



REQUEST FOR PROPOSALS

ADVANCED METERING TECHNOLOGY FEASIBILITY ANALYSIS, SYSTEMS INTEGRATION AND PROGRAM MANAGEMENT SERVICES

Solicitation No.: R-16-013-JG

Addendum 2 | March 23, 2017

QUESTIONS AND ANSWERS

1. QUESTION: The RFP outlines a total of three phases, with a total of 15 tasks for the overall AMI program. The Phase 3 work (tasks 10 through 15) will only be done if, in the opinion of SAWS, it is in SAWS' best interest to go forward. We would like to ask for clarification as to whether the project approach to be provided with our response should include a description of the Phase 3 work, or if the approach should be limited to the first two phases, comprised of Tasks 1 through 9.

ANSWER: *The project approach should include a detailed work plan for all all tasks (1 through 15) for all three (3) phases. See CHANGES TO THE RFP for additional clarification.*
2. QUESTION: Regarding Section IV.7, "Compensation Proposal", should the compensation proposal be limited to Tasks 1 through 9, or include tasks 10 through 15. There can be a significant amount of uncertainty associated with the consulting costs of the full implementation phase.

ANSWER: *The compensation proposal should include all tasks (1 through 15) for all three (3) phases. See #4 of CHANGES TO THE RFP, in this Addendum.*
3. QUESTION: Can you please clarify the level of detailed intended by "flat cost estimate.... With a flat rate breakdown for each task.". Is there an example format available for the compensation proposal?

ANSWER: *Please reference response to Question #2.*
4. QUESTION: Is SAWS expecting respondents to bid on all tasks (1-15) at this time or only the Phase 1 tasks (1-3). Tasks (4-15) often require detailed information related to the "selected" solution, SAWS desired timelines, SAWS staffing capabilities, SAWS existing systems landscape, etc.

ANSWER: *Please reference response to Question #2.*

QUESTIONS AND ANSWERS (continued)

5. QUESTION: Proposal timeline indicate start work on June 2017
- On page 6 “Timeline” states that “Unless otherwise indicated by SAWS, tasks 1, 2, and 3 need to be completed before -6/30/2017”
 - Timeline states task 3 is not due until 100 days after NTP
 - How many days we have to deliver tasks 1, 2, and 3?

ANSWER: Deliverable dates are dependent on the Notice to Proceed date. See #2 and 3 of CHANGES TO THE RFP, within this Addendum.

6. QUESTION: Can we get access to the forms, so we can fill them out (word Document, or a PDF form)?
SUBMITTAL RESPONSE CHECKLIST
RESPONDENT QUESTIONNAIRE

EXHIBIT "B": Good Faith Effort Plan for Professional Services

Exhibit "C" - Conflict of Interest Questionnaire

ANSWER: The individual versions of the forms have been uploaded to the SAWS website at: http://www.saws.org/business_center/ContractSol/Drill.cfm?id=1879&View=Yes

7. QUESTION: The term "Metering" is used throughout the scope of services. Does this include new water meters, or just the AMI technology?

ANSWER: The term refers to any and all components that may be needed for a successful program implementation of the advanced metering technology.

8. QUESTION: Could you make a connection with approved MBE/WBE, that express interest in this proposal and looking to partner with someone?

ANSWER: Please reference the ‘Interested Firm List’ located on the bottom right of the solicitation’s page on the SAWS website at:

http://www.saws.org/business_center/ContractSol/Drill.cfm?id=1879&View=Yes

For assistance in finding local, SMWB-certified firms to partner with as potential subcontractors, please contact SAWS’ SMWVB Program Manager, Marisol V. Robles, at Marisol.Robles@saws.org or by phone at 210-233-3420. Please identify the project and solicitation number when contacting her, as well as provide a list of the various scopes of work in which you are seeking subcontractors to perform to assist Ms. Robles in compiling a list of certified firms from the South Central Texas Regional Certification Agency (SCTRCA) database.

9. QUESTION: For Phase 1-Strategic Assessment and Business Case: How many resources will be provided by SAWS to work on this projects?

