TIPS FOR A SUCCESSFUL PROPOSAL SUBMISSION

Felicia Ansley
Assistant Director, Contracts and Purchasing Division

December 2020
The following tips are to help proposers avoid common administrative mistakes when submitting a proposal for personal services to the Harbor Department.
Read the Checklist carefully

- Make sure that you refer to the Proposal Submission Checklist in the Request for Proposals (RFP) document, so that all of the required documents and/or areas are addressed.
Small Business Enterprise Program Requirement

• If the opportunity has a 25% Small Business Enterprise (SBE) mandatory participation requirement, and the Prime consultant is a certified SBE, the mandatory requirement will be deemed as met. You must indicate your firm’s SBE status on both the “Affidavit of Company Status” and “Consultant Description Form”.

• If the Prime consultant is not a certified SBE, the “Consultant Description Form” must indicate that 25% of the project will be awarded to a certified SBE subconsultant (or multiple SBEs, for a total of 25%). Complete the requested information for the subconsultant(s) on the “Consultant Description Form”.

Helpful Tips
Small Business Program Requirement (continued)

- All SBE firms, Prime and subs, must be certified on LABAVN (www.labavn.org) at the time the proposals are due in order to receive credit for meeting the mandatory SBE participation requirement.

- If the opportunity has a 5% mandatory Very Small Business Enterprise (VSBE) participation requirement, the same instructions apply as noted above for SBE participation.

Firms will **not** receive SBE or VSBE credit if they are not certified on LABAVN!

Don’t wait until the last minute to create a profile on LABAVN, apply for certification, or check company statuses!
Small Business Program Requirement (continued)

- Do NOT submit the Proprietary SBE Application with your proposal. It will not be reviewed by POLA staff, nor will it be forwarded to the Bureau of Contract Administration for processing.

- Refer to the “Roadmap for Applicants” page in the RFP regarding Proprietary SBE Application submission.
Affidavit of Company Status form

• Read the category descriptions *carefully* before you complete this form. Ownership status verification for your company will be done on [www.labavn.org](http://www.labavn.org).
• If your company’s LABAVN profile is not correct, it is strongly advised that you log in and update it well in advance of the proposal’s due date!
• To apply for new certifications, refer to the instructions in the RFP.
Consultant Description Form

• Ensure that your form is complete, and that all of the information requested is provided for both your company (Prime) and any subconsultants.

• Certification status for all subconsultants will also be verified using www.labavn.org. Please make sure that what you complete on your form is accurate and matches the sub’s LABAVN profile.

• Codes to use when asked for “Owner’s Ethnicity”:
  
  AA: African American
  APA: Asian Pacific American
  C: Caucasian
  HA: Hispanic American
  NA: Native American
  SAA: Subcontinent Asian American
Local Business Preference Program

• If applicable for the contract opportunity, proposers may receive up to an 8% preference for being a Local Business Enterprise (LBE), or for utilizing LBE subconsultants. Refer to the RFP document, and the “Affidavit of Company Status” form, for the definition of an LBE.

• Proposers are strongly advised to ensure that their LABAVN profile indicates that their company has LBE status. LABAVN will be reviewed by POLA staff before determining whether or not a proposer qualifies to receive an LBE preference.

• For additional information, click here.
Insurance Verification Letter Requirement

- Do **NOT** submit an ACORD® Certificate of Liability Insurance sheet
- Do **NOT** submit a quote from your insurance carrier
- Do **NOT** submit a copy of your current insurance policy

The only acceptable submission for this requirement is a **letter** from your insurance carrier or broker, signed and dated, which includes the verification language described in that section of the RFP document.

Many firms have had their entire proposal deemed as non-responsive because they failed this requirement. Don’t let yours be on that list!
We are happy to answer any administrative requirement questions before your proposal is due, to avoid any potential problems!

Please contact the Contract Administrator for questions about a particular opportunity.