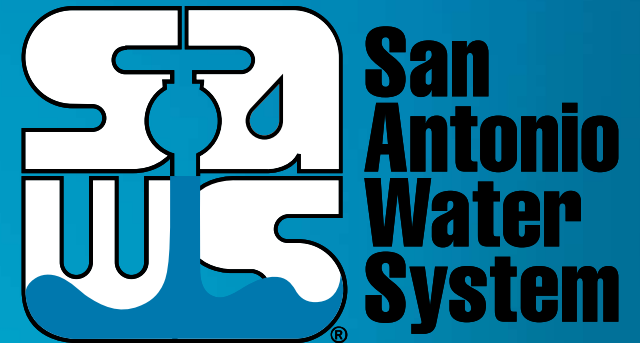


Printing and Mailing Services RFP

R-24-001-JP

Susan M. Rodriguez
Senior SBOP Specialist

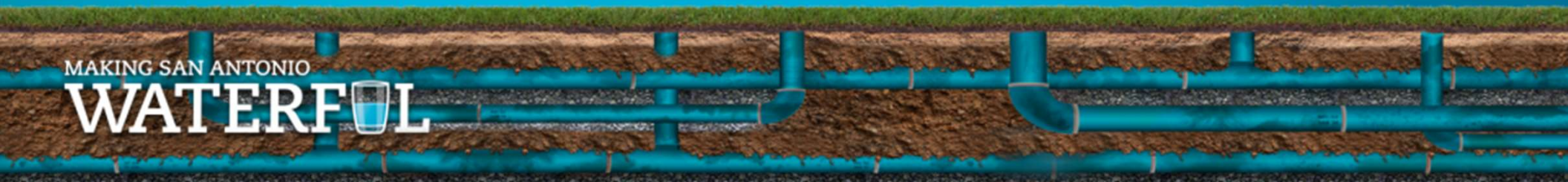
Janie M. Powell
Contract Administrator



Pre-Submittal Meeting

March 6, 2024

MAKING SAN ANTONIO
WATERFUL

The 'Waterful' logo graphic, which includes a small blue glass of water with a white highlight, positioned between the 'R' and 'F' of the word 'WATERFUL'.

Oral Statements

Oral statements or discussion during this Pre-Submittal Meeting will not be binding, nor will they change or affect the RFP or the terms or conditions of the contract. Changes, if any will be addressed in writing only via an Addendum.

Agenda

- Objective
- Project Background
- Project Scope
- Contract Term and Renewals
- SMWB Requirements
- Selection Process
- Evaluation Criteria
- Key Dates
- Submission Reminders
- Submittal Deadline
- Communication Reminders
- Questions

Objective

SAWS is seeking proposals from Respondents to provide printing and mailing services for multiple departments for various SAWS initiatives on a work-order basis. Respondents will supply the required printing materials needed by SAWS to include full color postcards (with customized ink-jet address information) letters, brochures and door hangers.

Project Scope

- Selected Contractor may be responsible for paying postage fees, if applicable.
- The timeline/quantities may change through the term of the contract.
- If applicable, SAWS may provide a version number on requests for postcard and doorhangers.

Project Scope

Specifications for the project:

- Door Hangers
 - Exact dimensions may vary for future versions
 - 10.75" x 17" folds to 5.375" x 17" prints 4/4 with bleeds on 80# uncoated cover, die-cut, standard hole with side slit to hang on door, perforation to make tear off CRE 5.375" x 9".
 - Shrink-wrapped in packages of 100.
 - Deliver the shrink-wrapped packages directly to SAWS designated location.
 - Example provided in Attachment 3 of the RFP.
 - Door hangers will include a detachable survey for customers to complete and return to SAWS.

Project Scope

Specifications for the project:

- Postcards
 - Exact dimensions may vary for future versions
 - 9" x 12" fold to 9" x 6"; prints 4/4 with bleeds print on 100# dull cover, score for 1/2 fold and glue shut
 - Incorporate customized ink-jet address information to each.
 - Mail the postcards to SAWS customers via the United States Postal Services (USPS)
 - Example provided in Attachment 4 of the RFP.

Project Scope

Specifications for the project:

- Letters
 - Exact dimensions may vary for future versions
 - Print 8 1/2" and 11" letters with spot color/variable
 - Cut fold and presort
 - Inject indicia on provided #10 envelopes
 - Additional pages (inserts/flyers) quoted separately

Project Scope

Specifications for the project:

- Brochures
 - Exact dimensions may vary for future versions
 - Print 8 1/2" and 11" 80# cover stock
 - May prints 4/4 with bleeds
 - Score and fold to mailable dimensions
 - May include merging and indicia for mailing

Project Scope

Specifications for the project:

- Materials printed as double-sided
- Include costs for data processing, addressing, messages on same side, delivery of door hangers to SAWS and mailing of postcards and letters to SAWS customers.
- If applicable, the selected Contractor shall bill SAWS for postage monthly at current postal automation discount rates for long-term postcard requests.
- SAWS will provide mailing and service address for mail merges via excel, CSV, or TXT or other industry acceptable formats.
- Comparable paper may be acceptable, however comparable paper must meet mailing and/or distribution needs for USPS presort first-class market rates and the needs of SAWS.
- Postage for Work Orders, other than post cards, may be paid by SAWS directly to the USPS. Postage will be based on current USPS presort first class market rates.
<https://www.usps.com/ship/first-class-mail.htm>

Contract

- Five (5) year term
- SAWS may select more than one (1) firm to be awarded a contract

Mandatory SMWB Goal

Mandatory SMWB Goal	Description
8.00%*	Points assessed on an all-or-nothing basis.

*8.00% of the value of the contract.