ANSWER: SAWS will provide two (2) full time equivalents towards Phase 1. The resource allocation for the remaining phases will be determined after Phase 1 is complete.

10. QUESTION: On page 11 “Compensation Proposal”

- Does flat cost = fix price?
- When you ask for breakdown for each task do you mean the 15 tasks described under the “Scope of Services”?
- Are you expecting fix cost for all Phases 1, 2 and 3?

ANSWER: Please reference response to Question #2.

QUESTIONS AND ANSWERS *(continued)*

11. QUESTION: On page 12 there is a reference for up to 15 points using M/WBE and up to 5 points using SBE. That does not align with page 8 “Evaluation Criteria Summary” where there is only allocation for 15 points for M/WBE
ANSWER: Page 8 references the maximum number of points allowable for Small, Minority, and Woman-owned Business Participation. All Respondents, whether SMWB or not, may earn the maximum number of SMWB points (15) by adhering to any combination of the SBE and M/WBE point structures, as outlined on page 12 of the RFP, when attempting to meet the aspirational goals. The maximum number of achievable points for SMWB participation is 15 points. Please contact Marisol V. Robles, SAWS’ SMWVB Program Manager, if additional clarification is necessary.
12. QUESTION: Task 1: The RFP mentions “technology and associated financial package” information that is to be summarized. Can SAWS provide more details on what technology and financial package information exists and will need to be summarized?
ANSWER: SAWS will provide the selected firm with the previous information that explores alternatives conducted three (3) years ago. The firm is expected to provide a summary of any other alternatives.
13. QUESTION: Task 2: Can SAWS confirm that the scope of the Advanced Metering RFI is intended to cover just AMI systems: such as field area network, backhaul, head-end and meter data management?
ANSWER: Yes. It also includes Systems integration with billing and other systems.
14. QUESTION: Task 3: What level of detail is required in the Business Case? Is the business case intended to quantify only costs or are benefits also expected to be quantified?
ANSWER: As in all business cases, we expect the benefits to be quantified as well the costs.
15. QUESTION: Task 7: Can SAWS provide a current state IT environment that includes a definition of the current applications used in the meter-to-cash processes?
ANSWER: SAWS currently gets meter reads from manual route reads done through two software systems, Datamatic (for routes read by SAWS staff) and ITRON(for routes read by a third party contractor). SAWS is embarking on a project to shift from Datamatic to ITRON for all reads. The meter reads are processed into INFOR (our billing system) using an interface that was written by INFOR. XML template files are used to define the flat file field locations and use Infor to translate into the destination. The interfaces are either C# or VB.NET. Once the reads are reconciled, the bill cycles are processed and run. The operators follow a set of jobs from our CA workload automation manager software. They kick off the first job in the stream and it just follows the stream.
16. QUESTION: Task 7: Does SAWS use enterprise integration platforms (e.g., Enterprise Service Bus)?
ANSWER: No.
17. QUESTION: General: Section 7, Compensation Proposal – Please define the term, Flat Cost.
ANSWER: Flat cost includes all expenses necessary to perform tasks. Please reference response to Question #2.
18. QUESTION: General: Section 7, Compensation Proposal – Does SAWS allow work to be performed remotely?
ANSWER: Yes.

