

HSR 104: Post-Award

A summary of what to do AFTER you sign a contract/agreement

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, timelines and 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 is should 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-contractor

Authority Advocacy is not:

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

WHO ARE THE KEY PLAYERS?

Listed here are the roles and responsibilities for the key players of an executed contract.

Primes' Small Business Liaison Officer (SBLO)

The SBLO implements all aspects of the Authority's Small Business Program. They are the main contact for potential business opportunities. The SBLO is also the first point of contact for all questions and concerns on an executed contract.

Authority Small Business Advocate (SBA)

The SBA manages the Authority's overall Small Business Program. They are the second point of contact.

Authority Small Business Team

The Authority Small Business Team manages daily operations of the Small Business Program. They are the point of contact for general Small Business Program inquiries.

Authority Small Business Compliance Team

The Authority Small Business Compliance Team monitors and reports on the Small Business Program.

AVAILABLE RESOURCES

Below are a few free resources available to your company:

Department of Labor & Workforce Development Agency

800 Capitol Mall, Suite 5000 (MIC-55)
Sacramento, CA 95814
(916) 653-9900

www.labor.ca.gov
email@labor.ca.gov

Department of Industrial Relations (DIR)

2031 Howe Avenue, Suite 100
Sacramento, CA 95835
(916) 263-1811

www.dir.ca.gov
LaborComm.WCA.SAC@dir.ca.gov

California Capital APEX Accelerator

1792 Tribute Rd. Suite 270
Sacramento, CA 95815

www.cacapital.org/APEX
apex@cacapital.org

VENDOR REGISTRY (CONNECTHSR)

Take advantage of the Prime’s vendor registry in addition to the Authority’s vendor registry, [ConnectHSR](https://hsr.ca.gov/business-opportunities/small-business-program/connecthsr-vendor-registration/) at hsr.ca.gov/business-opportunities/small-business-program/connecthsr-vendor-registration/. Register with all vendor registries!

ConnectHSR is a free online vendor registry resource that provides your business with a quick and easy way to get connected to high-speed rail business opportunities. Registered firms are listed when current and prospective prime contractors/consultants search ConnectHSR for sub-contractors/consultants by trade, region and/or certification type. Registration also allows your business to be notified of high-speed rail procurement opportunities and business-focused events such as Pre-Bids, Meet the Primes and Small Business Workshops. Traininas and more.



Prime Partners

Our Prime Partners also maintain vendor registries. It is encouraged you register your firm with them as well:

CP 1: Tutor/Perini/Zachary/Parsons JV
www.tpzpjv.com/contact/register

CP 2-3 Dragados Flatiron JV
www.dfcp23.com/

CP 4: California Rail Builders
www.californiarailbuilders.com

Program Delivery Services: AECOM-FLUOR Team
aecomfluorpds.com

Early Train Operator: Deutsche Bahn
www.db-engineering-consulting.de/db-ec-en

WHAT HAPPENS WHEN MY PRIME IS NOT COMMUNICATING WITH ME?

If your prime is non-responsive, below are options available to you based on the severity of the issue.

Small Business Team

For Small Business general inquiries and help, contact the High-Speed Rail Authority Small Business Program at 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 Assistance 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; and
- Request general Small Business Program information and more.



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