

**Project Name: Public Photocopying Printing Vending Service**

**Pre-Submittal Date: September 25, 2013**

**SBEDA Affirmative Procurement Initiatives: SBE Prime: 20 points & M/WBE Subcontracting: 10%**

**I. SBE Prime Contract Program**

- Small Business Enterprise (SBE) prime respondents certified with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area (SAMSA) *for at least one year* proposing at least 51% SBE utilization are eligible to receive **twenty (20)** SBEDA evaluation preference points.
- **No evaluation criteria percentage points will be awarded to non-Small, Minority/Women – Owned Business Enterprises (non-S/M/WBE) prime respondents by subcontracting to certified S/M/WBE firms**

**II. Subcontracting Program**

- **10%** must be subcontracted to certified Minority and/ or Women-owned Business Enterprises (M/WBEs) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **Certified M/WBE's must also be certified SBE's**
- Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response (Subcontractor/Supplier Utilization Form)
- Failure of a respondent to submit the Subcontractor/Supplier Utilization Form or meet the subcontracting requirement will deem its response NON-RESPONSIVE
- **M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal**
- Respondents **must** submit their Utilization Plan with their bid response

**III. Eligibility Criteria**

1. Certified through the South Central Texas Regional Certification Agency (SCTRCA) : SBE or SBE and MBE/WBE
2. Perform a commercially-useful function (*see definition in the solicitation*)
3. Headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year
4. Submit the Subcontractor/ Supplier Utilization Plan with bid response

SBEDA staff can assist with priority certification while the solicitation is open. For additional information, contact Shuchi Nagpal at 210.207.0071 or [Shuchi.Nagpal@sanantonio.gov](mailto:Shuchi.Nagpal@sanantonio.gov)

**IV. Waivers & Exceptions**

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent/ Vendor Subcontracting Waiver Request* form **with** the solicitation response
  - Form is available at <http://www.sanantonio.gov/SBO/Forms.aspx>
  - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
  - Please refer to the Good Faith Effort Tips Sheet for SBEDA waiver for additional information on how to complete a *Respondent/Vendor Subcontracting Waiver*  
<http://www.sanantonio.gov/Portals/0/Files/SBO/Forms/GFETips07232013FinalVersion.pdf>
- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form **with** the solicitation response
  - Form available at <http://www.sanantonio.gov/SBO/Forms.aspx>
  - Exception request must fully document why:
    - ◆ Value of contract is below \$50,000;
    - ◆ No commercially-useful subcontracting opportunities exist; or
    - ◆ Type of contract is outside scope of the SBEDA Ordinance

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**V. Certified Vendor Information**

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorlisting.aspx> to view or download a listing of certified and non-certified vendors registered with the City. For assistance please call (210) 207-0071.

**VI. Central Vendor Registry (CVR)/San Antonio eProcurement System (SAePS)**

- All contractors/consultants and their subcontractors/ sub-consultants wishing to do business with the City must first register in the CVR/ SAePS
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118