QUESTIONS AND ANSWERS *(continued)*

19. QUESTION: General: Section 7, Compensation Proposal – Does SAWS allow work to be performed offshore (e.g., India)?
ANSWER: Yes, but the principal resources are expected to be onsite depending on the project phase requirements.
20. QUESTION: General: Scope of Service – Multiple locations in the RFP - Please clarify the assistance expected from the services company in the context of the following statement: “Provide expert technical and business support for the changes required to SAWS current metering practices as the new advanced metering technologies are implemented.” Is the service provider expected to provide subject matter expertise in metering processes and practice or more full SI services across typical implementations programs (e.g., requirements analysis, design, development, verification, and cutover across people, process and technology workstreams)?
ANSWER: The firm is expected to provide both subject matter expertise in metering processes and practice as well as full SI services.
21. QUESTION: Is SAWS contemplating awarding multiple contracts for groups of tasks outlined in the RFP or selecting one firm for all 15 tasks?
ANSWER: SAWS will award contract to one (1) firm or team for all fifteen (15) tasks.
22. QUESTION: Assuming that IV&V is "Independent Verification and Validation," what is envisioned for the IV&V deliverable noted for task 8? Is it the IV&V plan or its execution?
ANSWER: Yes. The IV&V plan should be provided as a deliverable in Task 8. Execution for the pilot and full scale implementation are addressed in Tasks 9 and 12.
23. QUESTION: Page 6 – Please confirm the date by which tasks 1, 2 and 3 are expected to be completed. A June 30, 2017 date for these tasks is provided in the text on page 6, but the table on that page provides the number of days after the NTP. Assuming work starts in June 2017 as noted in schedule on page 7, a June 30, 2017 delivery date for these three tasks could be challenging.
ANSWER: Please reference response to Question #5.
24. QUESTION: Page 11 - should travel expenses be included in the flat cost estimate?
ANSWER: Travel expenses are to be listed as a separate line item for each phase. See #4 of CHANGES TO THE RFP, in this Addendum.
25. QUESTION: What level of smart utility technology is currently deployed across the SAWS meter to cash processes (AMI, AMR, Communications, MDMS, etc.)? What proportion of processes are manual or supported by legacy technology?
ANSWER: The current Meter to Cash processes are based on manual reads and batch processing into our billing system (INFOR CIS). 100% of processes are manual or supported by legacy technology.
26. QUESTION: Has SAWS developed a budget for this project? Can this be provided? Has the budget been approved?
ANSWER: No. The RFP will assist SAWS in developing a business case upon receipt of the alternative analyses. A budget will be developed and presented to for approval.
27. QUESTION: The RFP uses the term IV&V, presumably for Independent Verification and Validation, at a number of places in the list of tasks and deliverables (tasks 6, 8, 12, and 14). In order to accurately develop the project approach, we would like a clarification of SAWS’ intent for IV&V services. Should the tasks where IV&V is called out include Quality Assurance (QA) field inspection services and testing support?
ANSWER: Please reference response to Question #2.

QUESTIONS AND ANSWERS *(continued)*

28. QUESTION: We are working to ensure we meet the SMWB requirements outlined in the RFP. One of our potential team members is not currently certified, but has submitted the application paperwork for certification. If the a project team member's application for SMWB status is in process, can we count the value of their hours towards meeting the SMWB requirements?
ANSWER: *If a subconsultant has an application in-process with the South Central Texas Regional Certification Agency (SCTRCA), the value of the sub-consultant's hours towards meeting the SMWB requirements may be counted if the SAWS SMWVB Program Manager is able to verify with certainty that the SCTRCA will be issuing an SMWB certificate before the Board award date. In some instances, applications requesting certification are denied by the SCTRCA. Therefore, each request must be considered on a case-by-case basis.*
29. QUESTION: Does SAWS know how many water meter they want to include in the pilot project? Is there an estimated duration for the pilot project?
ANSWER: *SAWS would anticipate utilizing the selected firm's experience to identify the appropriate meter sample size and project duration.*
30. QUESTION: Does SAWS have a total expected timeline for all 15 tasks assuming the full implementation is approved?
ANSWER: *The timeline would be developed as part of the deliverable and the selected alternative.*
31. QUESTION: For Task 7 and Task 13 is the consultant responsible for writing the interfaces to connect to the various systems or should the consultant's responsibility be to define the interface business requirements and oversee the vendor's development of the interfaces?
ANSWER: *The firm will design and develop any interfaces needed that are not in the Statement of Work.*
32. QUESTION: In order to adequately describe our approach to all three phases of the potential project, will SAWS increase the page limit from 45 pages to 60 pages?
ANSWER: *Yes. Please see #4 of CHANGES TO THE RFP, within this Addendum.*
33. QUESTION: Can you please clarify the scope of Task 7 (Provide IT Services for setting up the integration framework for back end office systems for meter to cash pilot)? Are you looking for the vendor to design and / or develop the interfaces between back-end systems? Will the development of interfaces be done by SAWS' IT team?
ANSWER: *The firm will design and develop any interfaces needed.*
34. QUESTION: Can an AMI software vendor take part in Phase 1 of the project? Would they be prevented from bidding on the RFPs coming out of Phases 2 and 3?
ANSWER: *The intent of this is to select an independent program consulting and systems integration services consultant. Yes, the selected firm will be prevented from bidding on any RFPS coming out of the evaluation.*
35. QUESTION: Which strategic goals are you trying to achieve through the deployment of Advanced Metering Solutions?
ANSWER: *SAWS is intending to achieve a superior Meter to Cash process and any other ancillary benefits that may become apparent as a result of Task 1 of the RFP.*

