



**VENDOR
ACADEMY**

Request for Proposals (RFP) Process

Sandy Brandt, Procurement Manager

Blake Martin, Procurement Specialist IV

Presenters



VENDOR
ACADEMY

Sandy Brandt

Procurement Manager

Financial Services Department



Sandy.Brandt@austintexas.gov



(512) 974-2870

Blake Martin

Procurement Specialist IV

Financial Services Department



Blake.Martin@austintexas.gov



(512) 974-1714

Agenda



- Texas Government Code
- What is an RFP?
- RFP Solicitations:
 - Goods and Services
 - Construction - Competitive Sealed Proposal (CSP), Construction Manager at Risk (CMAR)
- Solicitation Process
- Successfully Responding to an RFP
- Contract Execution
- Post Contract Execution
- Procurement Programs



Texas Government Code



VENDOR
ACADEMY

- Texas Local Government Code (LGC), Chapter 252. Purchasing and Contracting Authority of Municipalities
- Texas Government Code Chapter 2269. Contracting and Delivery Procedures for Construction Projects.



What is an RFP?



- Request for Proposals
- Price is usually not the primary evaluation factor.
- Criteria and weighting announced in solicitation
 - Experience, schedule, approach to project, etc.
- Best value based on evaluation criteria
- Allows for the negotiation of some contract items, including price, schedule and scope prior to contract award.
- May include a provision for the negotiation of best and final offers.
- May be a single-step or multistep process.

RFP Solicitations

- Goods and Services
- Construction – Alternative Delivery Methods based on “best value” criteria (Alternative to the traditional design/bid/build – low bid method) solicited as an RFP:
 - Competitive Sealed Proposal (CSP) – Start with Completed Design, One contractor who provides “best value”.
 - Job Order Contracting (JOC) – CSP Solicitation, Assignment based contract.
 - Construction Manager-at-risk (CMAR) – Two Separate contracts (The Designer and a CMAR Contractor), collaborative delivery.

- Published to Austin Finance Online (AFO)
- Public meeting to introduce project, review process, discuss criteria, introduce authorized contacts, Q&A
- Offers submitted through eResponse
- Solicitation Due Date – log of offers posted on Austin Finance Online
- Evaluation of responses
- Recommendation for award posted on Austin Finance Online
- Negotiations
- Council approval
- Contract execution



Successfully Responding to an RFP

- Comply with the Anti-Lobbying Ordinance
- Know the Authorized Points of Contacts
- Attend Pre-Response (Pre-Offer) Meetings
- Austin Finance Online (AFO)
 - Effective October 1, 2023 – eResponse only
 - Make sure you're registered through Vendor Registration
 - eResponse Instructions in Solicitation
 - Do not wait until last minute to upload your response to the solicitation
 - Solicitation file size upload limitations and number of files
 - Contact SMBR for questions prior to submittal
 - Submit all required documentation
 - Read solicitation carefully, including addenda and protest process
 - Ask questions during Q&A period
- Follow requirements of M/WBE Procurement Program (Compliance Plan, Good Faith Efforts)

Post Contract Execution



- Contract kick off meeting (Project Kickoff Meeting)
 - Meet project team
 - Discuss expectations and how the contract will work
- Contract Management
 - Amendments, Change Orders and Request for Change (RFCs)
 - Deliverables
 - Disputes
 - Invoicing
 - Project Closeout

Procurement Programs



VENDOR
ACADEMY

MBE/WBE Program

Living and Prevailing Wage Programs

City of Austin Wage Theft Program

(Construction)

- Construction Training Program (CTP)
- Contractor Performance Evaluation (CPE)
- Quick Pay Program
- Mobilization Prompt Payment Program

(Goods and Services)

- Local Business Preference
- Small Business Preference

Questions

For more information contact:

Sandy Brandt, Procurement Manager

Sandy.Brandt@austintexas.gov

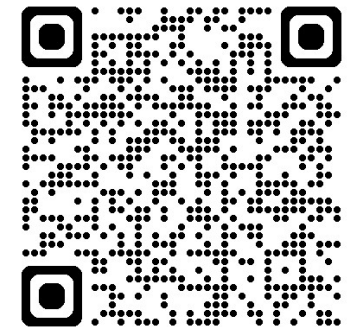
For more information contact:

Blake Martin, Procurement Specialist IV

Blake.Martin@austintexas.gov



VENDOR
ACADEMY





VENDOR
ACADEMY

Please Complete the Survey



<https://forms.office.com/g/tpiAmn8fjA>