



## Contract Management Department

# Welcome to the Subcontractors Academy!

The City of Austin Contract Management Department (CMD), in partnership with the Austin Area Black Contractors Association (ABCA), U.S. Hispanic Contractors Association de Austin (USHCA), Asian Contractor Association (ACA), Small & Minority Business Resources (SMBR), and Public Works (PWD), is breaking ground with a new educational series, the *Subcontractors Academy*. The Subcontractors Academy consists of a series of seminars and interactive sessions especially designed with the City subcontractors in mind. The goals of the program are to:

1. Ensure all interested subcontractors have access to information, resources and tools they need to be successful in their City construction contracts; and to
2. Provide subcontractors an opportunity to network with, and learn alongside, government contracting officials to gain a better understanding of the City processes, roles, and responsibilities associated with City government contracting.

Classes will be conducted the 4<sup>th</sup> Wednesday of each month beginning February 26, 2014; and are open to City subcontractors and all interested parties.

## Understanding COA's Bid Documents

When the City of Austin wants to buy construction goods or services, it issues a solicitation. Solicitations are documents that make the City's requirements clear so that businesses can submit competitive bids.

As a small business doing work with the City, you'll be responding to solicitations. A solicitation bid package is an often complicated document (or set of documents) to which you develop a responsive proposal. The composition of bid packages is mandated by law. They are typically broken down into several sections. Knowing what's in this package can help you prepare and get the appropriate information and documentation together.

When it comes time to respond to a solicitation, you'll want to be ready because an effective response is critical to winning new business. May's Subcontractors Academy class highlights key elements of the City's solicitation bid package so you can be successful at understanding the contents and winning the contract.

**Date:** Wednesday May 28, 2014  
**Time:** 6:00 PM  
**Place:** One Texas Center - Suite 1045  
**Address:** 505 Barton Springs Road  
Austin, TX 78704  
**Price:** Seminars are free of cost, but space is limited.

For more information, please visit <http://www.austintexas.gov/department/contract-management>, call Marisol Claudio-Ehalt at (512) 974-7026, or email [Marisol.Claudio-Ehalt@AustinTexas.gov](mailto:Marisol.Claudio-Ehalt@AustinTexas.gov)

