

I. Subcontracting Program

- **12%** 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 Commitment Form)
- Failure of a respondent to submit the signed Subcontractor/Supplier Commitment Form will deem its response NON-RESPONSIVE
- Awarded firm is required to submit a Subcontractor/Supplier Utilization Plan to the CITY on a **quarterly basis** based on the Small Business Office's (SBOs) job order, on-call, and/or indefinite delivery contracts reporting schedule resulting from this solicitation (except for the last quarter of this contract term, during which the firm shall submit for each accepted task order)
- **M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal**
- Respondents **must** submit the Subcontractor/Supplier Commitment Form with their bid response

II. Eligibility Criteria

1. Certified through the South Central Texas Regional Certification Agency (SCTRCA): 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 Commitment Form with bid response

SBEDA staff can assist with priority certification while solicitation is open. For additional information, contact Shuchi Nagpal at 210.207.0071 or Shuchi.Nagpal@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/ 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

IV. 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

Project Name: FY 2014 Task Order Contract for Bike Facilities

Pre-Submittal Date: September 19, 2013

SBEDA Affirmative Procurement Initiatives: 12% M/WBE subcontracting

V. 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