QUESTIONS AND ANSWERS *(continued)*

36. QUESTION: In the estimated timeline in page 7, the “Start Work” is estimated in June 2017. Then in the timeline in page 6, the first sentence reads “Unless otherwise indicated by SAWS, tasks 1, 2 and 3 need to be completed before 06/30/2017”. However reading through the table, in the Deliverable date column for Task 1, 2, and 3, it is listed that the deliverable dates are 60, 90 and 100 days after NTP, respectively. Thus it would be impossible to complete all 3 tasks before 6/30/2017 based on the Deliverable dates. Can you confirm the appropriate timeline?
ANSWER: Please reference response to Question #5.
37. QUESTION: Can SAWS provide a copy of its Enterprise IT standards?
ANSWER: Yes, Enterprise IT Standards are currently being developed and furnished in draft form. Please see #5 of CLARIFICATIONS. Enterprise IT Standards are currently being developed and are
38. We request that SAWS extend the deadline for the submittal of the proposal for an additional two weeks. This additional time will allow us to properly respond to the RFP and the pending addendum.
ANSWER: See #7 and 8 under CHANGES TO THE RFP, in this Addendum.
39. QUESTION: In the sample contract, the expenses sections states that there are no reimbursable expenses allowed under this contact. Does this apply to all contracts (including those for out of state companies), or was this just part of the example?
ANSWER: Travel expenses can be reimbursed and are to be listed as a separate line item for each phase. See #4 of CHANGES TO THE RFP, in this Addendum.
40. QUESTION: For the compensation section of the proposal, are the prices we submit only for tasks 1 - 6?
ANSWER: Please reference response to Question #2.
41. QUESTION: Is this an open bid?
ANSWER: No.
42. QUESTION: Please confirm the correct completion date of tasks 1, 2, and 3. One page 6 of 59, there is a completion date noted as 06/30/2017. From the provided dates beyond a NTP, it is assumed that this date should be between 09/15/17 and 10/10/17.
ANSWER: Please reference response to Question #5.
43. QUESTION: Will the RFI and RFP documentation created from this effort be solicited on the SAWS website only, or will other entities be contacted to be given opportunity to respond?
ANSWER: Any solicitation created from this effort will be solicited on the SAWS website only but can be accessed by other entities and given the opportunity to respond. To be notified of new solicitations posted to the SAWS website, it is best to become a registered vendor, which is free and can be done at http://www.saws.org/business_center/vendor/.
44. QUESTION: On page 6 of the RFP, under the ‘Timeline’ header it states SAWS wants tasks 1, 2, and 3 done before 06/30/2017. The Deliverable Dates column in the table states that Task 1 should be completed 60 days after a notice to proceed (NTP), Task 2 after 90 NTP, and Task 3 after 100 days NTP. If we assume that the NTP date is June 1, that means Task 1 wouldn’t need to be complete until the end of July and Task 3 would be complete towards the middle of September. In Section D. Estimated Timeline, the identified start date is in June. Could you confirm NTP date and Deliverable Dates?
ANSWER: Please reference response to Question #5.

