AUSTIN	1
78746	AUSTIN	1
78850	D'HANIS	1
78861	HONDO	3
Grand Total		1618

Attachment “B”

SAN ANTONIO WATER SYSTEM WELLNESS PROGRAMS

Blood Drives

Blood drives are offered for employees to donate blood and are sponsored at various locations every 10 to 12 weeks.

Deer Oaks

Deer Oaks is an Employee Assistance Program (EAP) provided by SAWS as a benefit.

Sometimes personal problems are too big to handle alone. Problems can disrupt your personal life and make it hard to concentrate on your work. SAWS wants to help you and your family solve any problem you may have as quickly as possible.

Professional counselors will help you sort out the problem and develop alternatives for solving it. Marriage, family, alcohol/drug, debt, legal and emotional are just some of the problems Deer Oaks can help with.

Services provided by Deer Oaks are *free* and offers eight (8) visits a year **per problem**. What you discuss with the Deer Oaks staff is held in the strictest confidence in accordance with professional ethics and state law.

Deer Oaks offices are located away from work for your privacy. Call Deer Oaks at 614-CARE (2273)

Disease Management Programs

Blue Cross/Blue Shield of Texas helps members who have chronic conditions by providing resources that support them in maintaining their optimum state of wellness. The Disease Management Programs are available to help member’s better self-manage chronic and/or impact conditions such as:

- Diabetes
- Obesity
- Hypertension
- Coronary Artery Disease
- Asthma

Employee Activity Committee

The Employee Activity Committee has been in existence with the company for the past 20 years and has had strong support from upper management. The committee is made up of employees throughout the company who participate in providing and supporting activities for employees and their families.

The function of the committee is to create, coordinate and participate in events such as the Christmas Party, Christmas Festival and Company Picnic. The committee also becomes very involved in coordinating special fund raisers as needed when a SAWS employee or their family is in difficult times of need.

First-Aid/CPR/Bloodborne Pathogens (BbP) and AED Training

Our new First-Aid/CPR/BbP course also includes training in using an automated external defibrillator (AED). Certified American Red Cross instructors from Quality Safety Services, Inc. (QSSI) teach all classes and pocket cards are issued to all employees who complete the class. Certification length: 1 year Adult CPR/AED and 3 years for First Aid.

Flu Shots

Flu Shots are offered on an annual basis to active employees and are administered on-site at all SAWS locations.

Annual Physicals

Annual Physicals are an occupational health medical evaluation required by regulations.

Current Health Clubs & Fitness Center and Jazzercise Corporate Rates

Bally's Total Fitness - SAWS Corporate discount is **\$19.00** a month, **\$55.00** initial enrollment for SAWS employees and family members (4 locations).

Curves – SAWS Corporate discount service fee of **\$49**, monthly fee of **\$34** for SAWS employees and family members (30 locations).

Gold's Gym - Gold's Gym offers SAWS employees a corporate discounted rate of **\$29.99** enrollment fee and **\$29.99** per month + tax. Family members can also receive an additional discount (11 locations).

Centro Fitness – Centro offers SAWS employees a corporate discount when we have 5 or more employees enrolled. Individual Plan \$25.00 per month, Couple Plan \$35.00 per month and Family Plan of 3 - 5 \$40.00 per month (Each additional dependent is \$5.00 per month). A one time \$25.00 processing fee. Memberships are month to month open-end and dues are drafted electronically. If you are interested or would like more information please contact Angel Martinez at 210-334-3805 or email: amartinez.cdb@tachc.org.

Jazzercise - Jazzercise Body Sculpting - Sculpted arms, a strong core, tight glutes, and firm legs are the focus of this challenging 40-minute muscle toning workout that features a creative combination of strength training movements and stretching. The Jazzercise classes are taught at the SAWS HQ building by a Certified Jazzercise Instructor on Mondays, Tuesdays, Thursdays and the first and third Friday of each month. The cost is \$35 for 10 classes, or \$70 for 8 weeks unlimited classes.

If interested in joining, or need further information please contact Wendy Anderson at 233-3865.

