

Contract Administration Department

Solicitation Submittal Tip List



All Solicitations

- Review and understand the solicitation documents to include scope, specification plans and requirements;
- Ask questions or clarification regarding the solicitation, if needed, during the permitted timeframe for questions;
- Respond to **ALL** solicitation questions honestly, directly and concisely;
- Ensure the submittal is well organized and includes all the requested information listed in the solicitation documents;
- Use bullet points, tables and photographs in the submittal to convey information in a concise and organized manner;
- Ensure consistency in the format of the submittal;
- Ensure all documents requiring a signature are signed by individual with signature authority;
- Submit the submittal by the designated deadline;
- Attend pre-bid/pre-submittal conferences when available.
- If bid price proposal is required, ensure amounts are correct;
- Use checklists in solicitation to ensure all required documents are included in submittal.
- Acknowledge all addendums/amendments issued for solicitation.
- Include a Table of Contents with the submittal.

Request for Proposals (RFP), Request for Qualifications (RFQ) and Request for Competitive Sealed Proposals (RFCSP)

- Follow the solicitation format provided in the submittal checklist and/or table of contents;
- Adhere to the page limits, as outlined in the solicitation;
- Tailor the entire submittal to the specific project or scope of work;
- Provide comprehensive and detailed descriptions of recently completed projects and the required information, as requested in the solicitation document;
- For recently similar completed projects, highlight various SAWS projects, but do not limit it only to SAWS projects. Provide a wide variety of applicable projects of similar scope/size/budget as those outlined in the solicitation document. The use of direct correlations and relevancy to other projects is encouraged;
- Include complete references, such as, accurate owner contact information, email and phone numbers and other information requested in the solicitation;
- Provide detailed resumes and organizational charts of proposed team members, as outlined in the solicitation;
- Tailor the narrative responses to the specified project or scope of work in the solicitation and clearly identify which team members directly will be working on the specified project;
- When responding to the Evaluation Criteria within solicitation, address each of the criteria as it is identified in the Response Format and the bulleted items within that criteria in the order it is found in the solicitation;
- Use the latest versions of forms or additional forms included with Addendums/Amendments;
- **RFP/RFCSP only**– Ensure price proposal is accurate and included in the required format as specified in solicitation.

Small Business Opportunities Program (SBOP)

- All subcontractors/subconsultants/suppliers listed in the organizational chart should also be listed in the Good Faith Effort Plan. ***Please include subcontractors/subconsultants/suppliers that are not small, minority, or woman-owned businesses (SMWBs).***
- Aspirational SBOP Goals: Set on a contract-by-contract basis if there is availability of SMWB-certified companies.
- Always complete, sign, and submit the required Good Faith Effort Plan;
- Every SMWB-certified company included in the Good Faith Effort Plan must be certified by the South Central Texas Regional Certification Agency or by the Texas Historically Underutilized Business Program, and have an office or equipment yard located within one of the following counties: Bexar, Comal, Guadalupe, Hays, Kendall, Travis, or Williamson.
- Ensure the dollar amount or percentage listed for a particular subcontractor/subconsultant/supplier in the Good Faith Effort Plan is the actual amount of the contract with the subcontractor/subconsultant/supplier.
- If you have questions or need a list of SMWB-certified subcontractors/subconsultants/suppliers, please contact the SBOP Manager, Marisol V. Robles, at marisol.robles@saws.org or 210-233-3420, or sbop@saws.org.

For Bidding/contract opportunities visit: http://www.saws.org/business_center/contractsol/index.cfm

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