SMWB Requirements

- SMWB Certification accepted from the following entities:
 - South Central Texas Regional Certification Agency (SBE, MBE, WBE)
 - Texas H.U.B.
- SMWB Scoring requirements:
 - Local Office
 - Small Business Enterprise (SBE) certification required for all SMWB firms, including Minority and Woman-owned businesses.
- Need lists of SCTRCA-certified firms?
 - Please contact the SMWB Program Manager at marisol.robles@saws.org with the scopes of work you intend to subcontract.

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

WWW.SAWS.SMWBE.COM



- Track actual payments to all subcontractors
- Request changes to team
- Contractual Requirement

SMWB Questions

Questions related to the SMWB Program, the Good Faith Effort Plan (GFEP), or finding certified subcontractors may be directed to the SMWB Program Manager until the RFP is due.

Marisol V. Robles

SMWB Program Manager

Email: Marisol.Robles@saws.org

Telephone: (210) 233-3420

Selection Process

- Proposals reviewed for responsiveness
- Selection Committee scores based on evaluation criteria published in the RFP
- Good Faith Effort Plan and Price evaluated and scored
- Interviews held, if necessary
- Negotiation with selected Contractor
- Board Award

Evaluation Criteria

Criteria	Max Points
Team Capability and Project Understanding	25
Plan for Performance of Scope	30
Compensation Proposal	30
Small, Minority, and Woman-owned (SMWB) Business Participation	15
Total	100

Evaluation Criteria – Team Capability and Project Understanding (25 points)

- Brief description of Respondent's experience
- Three (3) references to include:
 - Company Name
 - Contact name and title
 - Contact office phone, cell phone and email address
 - Brief project description
- Two (2) examples of postcards and two (2) examples of door hangers or comparable deliverables.

Note: Please reference RFP for detailed requirements

Evaluation Criteria – Plan for Performance of Scope (30 points)

- Turnaround time for deliverables requested per the scope of services. Confirm turnaround time from receipt of mailing list to mailing of postcards is within three (3) business days and will not exceed five (5) business days. (In-house mail processing is preferred.)
- Plan for meeting the scope of work with the current economy issues to include, but not limited to; paper shortage, escalation in price for goods, and staffing issues. Provide a detailed plan to address each of the issues noted here.

Note: Please reference RFP for all detailed requirements

Evaluation Criteria – Compensation Proposal (30 points)

- Use Attachment I of the RFP to provide pricing for the Compensation Proposal.
- This include pricing for Basic Services – Required
- It also includes Alternate Pricing– Optional
 - Provide description of alternate paper proposed and the rates to be charged for each of the items
 - Alternate paper must have comparable specs to original. Paper samples will be required to be provided to SAWS for review within 24 hrs of the Proposal opening.

Key Dates

Action	Date/Time
Written Questions Due	March 11, 2024 by 4:00 p.m.
Q & A Posted to Website	March 15, 2024 by 5:00 p.m.
Proposals Due	March 22, 2024 at 10:00 a.m.
Proposals Evaluated	March/April 2024
Interviews, if necessary	April 2024
Negotiations	April 2024
SAWS Board Consideration and Award	May 7, 2024
Start Work	May 2024

**The dates listed above are subject to change without notice*

Submission Reminders

- Prior to providing services, the selected Contractor, shall garner a clear understanding of the scope of services and desired quantities per work order to be provided.
- Be specific and avoid “boiler plate” responses where narrative is requested in the evaluation forms
- Address ALL items as requested for each evaluation criteria per the instructions in the RFP
- Contact the SMWB Program Manager for assistance, if necessary
- Ensure projects are similar to the scope in this RFP
- Project references provided shall have been verified by Respondent and are readily accessible

Submission Reminders

- Electronic file size limited to **10 MB**
- Utilize the Submittal Response Checklist to ensure all items are included within the proposal
- Respondents must submit proposals by completing the Evaluation Criteria Forms included within the RFP, where indicated
- Perform QA/QC on proposal prior to submitting
- Hard copy of paper samples to be submitted within 24 hours to of submittal deadline to the Contracting Department

Submittal Deadline

- SAWS will accept electronic submittals only
 - This excludes the hard copy of the paper samples required by Respondents within 24 hours
- Respondents shall allow sufficient time to upload submittal ahead of the deadline to allow for any technical difficulties
- Submittals should only be sent to the following email address (not to the direct email of the SAWS POC): contracting@saws.org
- Solicitation number, solicitation name, date and time of the deadline should be clearly identified on the electronic file and email
- Late responses will not be accepted and will not be opened

Communication Reminders

- There should not be any communication regarding this solicitation with the following:
 - SAWS Communications Manager
 - 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
- This is in place from release of the RFP to Board Award

Questions

Must be submitted in writing by March 11, 2024 by 4:00 P.M. via e-mail to:

Janie Powell

Contract Administration Department

San Antonio Water System

Janie.Powell@saws.org



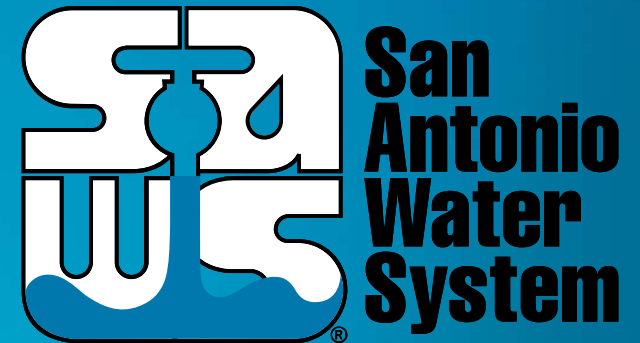
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