Jewish Community Center (JCC) - JCC Membership includes use of JCC fitness center, youth fitness room (ages 10-15), two indoor basketball courts / gymnasium, seven lighted tennis courts, group exercise classes (from Aquafit to Zumba!), 25-meter lap pool, recreational pool, hot tub, and new Endless Pool.

Membership also allows for enrollment in member-only programs like nationally accredited early childhood program, summer camps and after-school care programs.

Membership is based on a 12-month agreement. Minimum of 5 new JCC memberships are required to qualify for group rate. Corporate monthly rates: Individual enrollment fee - \$40, Couple enrollment fee - \$55 and Family enrollment fee - \$65 (one location).

Spectrum Athletic Clubs – Currently, working on a discount for SAWS employees and family members (10 locations).

YMCA – Currently, working on a SAWS corporate rate discount for SAWS employees and family members (10 locations).

Golf Association

The SAWS Golf Association (SAWSGA) is a golf organization comprised of SAWS employees, retired employees, and family and friends. There are approximately 30 active members, male and female, with a broad range of skill from the novice to semi-professional. Golf rounds are played monthly on Saturdays and SAWS Holidays at municipal or local public golf courses. Tee times are usually at 10 am to 11 am. Members must pay their own green and cart fees. The SAWSGA uses USGA software to keep each member's handicap index. Play is in accordance with USGA Rules of Golf slightly modified to suit our members.

Membership fees are \$20 to cover the cost for course reservations.

If interested in joining, or need further information please contact SAWSGA President & SAWSGA Tournament Director, Thomas “Tommy” Klein at 233-3702, or SAWSGA Treasurer/Secretary & Handicapped Director, Kirk Nixon at 233-3523.

Health Fairs

SAWS sponsor’s annual health fairs at various locations. On-site health fairs provide employees the opportunity to become more aware of programs that promote the imperativeness of staying healthy both physically and mentally. Topics discussed include: body fat composition, health and fitness, stress reduction, skin care, safety, financial, health awareness and prevention, and health evaluations and screenings at no cost.

Wellness Wednesday Lunch-n-Learn Seminars

Monthly lunch-n-learns are provided to offer employees a variety of topics from health and wellness, estate planning, financial planning, and other educational topics related to wellness and lifestyle issues.

NurseLine – 24-Hour

NurseLine is a free and valuable component of your health benefit program with Blue Cross and Blue Shield of Texas. NurseLine is a toll-free health and medical care counseling service for you and your covered family members.

NurseLine allows you to call anytime and talk with a registered nurse about your health needs and concerns. The nurses will not provide a specific diagnosis or treatment – but will strive to deliver complete, unbiased information to help you make your own best decision. In many cases, the nurse counselors will schedule follow-up calls to discuss your medical progress.

NurseLine is available 24 hours a day, every day of the year! And it’s always free! No question is too big or too small; so don’t be afraid to call. Nurses are prepared to provide you with information and support for:

- Medical concerns such as a sprained ankle, minor illness, or a sick child
- Major medical issues, such as surgery, hospitalization, or chemotherapy;
- Lifestyle changes such as weight loss, smoking cessation, stress reduction, and exercise;
- Chronic illnesses such as asthma, diabetes, low back pain, high blood pressure, arthritis, and high cholesterol.

24-hour NurseLine services (800) 581-0353.

Service Awards

Quarterly Service Awards are provided to full-time employees in 5-year increments, beginning with an employees fifth year of service. A quarterly breakfast is provided in honor of those employees. Employees being honored also receive a MasterCard Gift Card and a Service Award pin.

SAWS & BCBSTX offers a Special Beginnings for Mom and Baby Program

Special Beginnings is an exclusive, voluntary program for participating plan members who are expecting a baby. The program helps expectant mothers and their babies get off to a health start by providing prenatal and postnatal health education, pregnancy risk assessment, educational materials and follow-up monitoring from pregnancy to six weeks after delivery.

Special Events

Holiday parties, company picnics, company celebrations are special events offered to unite employees. The Employee Activity Committee sponsors these special events.

Weight Watchers-at-Work Program

To encourage healthy lifestyles for our employees, SAWS has incorporated the Weight Watchers Weight Loss program along with an incentive for employees who participate in the program.