QUESTIONS AND ANSWERS *(continued)*

45. QUESTION: In much of the proposal the word ‘assist’ is used when requesting the respondent’s resources. This implies that SAWS expects to have resources to do many of the tasks and the respondent may be providing resources to ‘give direction’ vs. actually performing the tasks. Does SAWS expect to have resources to 1) lead efforts in the pilot and 2) lead efforts in a full production rollout or is the ‘assist’ from the respondent actually performing some of the task? Understanding there are efforts in IT, deployment and other areas, you may have resources available for some areas and not for others. Can you identify resource areas that you think you can support? This will help respondents identify where the resources need to be provided. Or is this more of a ‘turnkey’ pilot and deployment from a SAWS perspective.

ANSWER: SAWS requests program consulting and systems integration services. The selected firm is required to provide resources to assist SAWS in implementing the Automated Metering Technology. This will include the Respondent to “actually perform the tasks”. SAWS has limited experience in the area of automated metering. SAWS requests the selected firm to provide the technical expertise in the implementation, systems integration and training.

46. QUESTION: In the RFP it’s unclear as to whether the consultant will lead efforts to integrate systems or do the actual integration. For the SAWS CIS system, is the expectation that SAWS would make the necessary applications changes and the consultant lead the integration efforts or is the expectation that the consultant will actively make the necessary changes to CIS?

ANSWER: The firm will be required to assist SAWS to make any changes to systems for a successful implementation.

END OF QUESTIONS AND ANSWERS

CLARIFICATIONS

1. Additional questions received before the Question deadline will be answered at a later time but prior to the Q & A Posted to Website deadline. Deadlines are outlined under section I. Project Information, D. Estimated Timeline.
2. Section IV. Submitting a Response, B. Submission - *****Electronic Submittals Accepted Only*****, item 3, is being removed and replaced to increase the maximum pages per proposal and include Exhibit “F”, the Compensation Proposal, to the list of required forms that do not count toward the page limit.
3. The Submittal Response Checklist is being removed and replaced to include the required Compensation Proposal (Exhibit “F”).
4. The Estimated Timeline has been modified to allow Respondents additional time to submit proposals. Therefore, the date for Proposals Due, as well as the SAWS Board Consideration and Award dates have changed. See CHANGES TO THE RFP in this Addendum.
5. Enterprise IT Standards are being furnished in draft form for informational purposes only. To obtain a copy, please contact Jessica Goforth, Contract Administrator at Jessica.GoForth@saws.org. SAWS will require the execution of a SAWS disclaimer form by the Respondent as a condition of and prior to the release of the standards.
6. Remaining questions are still to be answered by the deadline indicated on the Estimated Timeline. See #8 of CHANGES TO THE RFP, in this Addendum.

END OF CLARIFICATIONS

CHANGES TO THE RFP

1. Insert Exhibit “F”, Compensation Proposal, included within this Addendum, to the RFP, which the Respondent should use when submitting a proposal for this RFP.
2. Located on page 6 of the RFP, under section I. Project Information, B. Scope of Services, **Timeline**, remove “Unless otherwise indicated by SAWS, tasks 1, 2 and 3 need to be completed before 06/30/2017”.
3. Located on page 6 of the RFP, under section I. Project Information, B. Scope of Services, **Timeline**, removed and replace tasks 1 through 5 from the table and replace with the following:

