

# HSR 103: Won The Bid

## A Summary of what to do BEFORE you sign the Contract/Agreement

### WHAT QUESTIONS SHOULD I KNOW TO ASK BEFORE SIGNING THE CONTRACT?

When considering a procurement, keep in mind the following:

- Read the contract in its entirety
- Understand all aspects of a procurement as it may have a financial impact on your business.
- Understand what it means to be compliant, as many contracts have requirements within the agreement.
- Ask questions to ensure you completely comprehend the scope of the contract.

#### Questions to ask the Prime:

- When does my scope of work show up in the contract?
- What phase of the contract will your scope of work be applicable?
- When will my services be required?
- Should I keep my insurance if there are delays?
- How much notice will I get before the project commences? How will I be notified?
- How will I be notified when the project resumes?
- How long will my services be needed?
- Where will my services be needed?
- When will I be paid?

#### Questions to ask yourself:

- Do I have the necessary resources to fulfill this contract?
- Does my firm need more equipment?
- Does my firm have qualified personnel?
  1. Is my firm financially prepared to take on a specific contract?
  2. Is my firm financially prepared if my scope of work is delayed or decreases?
  3. How will I be notified when the project starts back up again
  4. Do I understand the reporting requirements of my agreement?
- What are the reporting requirements?
  1. How do I submit my invoices?
  2. How do I get paid?

### POST-AWARD CONSIDERATIONS

Once your firm has secured an executed contract, remember:

- Review your contract as you are legally bound to deliver as promised
- Know what your contract says about compliance
- Know the start date of your contract
- Factor in schedules and timelines, unforeseen delays such as change orders and environmental issues
- Understand when reports and other pertinent documents are due, such as invoices and payroll
- Know the payment terms and conditions
- Know who your Primes' Small Business Liaison contact if you have questions or concerns

### HOW DOES THE AUTHORITY DEFINE OVERSIGHT?

Oversight is a hybrid between adhering to federal and state statutes and advocacy which equals, outreach, education and supportive services.

The Authority is committed to providing you with the tools and resources you need to be successful on the high-speed rail project.

Authority Advocacy is:

- Investigation
- Facilitation of meetings between prime and sub

Authority Advocacy is not:

- Enforcement of prompt payment between prime and sub
- Labor/contract dispute resolution



**AVAILABLE RESOURCES**

Below are a few of the free resources available to your company regarding labor relations, payroll requirements, and small business procurement assistance.

**Department of Labor & Workforce Development Agency**

800 Capitol Mall, Suite 5000 (MIC-55)  
Sacramento, CA 95814

1-916-653-9900

[www.labor.ca.gov](http://www.labor.ca.gov)

[email@labor.ca.gov](mailto:email@labor.ca.gov)

**Department of Industrial Relations (DIR)**

2031 Howe Avenue, Suite 100  
Sacramento, CA 95835

1-916-263-1811

<https://www.dir.ca.gov/>

[LaborComm.WCA.SAC@dir.ca.gov](mailto:LaborComm.WCA.SAC@dir.ca.gov)

**NorCal Procurement Technical Assistance Center (PTAC)**

1792 Tribute Rd. Suite 270  
Sacramento, CA 95815

1-916-442-1729

[www.cacapital.org](http://www.cacapital.org)

[ptac@cacapital.org](mailto:ptac@cacapital.org)

**QUESTIONS OR CONCERNS?**

**Small Business Team**

You can submit your questions and concerns to the Authority's SB Team at, [SBprogram@hsr.ca.gov](mailto:SBprogram@hsr.ca.gov) or give us a call at (916) 431-2930.

**Small Business Assistance Form**

Additionally, the Authority requests all major disputes be submitted through the Authority's Small Business Assistance Form.

The Small Business Form is linked directly to our Small Business Advocate and is a method that can help facilitate the following:

- Appeal decisions made by the Authority;
- Investigate issues with an Authority contractor;
- Report concerns regarding payment;
- Escalate concerns regarding small business utilization;
- Request general Small Business Program information and more.



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