It's a 17-week program with all of the sessions here at SAWS. If you can not attend the worksite program, you can join here and attend offsite Weight Watcher sessions.

The program will cost you \$186 and can be paid by check, cash or, credit card.

Plus, if you attend 80% of the meetings during the session, SAWS will reimburse you half the cost. If you become a lifetime member you'll receive 100% reimbursement of the program.

Weight Watchers is a safe, healthy, and effective way to lose the weight you want.

Health Risk Appraisal and Biometric Screening

\$100 deductible credit for completion of the appraisal and screening.

SAWS Wellness Advisory Committee

SAWS Be Fit Walking Program

Walking program to enhance the health of employees. Incentives are provided for successful achievements.

Fitness Reimbursement Program

Up to \$20 per month for participation in an authorized fitness program.

On Site Exercise Program

Yoga

Zumba

Jazzercise

Bootcamp

All provided on site.

Winning at Work

Diabetes education program.

Attachment "C"

San Antonio Water System (SAWS)

From: January 01, 2008 To: December 31, 2008
General Summary

Description	1/1-3/31	4/1-6/30	7/1-9/30	10/1-12/31	1/2008-12/2008
Total New Cases	60	71	72	54	257
Description	1/1-3/31	4/1-6/30	7/1-9/30	10/1-12/31	1/2008-12/2008
Employee Population (Weighted)	1650	1650	1650	1650	1650
Clients Serviced Utilization Rate	3.64%	4.30%	4.36%	3.27%	15.58%
Clients Serviced Annualized Rate	14.62%	17.26%	17.31%	12.99%	15.58%
Description	1/1-3/31	4/1-6/30	7/1-9/30	10/1-12/31	1/2008-12/2008
Total Contacts	299	347	314	271	1231
Contact Utilization Rate	18.12%	21.03%	19.03%	16.42%	74.61%
Contact Annualized Rate	72.88%	84.35%	75.50%	65.16%	74.61%

Attachment "D"

San Antonio Water System (SAWS)

From: January 01, 2009 To: December 31, 2009
General Summary

Description	1/1-3/31	4/1-6/30	7/1-9/30	10/1-12/31	1/2009-12/2009
Total New Cases	58	47	35	59	199
Description	1/1-3/31	4/1-6/30	7/1-9/30	10/1-12/31	1/2009-12/2009
Employee Population (Weighted)	1649	1650	1650	1650	1650
Clients Serviced Utilization Rate	3.52%	2.85%	2.12%	3.58%	12.06%
Clients Serviced Annualized Rate	14.26%	11.42%	8.42%	14.19%	12.06%
Description	1/1-3/31	4/1-6/30	7/1-9/30	10/1-12/31	1/2009-12/2009
Total Contacts	289	349	254	340	1232
Contact Utilization Rate	17.53%	21.15%	15.39%	20.61%	74.67%
Contact Annualized Rate	71.08%	84.84%	61.07%	81.75%	74.67%



Subcontractor Payment & Utilization Reporting System (S.P.U.R.)

March/April 2011

Vendor Training

Deborah Segovia
Contract Manager

Marisol V. Robles
SMWB Program Manager

Overview

The SMWB Reporting System is a web-based tool that provides:

- Web-based subcontractor payment reporting for primes
- Subcontractor payment confirmation
- Single vendor account across participating agencies
- SMWB contract monitoring for SAWS staff

B2Gnow is the software vendor providing and maintaining the system for SAWS

March/April 2011

Subcontractor Payment & Utilization Reporting System (S.P.U.R.)



Benefits

- **No cost** to contractors
- Online reporting of subcontractor utilization
- Vendors can manage their own accounts
- Multiple user accounts for each contractor
- Substantial time savings for users
- Eliminates current paper-based reporting
- Data is collected in a standard format

SMWB Reporting System Portal

Enter this url
into your
internet
browser and
save as a
favorite or
bookmark

<https://saws.smwbe.com>

Then, click on
“Account Lookup”

System Access Login

Username:

Password:

Remember username

Login

- [Find a Certified Firm](#)
- [Contact Us & Support](#)
- [Forgot Password](#)
- [Account Lookup](#)
- [Help! First time visitors](#)

San Antonio Water System is pleased to offer our Subcontractor Payment & Utilization Reporting System (SPURS) for tracking SMWBE participation!

