

14th Annual Doing Business Texas Style Spot Bid and



Preparing a Winning Proposal

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Questions and Answers

Q1. How does a small business that is only responding to a part of an RFP know which parts are required to resubmit. versus the entire RFP packet?

Response 1: If you are referring to submitting a bid for a subcontract, once you submit that to the Prime it is the Prime's responsibility to provide any clarifications to the ordering entity, and if it involves your bid for a subcontract, the Prime should contact you for any needed clarifications. If you are speaking to providing information to the Prime to include in the the Prime Respondent's submittal, same answer.

Response 2: It is important that you attend the pre-bid or email the purchaser (within the allotted time). If they are intending the responses to be sectioned out, they will state that in the solicitation. If they are intending the portion to be awarded as a subcontracting opportunity you will need to make sure you know who the prime respondents will be so the pre-bid is important.

Q2. When an RFP has a multiple part question within a question, do you prefer that we answer them all in one or two paragraphs. Or is it better to separate out each question into its own subsection so that it is clear we are responding to all of the questions asked.

Response 1: It is best to separate the answers out so that it is clear you addressed all of the requirements and questions.

Response 2: It is also important to question the purchaser only during the question period and those questions are accepted by email only.

Q3. A lot of effort is put in to response and we try not to use boilerplate. I do wonder truly how much of our narrative is read?

Response 1: Evaluators are trained to read the entire proposal response in order to evaluate fairly and professionally.

Response 2: it is also important to request a bid review or debrief to be sure you know what you can do better next time.

Q4. Some RFPs provide the scoring rubric and sometimes the scoring rubric is different from other sections in the RFP, like the proposal requirements or statement of work. Which should you write to when pressed for page and/or character limits?

Response: 1) If the scoring rubric is different than what is stated in the RFP you should address that with a question to the ordering entity 2) you should address the evaluation criteria associated with defined value factors.

Q5. Is there online template in HUB Dashboard to fill an RFP and upload documents if needed?

Response: No, this would be impractical. Every ordering entity will have their own RFP template.

Q6. If you are a HUB Certified company, do you need a HUB Plan?

Response 1: Yes. This is a common question. If you are the Prime Respondent to a solicitation that requires a HSP (>\$100K) then you must complete a GFE for your subcontracting needs.

Response 2: If you are a HUB Prime responding to a solicitation that is valued at \$100k or more, you still need to complete an HSP and provide the good faith effort (GFE) for each subcontracting opportunity.

Q7. Can you repeat the Best Value defining document location please?

Response: Best Value is described here: [Texas Government Code 2155.074](#).

Q8. If we are a HUB and can execute the contract as a HUB, I guess this will be covered in the HSP talk tomorrow?

Response: If you are a HUB and will be completing 100% of the contract with your own employees, equipment and supplies, you will complete the HSP as SELF_PERFORMING.

Q9. We are a janitorial company and self-perform 100% of the work. Would we need to find a HUB for our chemical supplies?

Response: More than likely yes, as supplies would be a large part of the contract. The solicitation should contain a list of 'probable' subcontracting needs; if not, ask the ordering entity.

Q10. Can you give examples of minority/women owned trade groups that get notifications?

Response: The trade associations will be different for each type of item or service being procured, and the location of the items or services being rendered. For example, for construction, a local minority/trade association affiliated with General Contractors would suffice. The HSP in the RFP should provide a list of recommended associations to contact. If not, ask the question to the single point of contact for that solicitation or the agency's HUB contact listed in the RFP.

Q11. with the HUB effort description what is the difference between 1 & 2. If you state that 100% of your subcontracting will be BUT if the 100% doesn't meet the goal does 1. still allow?

Response: The difference between the two Good Faith Effort (GFE's) are: one is that you will utilize 100% certified HUB vendors for ALL of your subcontracting needs, and the other GFE is that you have utilized enough certified HUB vendors to meet the stated % goal for usage of your subcontracting needs.

Q12. How do we know if the entity made the award?

Response: Each entity will have their own policy about this, some like HHSC will send the tabulation out to respondents upon award and some don't. Best practice is to contact the single point of contact (typically the Purchaser) stated in the solicitation and make an inquiry. You may receive a direct answer, or you may be directed to submit an Open Records Request. You can also check the Electronic State Business Daily (ESBD) in TxSmartBuy for the award posting, by typing in the solicitation number and selecting 'Award'. HB2581 of the 87th Legislature (current session) has passed and will require state agencies to send the tabulation to 'offerors' (or respondents) within seven (7) days after contract award for construction solicitations advertised under TGC2269. The notice does not apply to subcontractors.

Q13. I get random e-mail invitations to submit bids for services that I don't provide. The contractor is probably trying to show GFE as I am a HUB. How should I respond to them?

Response: There could be several reasons for this: first, check your profile on the CMBL as to what items or services you provide; you may have your firm listed in that specific Class/Item Code and that is why you are receiving inquiries. If this is the case you should revise your CMBL profile. Another reason could be error on the part of the Prime Respondent. A third reason could be a tactic used by the Prime to 'count on' the fact that you will not respond as a HUB. In the case of the second and third reasons, you should contact the Prime and advise them that this is not a good or service you provide. Be aware that entity HUB Coordinator, when checking the submitted HSP for accuracy, also check this aspect of the Prime's submitted HSP for GFE compliance.

Q14. Will a sub be required to fill out the RFP?

Response: No, this is the responsibility of the Prime to respond to the ordering entity.

Q15. We have participated in two RFPs this year, but we don't know where we can see the final decision or award from the entity. I wonder if the entity sends any notification or not.

Response: Each entity will have their own policy about this, some like HHSC will send the tabulation out to respondents upon award and some don't. Best practice is to contact the single point of contact (typically the Purchaser) stated in the solicitation and make an inquiry. You may receive a direct answer, or you may be directed to submit an Open Records Request. You can also check the Electronic State Business Daily (ESBD) in TxSmartBuy for the award posting, by typing in the solicitation number and selecting 'Award'. HB2581 of the 87th Legislature (current session) has passed and will require state agencies to send the tabulation to 'offerors' (or respondents) within seven (7) days after contract award for construction solicitations advertised under TGC2269. The notice does not apply to subcontractors.