

**18-18002 – Request for Proposal**  
**DEPOSITORY BANK SERVICES**  
**Non-Mandatory Pre-Submittal Meeting**  
**February 7, 2018, 1:00 pm**

**1. Sign in Sheets and Collection of Business Cards from Attendees**

**2. Introductions**

**3. Non-Mandatory Pre-Submittal Meeting**

- a. In order to be considered for an award it is not necessary to attend the Non- Mandatory Pre-Submittal Conference in-person.

**4. Timetable**

Following is a list of <b>projected dates/times</b> for this RFP for Depository Bank Services	
Non- Mandatory Pre-Submittal Conference	<b>February 7, 2018; 1:00 pm</b>
Final Questions Due	<b>February 13, 2018; 4:00 pm</b>
Q & A Posted to Website	<b>February 16, 2018; 4:00 pm</b>
Proposal Due	<b>February 28, 2018; 3:00 pm</b>
Board Meeting to consider Award	<b>May 1, 2018</b>
Proposed Start of Contract	<b>July 1, 2018</b>

**Add Possible Interviews of Financial Institutions Week of March 26, 2018**

**5. Questions**

- a. Everyone is encouraged to ask questions as we cover the contract terms and conditions and scope. Any oral responses given at the Pre-Submittal Meeting shall not be official or binding on SAWS until followed up in writing. Questions asked during the Pre-Submittal Meeting must be followed up in writing. SAWS to follow up with an official response via an Addendum.

- b. **Final Questions Due Date** – Tuesday, February 13, 2018 at 4:00 p.m. -- No other questions will be entertained after the deadline.

**c. COMMUNICATION Pg 12**

Restrictions

1. Respondents or their representatives are prohibited from communicating with any City of San Antonio officials to include:
- City Council members (as defined by the City of San Antonio Ethics Code),
  - City Council member’s staff, and
  - San Antonio Water System (SAWS) Board of Trustees regarding the proposal from the time the proposal is released until it has been acted upon by the Board of Trustees.

2. Respondents or their representatives are prohibited from communicating with SAWS employees regarding this proposal, except as provided under QUESTIONS, from the time the proposal is released until the contract is awarded.
3. This includes “thank you” letters, phone calls, emails, and any contact that results in the direct or indirect discussion of the proposal response submitted by respondent.
4. Violation of this provision by the respondent and/or their agent may lead to disqualification of the respondents RFP response from consideration.

6. **Proposal Due Date** – Wednesday, February 28, 2018 at 3:00 pm – Late proposal will not be accepted;

7. **Contract Terms and Conditions – Advised to read all terms and conditions in their entirety!**

a. **Period of Performance:**

- i. Contract shall begin on July 1, 2018, and terminate on June 30, 2020. At the option of SAWS, the contract may be extended for three (3) additional 12-month periods under the same terms and conditions.

b. **Start Date: Proposed** scheduled for July 1, 2018

c. **Evaluation Criteria Summary**

Respondents not providing a response to each of the criteria listed in this RFP shall be considered non-responsive and ineligible for consideration.

SAWS will award the contract to the respondent(s) whose response provides the best value for SAWS based on all factors which have a bearing on price and performance of the requested services, including but not limited to, compliance with all RFP requirements, delivery and SAWS’ needs.

Evaluation criteria are as follows:

Evaluation Criteria	Points
a. Background, Experience, Qualifications and Location	25
b. Scope of Services, Innovation and Technological Capabilities	30
c. Financial Standing, Ratings and References	20
d. Price	25
TOTAL	100

## 8. SUBMISSION AND MINIMUM REQUIREMENTS

1. Submission of Proposals – Submit the proposal on a Flash Drive and in hard copies. The Flash Drive should contain the entire Proposal as submitted in PDF format along with Schedule I completed in Excel and PDF format, and be clearly marked with the RFP information.
2. One (1) hard copy shall be clearly marked as “**ORIGINAL**” on the document cover and on signature sheet Five (5) copies must be submitted as well. The Flash Drive, original and all copies should be submitted in a sealed package, with the project information and due date and time clearly identified on the outside of the package.

San Antonio Water System  
Attn: Purchasing Department  
Administrative Building  
2800 U.S. Hwy 281 North  
San Antonio, Texas 78212

3. Responses submitted via any form of electronic transmission, such as electronic mail, or facsimile, will not be considered.
4. If the submittal to this RFP is by any means other than personal delivery, then it is the Respondent's sole responsibility to ensure the submittals are delivered to the exact location by the time specified.
5. If submission is by personal delivery, allow fifteen (15) minutes for check-in with the guard.
6. Responses should be clear, concise, and complete. They should be submitted using an 8 ½” by 11” portrait format. Illustrations, if required, may be submitted on 11” by 17” sheets.
7. Responses must be **securely** bound by any means **except** by 3-ring binders and paper/binder clips.
8. By submission of a response, the Respondent acknowledges that it has read and thoroughly understands the Scope of Services, agrees to all terms and conditions stated herein, and acknowledges that it can perform all tasks as required.

## 9. Response Format:

1. Submittal Response Checklist
2. Respondent Questionnaire
3. W-9 Form
4. Certified or Cashier's Check in amount of \$10,000
5. Background, Experience, Qualifications and Location
6. Scope of Services, Innovation and Technological Capabilities
7. Financial Standing, Ratings and References
8. Price
9. Exhibit “A” - Proof of Insurability
10. Exhibit “B” Disclosure of Interested Parties
11. Exhibit “C” - Conflict of Interest

12. Exhibit "D" – Security Procedures
13. Exhibit "E" – Sample Contract
14. Exhibit "F" – No Boycotting Israel Verification
15. Exhibit "G" – Information Security

10. Insurance Requirements: (page no. 29-34) Insurance requirements will have to full compliant before awarded respondent will begin work on SAWS facility.
11. Security Procedures (**page no. 37**): Respondent will be required to get background checks and employees will have to wear a SAWS contractor's badge.
12. **SCOPE OF SERVICES: (Phyllis Garcia, E.K. Hufstedler)** -- The financial institution shall provide for Depository Bank Services as required and provided for in this RFP.
13. Any other questions.
14. Sign-in sheet will be posted to SAWS website.
15. Thank you for your interest and attendance.
16. Adjourn