The SPURS System is designed to streamline and automate your reporting requirements. The system is accessible to all firms doing business with SAWS and includes the following key features:

- Automated communication with contractors via email regarding compliance issues
- Submission of contractors' utilization reports online with automated tracking of contract goals and participation
- Automatic verification of subcontractor payments
- Immediate feedback on accuracy of certified payrolls
- Elimination of paper-based reporting and lengthy payroll validation delays


March/April 2011

Subcontractor Payment & Utilization Reporting System (S.P.U.R.)

Initial Account Lookup

Enter one word from
the name of your
firm and click
“Search”

**SMWB Subcontractor
Payment & Utilization Reporting System**

 **San Antonio
Water
System**

[Login](#)

Account Lookup

Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the **Search** button. [Search results](#) are displayed below.

If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes.

Search by Business Name or DBA

Business Name/DBA **Search**

Tip: Try just a few letters of the firm's name.

Search by Contact Person

Contact Person

First Name:

Tip: Use the first letter.

Last Name:

Tip: Try just the first few letters.

Search by Contact Information

March/April 2011

Subcontractor Payment & Utilization Reporting System (S.P.U.R.)

Initial Password

Choose your firm's name from the list generated, then click on "Send Reminder;" this action will immediately email you with a temporary password.

Go back to the login page and enter your email address and temporary password. You will be prompted to change your password to one that you will remember easily.

ortal San Antonio Water System x

[Login](#)

Account Lookup

Search the system's user directory to find your account. You can then send yourself a username/password reminder by email and/or fax. Enter search parameters below and click the [Search](#) button. [Search results](#) are displayed below.

If you do not see your business listed in the search results, or the contact information is incorrect, please email [Customer Support](#). Include your business' and personal contact information for account verification. We may need to request additional information for security purposes.

Business	Contact Person	Contact Details	Send Reminder
MEDINA TRUCKING COMPANY	Robert Medina	P: 505-483-3859 F: 505-483-3859 A: 602 El Paso Avenue, Springer, NM	Send Reminder
P & P Medina Trucking	Porfirio Medina	P: 210-559-3443 F: 001-000-1111 E: firm000@yahoo.com	Send Reminder
Raul Medina, dba: Raul Medina Trucking	Raul edina	P: 210-677-0999 A: 2475 Grossenbacher R.d., San Antonio, TX	Send Reminder

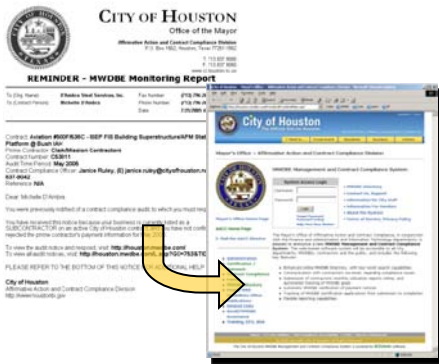
Search by Business Name or DBA

Business Name/DBA

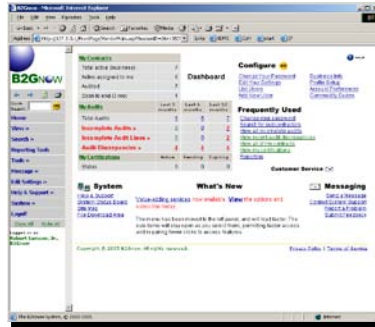
Tip: Try just a few letters of the firm's name.

