



PRINTING AND MAILING SERVICES PROJECT

Solicitation Number: R-24-001-JP

ADDENDUM 7 April 9, 2024

To Respondent of Record:

CHANGES TO THE RFP

1. **Pg. 3, Section II.C., Evaluation Criteria Summary.** Section II.C. is hereby deleted in its entirety and replaced with the following:

“Respondents not providing a response to each of the criteria listed in this solicitation may be considered nonresponsive and ineligible for consideration.

Team Capability and Project Understanding	30 points
Plan for Performance of Scope	35 points
Compensation Proposal	35 points
Total Points	100 points”

2. **Pg. 4, Section III.D., SMWB Questions.** Section III.D. is hereby deleted in its entirety and replaced with the following:

“D. Good Faith Effort Plan Questions.

1. Respondents and/or their agents may contact the SBOP Program Manager at 210-233-3420 for assistance or clarification with issues specifically related to the completion of the Good Faith Effort Plan.

Exhibit B contains the required forms in order to respond to this solicitation.”

3. **Pg. 6, Section V.B., Exhibit B – Good Faith Effort Plan (GFEP).** Section V.B. is hereby deleted in its entirety and replaced with the following:

“B. Exhibit B – Good Faith Effort Plan (GFEP)

Policies on Equal Employment Opportunity

1. Equal Employment Opportunity Requirements - SAWS highly encourages Respondents to implement Affirmative Action practices in their employment programs. This means Respondents should not discriminate against any employee or applicant for employment because of race, color, religion, sex, pregnancy, sexual orientation, national origin, political belief or affiliation, age, disability or genetic information.
2. All subcontractors and/or suppliers must be listed in the GFEP. The information provided in the GFEP will be used to develop the final contract/agreement. The GFEP format is attached as Exhibit “B.” This form is required and considered part of the response to the RFP. Should the Good Faith Effort Plan not be submitted, the submittal may be considered non-responsive.

3. The successful Respondent is required to electronically submit actual subcontractor payment information using the Subcontractor Payment and Utilization Reporting (S.P.U.R.) System, accessed through a link on SAWS' "Business Center" web page. Payment reporting will begin with the first SAWS payment for services under the contract, and with every payment thereafter (for the duration of the contract). The Contractor and all subcontractors will be provided a unique log-in credential and password to access the SAWS subcontractor payment reporting system. The link may be accessed through the following internet address: <https://saws.smwbe.com/>
 4. Training on the use of the system will be provided by SAWS upon request. After the prime receives payment from SAWS, electronic submittals will require data entry of the actual amount paid to each subcontractor listed on the Contractor's Good Faith Effort Plan. Any unjustified failure to comply with the committed SWMB levels may be considered breach of contract.
 5. If there is not an opportunity to subcontract any components of the contract, then use of the S.P.U.R. System is not applicable.
 6. Please contact the SBOP Program Manager at 210-233-3420 or SMWB@saws.org for any questions pertaining to the Good Faith Effort Plan or S.P.U.R. System reporting."
4. **Pgs. 34 – 36, Exhibit B, Good Faith Effort Plan.** The Good Faith Effort Plan is removed in its entirety and replaced with the revised Good Faith Effort Plan attached to this Addendum. Respondents shall utilize this revised version when submitting a proposal for this RFP.
 5. **Pg. 43, Exhibit E, Sample Contract.** Section 1.(j) is hereby deleted in its entirety and replaced with the following:

“(j) Equal Employment Opportunity. The Contractor agrees not to engage in employment practices which have the effect of discriminating against any employee or applicant for employment because of race, color, religion, sex, pregnancy, sexual orientation, national origin, political belief or affiliation, age, disability or genetic information.”
 6. **Pg. 43, Exhibit E, Sample Contract.** Section 1.(k) is hereby deleted in its entirety and replaced with the following:

“(k) Sub-contractors. Contractor agrees to complete and submit a Good Faith Effort Plan as part of its response to the Water System's request for a proposal. Contractor shall take all reasonable steps to maintain compliance with the percentage of participation for subcontractors set out in Contractor's proposal to the Water System. Contractor shall be required to electronically submit actual subcontractor payment information using the Subcontractor Payment and Utilization Reporting (S.P.U.R.) System, accessed through a link on SAWS' "Business Center" web page. Payments shall be reported for all subcontractors or suppliers. Payment reporting will begin with the first SAWS payment for services under the contract, and with every payment thereafter (for the duration of the contract). The Contractor and all subcontractors will be provided a unique log-in credential and password to access the SAWS subcontractor payment reporting system. The link may be accessed through the following internet address: <https://saws.smwbe.com/>.

Training on the use of the system will be provided by SAWS upon request. After the prime receives payment from SAWS, electronic submittals will require data entry of the

actual amount paid to each subcontractor listed on the Contractor's Good Faith Effort Plan. Any unjustified failure to comply with the committed subcontractor participation may be considered breach of contract.

If there is not an opportunity to subcontract any components of the contract, then use of the S.P.U.R. System is not applicable.

Respondents and/or their agents may contact the SMWB Program Manager at 210-233-3420 or marisol.robles@saws.org for assistance or clarification with issues specifically related to S.P.U.R. System reporting.

By entering into this Contract, the Water System approves the use of subcontractors and sub-consultants identified in Exhibit F (attached)."

7. **Pg. 66, Exhibit E, Sample Contract.** The third header column of Exhibit F, List of Sub-Contractors of the Sample Contract, is hereby modified to read as follows:

"Percentage of Participation"

CLARIFICATION

1. The SMWB requirements noted in the Changes to the RFP section of this Addendum have been removed from the RFP and will not form part of the evaluation of this solicitation.

