



FINANCE DEPARTMENT

HOW TO RESPOND TO AN RFP/RFQ/RFCSP

Definition & Procurement Methods

The City of San Antonio utilizes competitive procurement methods allowing the City to consider a variety of factors; other than price, when selecting a respondent for award such as, qualifications, experience, innovations, creativity, and project approach. These are known as discretionary solicitations (i.e., Request for Proposals, Request for Competitive Sealed Proposals, Request for Qualifications).

Request for Proposals	Request for Competitive Sealed Proposals	Request for Qualifications
<ul style="list-style-type: none"> • procurement of consulting and other professional services • Examples include consulting, accounting, revenue, concession contracts 	<ul style="list-style-type: none"> • procurements of goods or non-professional services, including, but not limited to insurance and high technology • Examples include janitorial services, lawn maintenance services, food services, technology solutions 	<ul style="list-style-type: none"> • procurement used when selection is based solely on competence and qualifications; price cannot be considered • Examples include professional engineering

Key Components of an RFP/RFCSP/RFQ

Solicitation Elements	<ul style="list-style-type: none"> ▪ Background ▪ Scope of Services/Term of Contract ▪ Pre-Submittal Conference/Site Visits ▪ Proposal Requirements ▪ Submission of Proposals ▪ Restrictions on Communication ▪ Evaluation Criteria ▪ Award of Contract and Reservation of Rights ▪ Schedule of Events
Evaluation Criteria	<ul style="list-style-type: none"> • Experience, Background, Qualifications • Proposed Plan • Pricing/Compensation • Small Business Economic Development Advocacy Program, if applicable • Local Preference Program, if applicable • Veteran-Owned Small Business Preference Program, if applicable
Necessary Forms	<ul style="list-style-type: none"> • General Information Form/References • Contracts Disclosure Form & Litigation Disclosure Form • Pricing/Compensation Schedule • SBEDA forms, if applicable • Local Preference Program Forms, if applicable • Veterans Preference Program Forms, if applicable • Signature Page & Proposal Checklist

How to maximize your POINTS

Experience, Background and Qualifications	<ul style="list-style-type: none"> • Typically, 20-30 points • Include key personnel and resumes; org charts are OK, but be specific on the team spearheading the project • Speak to specific and direct past experience; don't generalize
Proposed Plan	<ul style="list-style-type: none"> • Typically, 20-30 points • Restate the issue; show your understanding of the needs and sell the solution • Hit key points and address all areas of SOW, scope requirements • Map your timeline, address the milestones, expected deliverables
Pricing/Compensation Schedule	<ul style="list-style-type: none"> • Typically, 15-20 points • Propose price according to schedule • Pay attention to the format; non-conforming pricing could negatively impact score • If options are available, note/price them separately • Avoid use of price ranges, be specific

- SBEDA, Local Preference, Veteran Owned Small Business Preference points vary by procurement type and industry category
- Points are specific to program requirements; respondents should refer to the solicitation document for specific information on points, eligibility and application

Do's & Don'ts When Responding to an RFP/RFCSP/RFQ

DO'S	DON'TS
<ul style="list-style-type: none"> • Read the RFP, understand the elements of the RFP and scoring • Tailor the response to the proposal; show that you understand the needs/expectations and how your strategies and abilities will meet them • Compose your proposal in such a way that it puts the appropriate emphasis on the points allotted within the various criteria; make your points count • Follow the requested formatting stated in RFP • Attend any pre-proposal conferences or conference calls • Provide a professional looking proposal response • Be specific in your firm's qualifications and direct experience • Stress your solution and your strength • Complete the pricing/compensation schedule as provided. If proposing options, clearly identify any exclusions or purchaser obligations that will affect the bottom line cost 	<ul style="list-style-type: none"> • Ignore the terms, conditions or requirements of the RFP • Generalize or provide a template-like response • Ignore the scoring criteria, the format requirements or order of requested documents • Forget to use the checklist • Forget to proofread the proposal response to eliminate last-minute mistakes • Make assumptions rather than ask questions • Circumvent the POC listed in the RFP document • Forget to check City website for updates and addenda • Forget to sign your submittal • Be late in turning in your response!

Questions?

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