

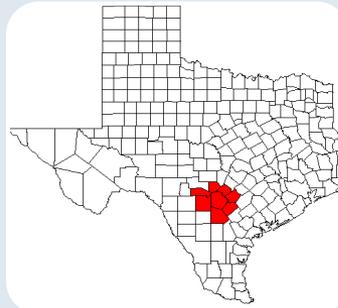
# THIRD PARTY ADMINISTRATOR

SBEDA PRESENTATION

# SBEDA Eligibility



Certified  
by SCTRCA



HQ or  
Significant  
Business  
Presence in  
SAMSA



Registered  
in CVR

# SBEDA Affirmative Procurement Initiatives (APIs)



SMALL BUSINESS BOOTCAMP  
MENTOR/PROTÉGÉ  
PROTÉGÉ  
BONDING ASSISTANCE  
MENTOR  
NEWS  
CONTACT

## BE A MENTOR

**GIVE BACK AND YOU SHALL RECEIVE.**

At first glance, it may seem that being a Mentor is all about give, give, give – and there's no question that your business insight can be a valuable contribution to business development programs. However, there are other rewards than just the thanks you'll get from your Protégé and the business community.

Many firms tell us that preparing to be a Mentor forces them to critically focus on current operations, shake off stagnant routine approaches, explore new technology and consider simplified or streamlined processes. In short, you have an opportunity to improve your business as you help your Protégé improve theirs.

**AS A MENTOR, YOU:**

- Are matched with a Protégé to provide guidance and advice regarding business operations.
- Maintain a working relationship with the Protégé for 24 months.

**YOU ARE ELIGIBLE TO BE A MENTOR IF YOU:**

- Complete an application and questionnaire providing: a brief company profile, operating history, general and specialized areas of operational expertise, activities and accomplishments in supporting small, minority and/or women-owned business enterprises.
- Submit a detailed plan to provide the necessary time and resources to ensure a successful Mentor/Protégé relationship.
- Attend an orientation session describing the roles and expectations for each respective partnership.
- Commit to work with the Protégé for 24 months.

APPLY NOW TO BE A MENTOR PARTICIPANT

City of San Antonio  
Mentorship Incentive Commitment Form

Solicitation Name: **Retiree Health Benefits**

Respondent Name: \_\_\_\_\_

In responding to this solicitation, Respondents certifying their commitment to serve as Mentors in the City of San Antonio's Mentor Protégé Program will receive five (5) evaluation criteria preference points.

For joint venture Respondents, each joint venture partner must initial, sign and submit a "Mentor Commitment Form" in order for the joint venture Respondent to receive the five (5) evaluation criteria preference points.

Initial each statement and sign below:

I understand that by committing to serve as a Mentor in the City of San Antonio Mentor Protégé Program, my firm will be placed in a Mentor pool for a period of two (2) years, beginning from the date below, even if my firm or joint venture is not selected for contract award.

I understand that unless I have already completed a Mentor-Protégé Program Mentor Application, I commit to doing so within seven (7) days from the date below.

I understand that by committing to serve as a potential Mentor, it is my firm's responsibility to, and the City's expectation that it will meet the program criteria if selected by the Mentor-Protégé Program Administrator to enter into a Mentor-Protégé agreement.

I understand that if my firm is selected to serve as a Mentor, it will be committing to Mentor a Protégé firm for a period of two (2) years from the date of entering into a Mentor-Protégé agreement.

The City of San Antonio Mentor-Protégé Program is administered by the Alamo Community College District.  
To apply for the Mentor-Protégé Program, please visit the Mentor-Protégé web site at:  
<https://besanantonio.com/mentor-protége/>

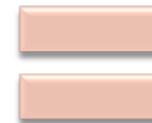
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

Revised 11/22/2013

## Mentorship Incentive



5  
points



City of San Antonio  
Mentorship Incentive Commitment Form

Solicitation Name: **Third Party Administrator**

Respondent Name:

In responding to this solicitation, Respondents certifying their commitment to serve as Mentors in the City of San Antonio's Mentor Protégé Program will receive five (5) evaluation criteria percentage Points.

For joint venture Respondents, each joint venture partner must initial, sign and submit a "Mentor Commitment Form" in order for the joint venture Respondent to receive the five (5) evaluation criteria percentage Points.

Initial each statement and sign below:

I understand that by committing to serve as a Mentor in the City of San Antonio Mentor Protégé

**I understand that unless I have already completed a Mentor-Protégé Program *Mentor Application*, I commit to doing so within seven (7) days from the date below and that failing to do so will result in my response not receiving the five (5) evaluation criteria preference Points.**

I understand that by committing to serve as a potential Mentor, it is my firm's responsibility to, and the City's expectation that it will meet the program criteria if selected by the Mentor-Protégé Program Administrator to enter into a Mentor-Protégé agreement.

I understand that if my firm is selected to serve as a Mentor, it will be committing to Mentor a Protégé firm for a period of two (2) years from the date of entering into a Mentor-Protégé agreement.

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<https://besanantonio.com/mentor-protege/>

Signature

Date

Printed Name & Title

# Important Notes

## Respondents may request an Exception from SBEDA

- Submit with response and are subject to SBO approval  
<http://www.sanantonio.gov/SBO/Forms.aspx>

## All primes and subcontractors must be registered in SAePS

- <http://www.sanantonio.gov/purchasing/saeps.aspx>
- For technical assistance please call (210) 207-0118

## Vendor listing available online

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing to view or to download a listing of certified and non-certified vendors registered with the City.  
<http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>

## Assistance available developing proposal, completing the Utilization Plan and priority certification

- Priority certification is not guaranteed before bid closing
- To download the application, please visit the SCRTCA website: <http://www.sctrca.org/>

# CONTACT US



## **David Rodriguez, Sr. Economic Development Specialist**

- [David.Rodriguez3@SanAntonio.gov](mailto:David.Rodriguez3@SanAntonio.gov)
- (210) 207- 0071

## **UTSA PTAC is available to provide assistance to SMWBEs**

- Website: [ptac.txsfdc.org](http://ptac.txsfdc.org)
- Email: [ptac@utsa.edu](mailto:ptac@utsa.edu)
- (210) 458-2458