

I. Small Business Economic Development Advocacy (SBEDA) Program API's Applied:

- **M/WBE Subcontracting Program** - 20% must be subcontracted to certified M/WBE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
- **AABE Subcontracting Program** - 1% must be subcontracted to certified AABE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
 - ◆ All M/WBE(s) and AABE(s) must also be certified as SBE
- Respondents must demonstrate their commitment to meeting the subcontracting goals by submitting a signed **Subcontractor/Supplier Utilization Plan** form with their response
 - ◆ Failure of a respondent to submit the **Subcontractor/Supplier Utilization Plan** form or meet the subcontracting goals will deem its response NON-RESPONSIVE
- Only first tier certified M/WBE(s) and AABE(s) will count toward the subcontracting goals
- ***M/WBE Prime participation does NOT count toward the Subcontracting goals***

II. Eligibility Criteria

- Certified through the South Central Texas Regional Certification Agency (SCTRCA) as: SBE and MBE/WBE (AABE/ABE/HABE/NABE/WBE)
- Headquartered in the SAMSA or demonstrate "significant business presence" in the SAMSA (20% of total company employees regularly based in the SAMSA for at least one year) (SAMSA counties are: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson)
- SBEDA staff can assist with priority certification while solicitation is open

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: <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 is 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. Central Vendor Registry (CVR) / San Antonio eProcurement System (SAePS)

- All contractors/consultants (Prime or Sub) 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

V. COSA Vendor Listing

- 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 to download a listing of certified and non-certified vendors registered with the City.

Good Faith Effort Tips for SBEDA Waivers

1. Attend Pre-Submission Meeting: Bidder should indicate whether they attended the relevant pre-bid conference.

Tip: To receive credit for attending a pre-bid meeting, the attendee must be a person who will be directly involved with the project (i.e., owner, project manager, estimator, etc.). The Economic Development Department's (EDD) Small Business Office (SBO) will obtain a copy of the sign-in sheet to confirm attendance.

2. Subdivide the Work: Bidder should demonstrate subdivision of the work into commercially useful disciplines or work elements that can be economically performed by S/M/WBEs, when feasible. It is the bidder's responsibility to demonstrate that sufficient work was made available to S/M/WBEs to meet specified SBEDA requirements.

Tip: The work should be subdivided into categories or disciplines to allow for maximum SBE and M/WBE participation. For example:

<i>Project Name:</i>	<i>San Antonio Blvd. Sidewalks and Traffic Signal Project</i>
<i>Work Elements:</i>	<i>Existing Curb and Sidewalk removal – 20%</i>
	<i>New Curb and Sidewalk construction – 35%</i>
	<i>New Traffic Signal Installation – 30%</i>
	<i>Hauling Services – 10%</i>
	<i>Landscaping – 5%</i>

3. Advertise: Bidder should advertise in general circulation, trade publications, or minority/women's business focused media for S/M/WBE subcontractors at a reasonable time prior to the bid due date. A copy of the advertisement, showing the advertisement date(s), name of publication, type of work and amount of work being solicited, must be provided.

Tip: A copy of the advertisement should be submitted, including the date(s) of advertisement and name of publication.

4. Use Public Databases and Minority/Women's Business Focused Organizations/Services: Bidder should provide evidence of using the City's Central Vendor Registry, the South Central Texas Regional Certification Agency (SCTRCA), and other organizations' vendor directories/ listings to solicit S/M/WBE subcontractors.

Tips: a.) Bidders may request a list of potential S/M/WBE subcontractors from the EDD's SBO or the Capital Improvements Management Services Department's (CIMS) Small Business Division; b.) SCTRCA's online listing of S/M/WBEs is available at www.sctrca.org; c.) Bidders may use the services and assistance of the SBA, local chambers of commerce, S/M/WBE business associations, and other local outreach programs for locating and contacting S/M/WBEs; d.) To confirm a potential S/M/WBE subcontractor meets the City's SBEDA program eligibility, the bidder may contact EDD's SBO or the CIMS Small Business Division.

5. Provide Relevant Information to Small Businesses: Provide documentation that bidder provided S/M/WBEs with information about the requirements of the contract, solicitation timing, and how to obtain plans and specifications, at a reasonable time prior to the bid due date.

Tip: Providing this information in the ad copy, emails and/or fax correspondences during S/M/WBE outreach efforts satisfies this requirement.

6. Directly Solicit Small Businesses: Provide documentation of directly soliciting S/M/WBE subcontractors. Copy of emails and fax notices sent directly to SBEs and M/WBEs should be provided. A direct solicitation may include the type of work, amount of work, and a brief specific description of the work being solicited.

Tip: Send email or fax to S/M/WBEs detailing the specific scope of work determined would lend to a subcontracting opportunity. Follow-up with a call to the S/M/WBEs to make sure they received your email or fax (some emails go directly to spam boxes). Document the S/M/WBE company name, contact person, phone number/email address, certifications, result of contact (left message, no answer, etc.) bid received and reason for rejection.

7. Offer Assistance: Provide documentation that bidder has offered to assist S/M/WBEs in obtaining bonding, insurance or equipment.

Tip: Submitting the offer to assist with bonding/insurance/equipment included in the ad copy, emails and/or fax correspondences during S/M/WBE outreach efforts satisfies this requirement.

8. Document bid and negotiation results: Bidder should negotiate in good faith with interested S/M/WBEs. For any negotiations with S/M/WBEs which were unsuccessful and/or bids received but not accepted, the bidder should document the unsuccessful S/M/WBE subcontractor's company name, telephone number, contact person, price bid (if applicable), and the reason for rejecting the bid.

Tip: If price was the reason for rejecting the bid, the bidder should document the price bid by both the rejected S/M/WBE subcontractor and the accepted low bidder for that particular scope of work.