Project Name: Fire Station #28
Pre-Submittal Date: January 4, 2012
SBEDA Affirmative Procurement Initiative: 30% SBE Subcontracting Goal

I. SBE Subcontracting Program

- **30%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response
- Failure of a respondent to demonstrate their commitment to meet the subcontracting requirement will deem its response nonresponsive

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
- Submit **Subcontractor/Supplier Utilization Comittment Form** with response (failure to do so will deem bid non-responsive)
  - Awardee will be required to complete and submit Subcontractor/Supplier Utilization Plan form once final negotiations are complete
- SBEDA staff can assist with priority certification while solicitation is open
- For additional information, contact Ruben Flores at 210.207.3923 or ruben.a.flores@sanantonio.gov and/or Brenda Navarro at 210.207.5442 brenda.navarro@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
- For Waivers or Exceptions, contact Aurora Perkins at 210.207.3996 or aurora.perkins@sanantonio.gov

IV. Central Vendor Registry (CVR)

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