Task	Minimum Deliverables	Deliverable Date (Later of)
Task 1	<i>Strategic plan with identified risks and program success criteria clearly defined, executive vision workshops (2), and management vision workshops (6).</i>	60 Calendar days After NTP or 7/30/2017
Task 2	<i>RFI documents, procurement process, spreadsheet with metrics to assist data driven decisions for SAWS to decide.</i>	90 Calendar Days After NTP OR 8/30/2017
Task 3	<i>Develop business case to include alternate analysis.</i>	100 Calendar Days After NTP OR 9/8/2017
Task 4	<i>Business Process modeling for AS-IS and To-BE processes for meter to cash pilot including functional and systems requirements as well as system test cases and QA process for testing the pilot</i>	120 Calendar Days After NTP (for Pilot) OR 9/30/2017
Task 5	<i>Document of Procurement and Vendor Management plans. Procurement documents in accordance with SAWS procurement practices and policies, documented vendor negotiation in the form of meeting and status minutes for the pilot</i>	150 Days After NTP (for Pilot) OR 11/1/2017
Task 6	<i>Project schedule validation, QA, IV&V and coordination for the pilot.</i>	
Task 7	<i>Setting up integration layer services and assisting SAWS in scaling back end systems for the pilot in accordance with Task 4 systems architecture assessment and in conformance with SAWS IT enterprise architecture standards.</i>	
Task 8	<i>Organization Change Management Plan, Deployment Plan, IV&V for the pilot.</i>	
Task 9	<i>Project and Program management, Operations assistance, Communications assistance, and IT assistance for the pilot</i>	
Task 10	<i>Completed Business Process modeling for AS-IS and To-BE processes for complete implementation including functional and systems requirements as well as system test cases and QA process for testing the full scale implementation.</i>	TBD contingent on SAWS decision to implement
Task 11	<i>Document of Procurement and Vendor management plans. Procurement documents in accordance with SAWS procurement practices and policies, documented vendor negotiation in the form of meeting and status minutes.</i>	TBD contingent on SAWS decision to implement

CHANGES TO THE RFP (continued)

Task 12	<i>Project schedule validation, QA, IV&V and coordination for the full scale implementation.</i>	TBD contingent on SAWS decision to implement
Task 13	<i>Setting up integration layer services and assisting SAWS in scaling back end systems for the full scale implementation in accordance with Task 4's architecture assessment and in conformance with SAWS IT enterprise architecture standards..</i>	TBD contingent on SAWS decision to implement
Task 14	<i>Organization Change Management Plan, Deployment Plan, IV&V for the full scale implementation.</i>	TBD contingent on SAWS decision to implement
Task 15	<i>Project and Program management, Operations assistance, Communications assistance, and IT assistance for the full scale implementation</i>	TBD contingent on SAWS decision to implement

4. Remove and replace 3. In its entirety under section IV. Submitting a Response, B. Submission - *****Electronic Submittals Accepted Only***** (located on page 9 of the RFP), with the following:

Responses are limited to a maximum of sixty (60) pages per proposal. Required forms do not count toward the page limit. Required forms are the Compensation Proposal (Exhibit "F"), Submittal Response Checklist, Respondent Questionnaire, W-9 form, Insurance requirements, Good Faith Effort Plan, SCTRCA Certificates and the Conflict of Interest Questionnaire. The cover page and tabs do not count toward the page limit. Number each page starting with the cover letter, including text charts and graphic images.

5. Remove and replace section 7. Compensation Proposal, under IV. Submitting a Response, C. Response Format (located on page 11 of the RFP), with the following:

Respondent should complete Exhibit "F", Compensation Proposal, to include pricing for all 3 phases for all 15 tasks included in this Addendum.

6. Remove and replace the Submittal Response Checklist with the revised version, included in this Addendum. Respondents should use this version when submitting a proposal for this RFP.

7. Remove and replace the deadline on the cover page with the following:

Deadline: April 5, 2017 at 2 p.m. (CT)

CHANGES TO THE RFP (continued)

8. Remove and replace Section D. Estimated Timeline from I. Project Information, located on page 7, with the following:

February 17, 2017.....	RFP Released
March 15, 2017 by 4:00 p.m.	Receipt of Written Questions Due
March 24, 2017 by 4:00 p.m.	Q & A Posted to Website
April 5, 2017 by 2:00 p.m.	Proposals Due
April, 2017.....	Proposals Evaluated
April, 2017.....	Interviews, if necessary
April, 2017.....	Selection Notice
June, 2017.....	SAWS Board Consideration and Award
June, 2017.....	Non-Selection Notices mailed
June, 2017.....	Start Work

The dates listed above are subject to change without notice.

END OF CHANGES TO THE RFP

No other items, dates, or deadlines for this RFP are changed.

END ADDENDUM 2

This Addendum, is twelve (12) pages in its entirety, including attachments.