Contract Compliance Process

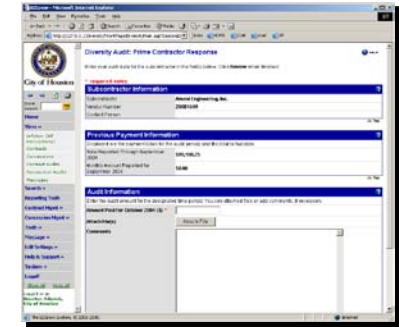
A Prime notified by email and/or fax



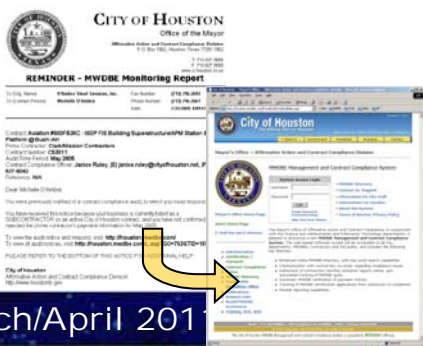
B Prime logs into secure account



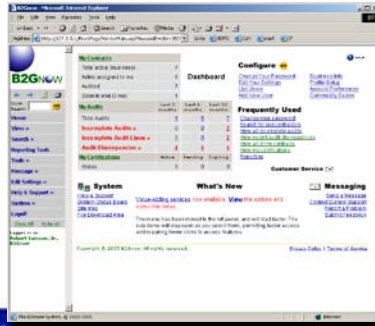
C Prime enters payment data for subs



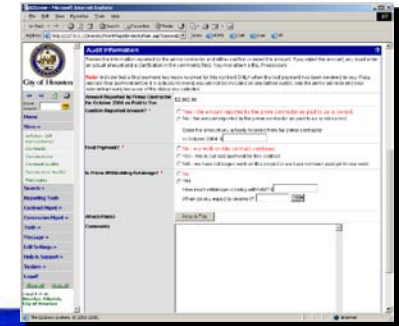
1 Subcontractor notified by email and/or fax



2 Subcontractor logs into secure account



3 Subcontractor confirms or rejects payment data



March/April 2011



Prime Email Alert – New Contract

Deborah Segovia
Segovia Solutions
4004 Broadway
San Antonio, TX 78212

Contract: 2011 Master Planning Services
Award Date: February 1, 2011

Dear Deborah Segovia:

San Antonio Water System (SAWS) records indicate that you have sub-contracted with the firm(s) listed below to achieve your Small, Minority, Women-Owned Business Program goal(s) for the 2011 Master Planning Services contract. The goal on this contract is listed below:

Small, Minority, Women-Owned Business (SMWB) Goal: 30%

Please contact your subcontractors to coordinate joint efforts for 2011 Master Planning Services.

The SAWS Contracting Department will monitor subcontractors' participation on this project. Therefore, it is necessary that you participate in our online subcontractor utilization reporting program. You will be notified monthly by email of your requirement to report subcontractor payments for the period.

The SAWS web portal may be accessed by typing <https://saws.smwbe.com/Default.asp?> in your internet browser address line. Your account username is the email address on file with the SAWS Contracting Department. We request that you take this opportunity to log in and review your contact information in our system, if you have not done so already. This is so that the SAWS Contracting Department may communicate with Segovia Solutions quickly and effectively.

If you need additional assistance regarding this or other related matters, please contact Marisol Robles at 210-233-3420.

March/April 2011

Subcontractor Payment & Utilization Reporting System (S.P.U.R.)



Dashboard

San Antonio Water System: SMWB at SAWS - Windows Internet Explorer

https://saws.smwbe.com/FrontPage/VendorMain.asp?XID=3301

File Edit View Favorites Tools Help

San Antonio Water System

Home

View »

Search »

Message »

Settings »

Help & Support »

Logoff

Show All Hide All

Logged on as:
Marc Ripley,
MAR Engineering, Inc.

Your Dashboard Displaying records assigned to: only you

My Contracts

Total	1		
Open	1		

My Contract Audits

	Last 3 months	Last 6 months	Last 12 months
Total Audits	2	2	2
Incomplete Audits »	2	2	2

My Certification Applications

	Pending Submission	Pending Receipt	Pending Processing
Status	0	0	0

My Certifications

	Active	Pending	Expiring
Status	0	0	0

System News

Several new feature are con advanced reporting, and ad be offering webinar training

Alerts

No Activated Alerts. [View Ps](#)

Configure

- [Change Your Password](#)
- [Edit Your Settings](#)
- [List/Add Users](#)
- [EEO/Workforce Comp.](#)
- [Submit Questionnaire](#)

After logging in, your dashboard will appear, which lists your action items (audits).

