Project Name: 2013-2015 Task Order Contract for Storm Water Projects, Package IX
Pre-Submittal Date: May 16, 2013
SBEDA Affirmative Procurement Initiative: 20% SBE Subcontracting Goal; 13% M/WBE Subcontracting Goal

I. Subcontracting Program

- **20%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **13%** must be subcontracted to certified M/WBE(s) 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 Commitment Form)
- Failure of a respondent to submit the Subcontractor/Supplier Utilization Commitment Form or meet the subcontracting requirement will deem its response nonresponsive
- Awarded firm is required to submit the Subcontractor/Supplier Utilization Plan to CITY on a quarterly basis from the date of execution of any contract resulting from this solicitation (except for the last quarter of this contract term, during which my firm shall submit for each accepted task order).
- To qualify as an M/WBE pursuant to the SBEDA Ordinance, a vendor must also be an SBE; thus, participation of a qualifying M/WBE subcontractor will also count toward meeting an SBE subcontracting goal.
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- ***M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal***

II. Eligibility Criteria

- Eligibility Certification:
  - SBE
  - SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
  - Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform commercially-useful function
- Be considered small under SBA size standards for specific industry category of work being proposed
- 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
- SBEDA staff can assist with priority certification while solicitation is open
- For additional information, contact Catherine Olukotun at 207-8088 or catherine.olukotun@sanantonio.gov

III. Waivers & Exceptions

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response
  - Form is available at www.sanantonio.gov/edd/SmallBusiness/
  - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
- 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 www.sanantonio.gov/edd/SmallBusiness/
  - 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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IV. Central Vendor Registry (CVR) / San Antonio Electronic Procurement System (SAePS)

- All contractors/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