- Attachments: Exhibit “F”, Compensation Proposal – one (1) page
 Submittal Response Checklist – one (1) page

Exhibit "F"
Compensation Proposal

PHASE I - Strategic Assessment and Business Case		
<u>Task</u>	<u>Minimum Deliverable</u>	<u>Cost:</u>
1	Strategic Assessment and Formulation <i>Strategic plan with identified risks and program success criteria clearly defined, executive vision workshops (2), and management vision workshops (6).</i>	
2	Request for Information (RFI) <i>RFI documents, procurement process, spreadsheet with metrics to assist data driven decisions for SAWS to decide.</i>	
3	Business Case <i>Develop business case to include alternate analysis.</i>	
		Phase I Travel Expenses:
		Phase I Subtotal:
PHASE II - Feasibility Analysis with Meter to Cash Pilot		
<u>Task</u>	<u>Minimum Deliverable</u>	<u>Cost:</u>
4	Requirements - Pilot <i>Business Process modeling for AS-IS and To-BE processes for meter to cash pilot including functional and systems requirements as well as system test cases and QA process for testing the pilot.</i>	
5	Request for Proposal (RFP) - Pilot <i>Document of Procurement and Vendor Management plans. Procurement documents in accordance with SAWS procurement practices and policies, documented vendor negotiation in the form of meeting and status minutes for the pilot.</i>	
6	Pilot Project Validation, Deployment, and Testing <i>Project schedule validation, QA, IV&V and coordination for the pilot.</i>	
7	Pilot Integration <i>Setting up integration layer services and assisting SAWS in scaling back end systems for the pilot in accordance with Task 4 systems architecture assessment and in conformance with SAWS IT enterprise architecture standards.</i>	
8	Pilot Implementation Plans <i>Organization Change Management Plan, Deployment Plan, IV&V for the pilot.</i>	
9	Pilot Implementation Management <i>Project and Program management, Operations assistance, Communications assistance, and IT assistance for the pilot.</i>	
		Phase II Travel Expenses:
		Phase II Subtotal:
PHASE III - Full Scale Implementation		
<u>Task</u>	<u>Minimum Deliverable</u>	<u>Cost:</u>
10	Refine Assessment for Full Scale Implementation <i>Completed Business Process modeling for AS-IS and To-BE processes for complete implementation including functional and systems requirements as well as system test cases and QA process for testing the full scale implementation.</i>	
11	Request for Proposal (RFP) for Full Scale Implementation <i>Document of Procurement and Vendor management plans. Procurement documents in accordance with SAWS procurement practices and policies, documented vendor negotiation in the form of meeting and status minutes.</i>	
12	Project Validation, Deployment, and Testing for Full Scale Implementation <i>Project schedule validation, QA, IV&V and coordination for the full scale implementation.</i>	
13	Integration for Full Scale Implementation <i>Setting up integration layer services and assisting SAWS in scaling back end systems for the full scale implementation in accordance with Task 4's architecture assessment and in conformance with SAWS IT enterprise architecture standards.</i>	
14	Full Scale Implementation Plans <i>Organization Change Management Plan, Deployment Plan, IV&V for the full scale implementation.</i>	
15	Full Scale Implementation Management <i>Project and Program management, Operations assistance, Communications assistance, and IT assistance for the full scale implementation.</i>	
		Phase III Travel Expenses:
		Phase III Subtotal:
		Total (Phase I, II, and III):

SUBMITTAL RESPONSE CHECKLIST

rev. 3/20/17

Project Name: Advanced Metering Technology Feasibility Analysis,
Systems Integration and Program Management Services RFP

Firm Name: _____

Use the checklist to ensure that the proposal is complete by checking off each item included with your response. Sign and date this form and include this page with each proposal.

- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax number
- Project Understanding and Approach
- Team Member's Qualifications
- Record of the Firm's Past Performance
- Copy of Current Certificate of Liability Insurance
- Exhibit "B" – Good Faith Effort Plan
- Exhibit "C" – Conflict of Interest Questionnaire
- Exhibit "F" – Compensation Proposal

I certify that the proposal submitted includes the items as indicated above.

Signature

Date

Printed Name

Title