Click on the red highlighted number to begin addressing each incomplete subcontractor payment audit.

March/April 2011

Subcontractor Payment & Utilization Reporting System (S.P.U.R.)

Prime Contractor Response

San Antonio Water System: SMWB at SAWS - Windows Internet Explorer

https://saws.smwbe.com/FrontPage/VendorMain.asp?XID=3301

File Edit View Favorites Tools Help

SAWS EZlink Employee Portal San Antonio Water System

Vendor Control Panel: Contract Audits

Messages **Contract Audits** Outreach

Displays all audits. Click the transaction number or status to view. To view **older audits**, select a different time period in the **Audit Period** drop down menu. To display only **incomplete audits**, select a different status in the **Current Status** drop down menu. Results may be listed on multiple pages.

Show ONLY records assigned to you

1 - 2 of 2 records displayed: Previous Page < Page 1 > Next Page Records per page 20

To **resort** click on column title. To **filter** click on the drop down menu. Refresh Table

Status	Audit Period	Contract Number & Title	Organization	Paid to Prime
Incomplete	All	All	All	
Incomplete	February 2011	Test - 2011 Unspecified Design Services - Treatment: Test - 2011 Unspecified Design Services - Treatment	San Antonio Water System	\$38,500.00
Incomplete	January 2011	Test - 2011 Unspecified Design Services - Treatment: Test - 2011 Unspecified Design Services - Treatment	San Antonio Water System	\$47,500.00

San Antonio Water System

Home

View >>

- My Alerts
- My Contracts
- My Certifications
- My Concessions
- My Contract Audits
- My Workforce Audits
- My Concession Audits
- My Outreach
- My Messages
- My Prevailing Wage

Search >>

Message >>

Settings >>

Change Password

March/April 2011

Subcontractor Payment & Utilization Reporting System (S.P.U.R.)



Viewing Subcontractor Details

SAWS EZlink Employee Portal San Antonio Water System

San Antonio Water System

Home

View »

My Alerts

My Contracts

My Certifications

My Concessions

My Contract Audits

My Workforce Audits

My Concession Audits

My Outreach

My Messages

My Prevailing Wage

Search »

Message »

Settings »

Change Password

Your Settings

General Biz Info

Vendor Profile

User List

Add a User

Marked As Final Audit? NO (mark audit as final)

Audit Summary - Total Contract Through TODAY (3/15/2011)

	Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$615,000.00		\$86,000.00		
For Credit	\$153,750.00	25.000%	\$13,765.00	16.006%	8.994% below goal
For Credit to SMWBE Goal	\$153,750.00	25.000%	\$13,765.00	16.006%	8.994% below goal
Contract Progress	14.0%				
For Credit Progress	9.0%				

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Report Error

Subcontractor Payments for February 2011

Subcontractor	Certified	Type	Inc. in Goal	Actions	Paid Amount in February 2011	Total To February 2011	Contract Goal	Actual Percent
Baer Engineering & Environmental Consulting, Inc. Jayla Pine jpine@baereng.com P 512-453-3733, F 512-453-3316	Yes	Sub 100%	Yes SMWBE	View	\$2,500.00	\$6,215.00	10.000%	8.316%
Maestas & Associates, Inc. Ernest Maestas emaestas@maesce.com P 210-366-1988, F 210-366-1980	Yes	Sub 100%	Yes SMWBE		Not Reported	\$2,750.00	10.000%	3.680%
Young Professional Resources Leonard Young lyoung@yprconsulting.com P 210-373-3204, F 210-967-4819	Yes	Sub 100%	Yes SMWBE		Not Reported	\$4,800.00	10.000%	6.423%

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

March/April 2011

Subcontractor Payment & Utilization Reporting System (S.P.U.R.)



