

City of San Antonio
SBEDA Program
for
Architectural & Engineering Services
for the Plaza de Armas Building
Improvements
Small Business Office
Capital Improvements Management Services Department

Subcontracting Program

- 30% must be subcontracted to SBE (must be designated within SAMSA area)
- 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

Waivers

- Waivers
 - may request, for good cause, a full or partial waiver of a **specified subcontracting goal** by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response.
 - Form available at:
<http://www.sanantonio.gov/edd/SmallBusiness>
 - Waiver Request must fully document subcontractor unavailability despite good faith efforts to comply with the goal

Exceptions

■ Exceptions

- may, for good cause, request 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/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 the scope of the SBEDA Ordinance

Eligibility Criteria

■ Eligibility

- Certification
 - SBE and SBE/MWBE through the South Central Texas Regional Certification Agency (SCTRCA)
 - Headquartered or demonstrate "significant business presence" in the SAMSAs (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson)
- Priority Certification Process
 - SBEDA staff can assist with priority certification while the RFQ is open.
 - Subcontractor must be certified at time of RFQ submittal.

SBEDA Forms

- Subcontractor Utilization Commitment Form (***must be signed and included with RFQ at Phase I***). Failure to include a signed copy will result in bid proposal being deemed as non-responsive.

Questions

- For additional information, contact:

– *Maria Godina (210) 207-5438*

maria.godina@sanantonio.gov

- Complete information on the SBEDA Program

<http://www.sanantonio.gov/edd/SmallBusiness/>