END OF ADDENDUM

This Addendum, including this one (1) page, is six (6) pages with attachments in its entirety.

ATTACHMENT:

Good Faith Effort Plan



Good Faith Effort Plan for Professional Services SUBCONSULTING

NAME OF PROJECT: PRINTING AND MAILING SERVICES RFP

SECTION A - PRIME CONTRACTOR INFORMATION

Legal Name of Firm, including "doing business as" if applicable: _____

Address of Office to Perform Project Work: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Contact Person: _____

Email Address: _____ Is your firm Certified as an SMWB? Yes: _____ No: _____

If "Yes", Certification Agency that granted SMWB designation: _____

Type/s of Certification: SBE: _____ MBE: _____ VBE: _____ WBE: _____

Prime Contractor's Percentage of Participation: (Ex: 100% is the total value of the contract) _____ %

If Prime Contractor has a San Antonio location, what date was the local office established? ____/____/____

Number of Full Time Employees in San Antonio? _____

1. List ALL SUB-CONTRACTORS/SUPPLIERS that will be utilized on this project/contract. (SMWB AND Non-SMWB)

	Legal Name of Sub-Contractor/Supplier (including "doing business as", if applicable).	Address of Office Location to Perform Project Work or Provide Supplies:	Scope of Work/Supplies to be Performed/Provided by Firm:	Estimated Percentage of Participation on this Project:	Certification Type & Certification Agency:
1					
2					
3					
4					

5					
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SECTION B. – SMWB COMMITMENTS

1. Name and phone number of person appointed to coordinate subcontractor or supplier participation.

Name: _____
 Title: _____
 Phone Number: _____
 Email Address: _____

AFFIRMATION

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that this document shall be attached thereto and become a binding part of the contract.

Name and Title of Authorized Official:

Name: _____ Title: _____
 Signature: _____ Date: _____

NOTE:

This Good Faith Effort Plan is reviewed by SAWS Contracting Department. For questions and/or clarifications, please contact the SBOP Program Manager, at 210-233-3420 or marisol.robles@saws.org.

DEFINITIONS

African American Business Enterprise (AABE): A business structure that is Certified by the Texas Historically Underutilized Business (HUB) Program or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by African American minority group member(s) who are legally residing in or are citizens of the United States.

Local: A business located in the Relevant Marketplace, which includes the counties of Bexar, Comal, Guadalupe, Hays, Kendall, Travis, and Williamson. A business's presence in the local area that consists solely of a P.O. box, a mail drop, or a telephone message center does not count as being local.

Prime Contractor/Contractor: Any person, firm, partnership, corporation, association, or joint venture which has been awarded a San Antonio Water System contract.

SubContractor: Any named person, firm, partnership, corporation, association, or joint venture identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing under contract with a prime Contractor on a San Antonio Water System contract.

Small, Minority, and Woman-owned Business (SMWB): All business structures Certified by the Texas Historically Underutilized Business (HUB) Program or the South Central Texas Regional Certification Agency that are 51% owned, operated, and controlled by individuals or a group of individuals that qualify for certification as a Small Business Enterprise, a Minority Business Enterprise, or a Woman-owned Business Enterprise, and are located in the Relevant Marketplace.

Small Business Enterprise (SBE): A business structure that is Certified by the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by someone who is legally residing in or a citizen of the United States, and the business structure meets the U.S. Small Business Administration's (SBA) size standard for a small business within the appropriate industry category, as determined by the South Central Texas Regional Certification Agency.

Minority Business Enterprise (MBE): A business structure that is Certified by the Texas Historically Underutilized Business (HUB) Program or the South Central Texas Regional Certification Agency as being 51% owned, operated, and controlled by an ethnic minority group member(s) who is legally residing in or a citizen of the United States. For purposes of the SMWB program, the following are recognized as minority groups:

- **African American:** Persons having origins in any of the black racial groups of Africa.
- **Asian:** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands, or persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Maldives Islands, Bhutan, or Nepal.
- **Hispanic American:** Persons of Mexican, Puerto Rican, Cuban, Spanish or Central or South American origin.
- **Native American:** Persons having no less than 1/16 percentage origin in any of the American Indian Tribes, as recognized by the United States Department of Indian Affairs and as demonstrated by possession of personal tribal role documents, to include persons who are Eskimos, Aleuts, or Native Hawaiians, for all SCTRCA purposes.

Relevant Marketplace: The geographic market area affecting the SMWB Program as determined for purposes of collecting data for the prior and any future Disparity Study, and for determining eligibility for participation under various programs established by this Policy. The Relevant Marketplace consists of the following Texas counties: Bexar, Comal, Guadalupe, Hays, Kendall, Travis, and Williamson.

Woman-owned Business Enterprise (WBE): A business structure that is Certified by the Texas Historically Underutilized Business (HUB) Program or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by a woman or women who are legally residing in or citizens of the United States.

Web Submittal of Sub-Contractor/Supplier Payment Reports:

The Contractor will be required to electronically report the actual payments to all sub-contractors and suppliers utilizing the Subcontractor Payment and Utilization Reporting (S.P.U.R.) System, beginning with the first SAWS payment for services under the contract, and with every payment thereafter (for the duration of the contract). Electronic submittal of monthly subcontractor payment information will be accessed through a link on SAWS' "Business Center" web page. This information will be utilized for subcontractor participation tracking purposes.

The Contractor and all subcontractors will be provided a unique log-in credential and password to access the SAWS subcontractor payment reporting system. The link may also be accessed through the following internet address: <https://saws.smwbe.com/>