Viewing Subcontractor Details

SAWS EZlink Employee Portal San Antonio Water System

Contract Management: Contract Payment History for Subcontractor

Contract Main | View Contract | Subcontractors | Compliance Audit List | Messages | Comments | Reports

Test - 2011 Unspecified Design Services - Treatment: Test - 2011 Unspecified Design Services - Treatment
 Prime: MAR Engineering, Inc. Status: Open
 1/3/2011 - 12/31/2012
 Current Value: \$615,000

Vendor Information

Vendor Name	Maestas & Associates, Inc.
Vendor Type	Subcontractor
Vendor Number	20018935
Vendor Contact	Ernest Maestas
Phone	210-366-1988
Fax	210-366-1980
Email	emaestas@maesce.com
Address	11550 IH 10 West Ste 320 San Antonio, TX 78230

Contract Payment Summary

Contract Value	\$615,000.00
Total Payments to Prime	\$86,000.00
Total Paid to Date	\$2,750.00
Contracted Goal	10.000%
Actual Participation Rate	3.198% (6.802% below goal)
Final Payment Made	No

Contract Payment Details

Time Period	Amount Paid	Actions
Starting Amount as of 12/31/2010	\$2,750.00	
January 2011	Not Reported	Not Available Yet
February 2011	Not Reported	Not Available Yet
Final Amount Adjustment	\$0.00	

San Antonio Water System

March/April 2011

Subcontractor Payment & Utilization Reporting System (S.P.U.R.)



Submitting Sub Payment

SAWS EZlink Employee Portal San Antonio Water System: ... San Antonio Water System: ...

San Antonio Water System

Home
View »
Search »
Reporting »
Create »
Tools »
Settings »
Help & Support »
Logoff
[Show All](#) [Hide All](#)

Logged on as:
Deborah Segovia,
San Antonio Water
System

Audit Period: February 2011
Audit Number: 00554539-002

Subcontractor Information

Subcontractor: Baer Engineering & Environmental Consulting, Inc.
Vendor Number: 20018948
Subcontractor Tier: Tier 1 subcontractor to MAR Engineering, Inc.

Audit Information

Enter the audit amount for the designated time period. You can attached files or add comments, if necessary.

Amount PAID For February 2011 * **1** \$2500.00
>> Do NOT enter invoice amount.

Payment Date **2** 2/28/2011
>> Enter payment date if you made a payment during February 2011.
>> If multiple payments were made, enter the date of the first payment.

Payment Detail **3**
(Optional) Enter details of PAID check numbers and amounts for February 2011. This optional detail will speed up the subcontractors' confirmation of your payment information. This information will be displayed to Baer Engineering & Environmental Consulting, Inc..
Check #56305

Attach File(s) Attach File

Comments
These comments are visible ONLY to the contract contract compliance officer and prime contractor. They are not visible to Baer Engineering & Environmental Consulting, Inc..

Displayed are the payment totals for the audit period, and the total to that date.

Total Paid Through January 2011	\$3,715.00
Amount Paid for January 2011	\$0.00

March/April 2011

Subcontractor Payment & Utilization Reporting System (S.P.U.R.)



Email Alert to Subcontractor

March 2, 2011

Lyn Pitman
Pitman Printing
5001 4th Street
San Antonio, TX 78213

Contract: 2011 Master Planning
Prime Contractor: Test - Segovia Solutions
Award Date: 2/1/2011

Dear Lyn Pitman:

San Antonio Water System records indicate that you are listed as a SMWBE subcontractor on the above referenced contract for 30.00%. If we do not hear from you within 5 days, we will assume that this information submitted by the prime contractor is correct.

The SAWS Contracting Department will monitor SMWB participation on this project. Therefore, it is necessary that you participate in our online subcontractor utilization reporting program. You will be notified monthly by email of the need to verify actual payments received as reported by the prime contractor. This department may also conduct site visits to the project site or to your place of business for interviews.

Please notify us of any change from your original subcontract agreement, or of any problems you may experience during the course of this project. If you were not aware that your firm had been listed as a subcontractor on this project, or have been told by the prime contractor that your services will not be needed, please contact my office at 210-233-3420.

The SAWS Contract Compliance System may be accessed by typing <https://saws.smwbe.com/> in your internet browser address line. Your account username is the email address on file with the SAWS Contracting Department. We request that you take this opportunity to log in and review your contact information in our system, if you have not done so already. This is so that we may communicate with Pitman Printing quickly and effectively.

If you need additional assistance regarding this or other related matters, please contact Marisol V. Robles at 210-233-3420.

March/April 2011

Subcontractor Payment & Utilization Reporting System (S.P.U.R.)



Sub Contractor Response

Prime Contractor Information ?	
Displayed are the reported payments by the Prime for this audit period, and the last one. Also listed are the totals to the date of the audit period.	
Prime Contractor	NIELSONS SKANSKA, INC.
Vendor Number	20067380
Contact Person	

Prime Payment Information ?	
Review the information reported by the prime contractor and either confirm or reject the amount. If you reject the amount, you must enter an actual amount and a clarification in the comments field. You may attach a file, if necessary.	
Amount Paid TO Prime for March 2009	\$500,000.00 by New Mexico Department of Transportation to NIELSONS SKANSKA, INC.
Date Paid TO Prime	3/18/2009

Previous Payment Information Reported by Prime Contractor ?	
Review the information reported by the prime contractor and either confirm or reject the amount. If you reject the amount, you must enter an actual amount and a clarification in the comments field. You may attach a file, if necessary.	
Note: Indicate that a final payment has been received for this contract ONLY when the last payment has been received by you. If you indicate final payment before it is actually received, you will not be included on any further audits, and the prime will may end your subcontract early because of the status you selected.	
Total Through December 2007	\$79,999.26
Paid Amount for December 2007	\$79,999.26
Paid Amount for March 2009	\$1,500.00
Total Through March 2009	\$81,499.26
Payment Detail	Chk #401: \$1500.00

March/April 2011

Confirming the Prime's Payment

Audit Information ?	
Amount Reported by Prime Contractor for March 2009 as PAID to You	\$1,500.00
1 Confirm Reported Amount? *	<input checked="" type="radio"/> Yes - the amount reported by the prime contractor as PAID to us is correct. <input type="radio"/> No - the amount reported by the prime contractor as paid to us is not correct. Enter the amount you actually received from the prime contractor in March 2009: \$ <input type="text"/>
2 Payment Date *	<input type="text" value="3/25/2009"/> <input type="button" value="Calendar"/> >> Enter payment date if you received a payment during March 2009. >> If multiple payments were received, enter the date of the first payment.
3 Prompt Payment? *	>> Select a choice below if you received a payment during March 2009. <input checked="" type="radio"/> Yes - you were paid within 10 days of the prime being paid by New Mexico Department of Transportation. <input type="radio"/> No - you were not paid within 10 days of the prime being paid by New Mexico Department of Transportation. <input type="radio"/> N/A - we cannot determine if we were paid promptly.
4 Final Payment? *	<input checked="" type="radio"/> No - our work on this contract continues. <input type="radio"/> Yes - this is our last payment for this contract. <input type="radio"/> N/A - we have not begun work on this project or we have not been paid yet for our work.
5 Is Prime Withholding Retainage? *	<input type="radio"/> No <input checked="" type="radio"/> Yes How much retainage is being withheld? \$ <input type="text" value="350"/> When do you expect to receive it? <input type="text" value="7/30/2009"/> <input type="button" value="Calendar"/>
Attach File(s)	<input type="button" value="Attach File"/>
Comments	<input type="text"/>

March/April 2011

Subcontractor Payment & Utilization Reporting System (S.P.U.R.)

Primary Tasks

- **Monthly Reporting Process**

1. Prime reporting of subcontractor payments
2. Subcontractor confirmation of received payments

- **Web Page Feature Highlights**

1. Initial Account Lookup
2. Initial Password

- **Application Highlights**

1. Change your password
2. Adding a user
3. View a list of your contracts

Access & Support

Web Site: <https://saws.smwbe.com/?TN=saws>

Technical Support: contracting@saws.org

SMWB Program Manager: Marisol V. Robles; 233.3420

Email: marisol.robles@saws.org

SMWB Program Specialist: Lyn Pitman; 233.2950

Email: lyn.pitman@saws.org