

City of San Antonio  
SBEDA Program

Design Build for West End Senior  
Center Solar Installation Project

Small Business Office  
Capital Improvements Management Services Department

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SBE Subcontracting Program

- **20%** must be subcontracted to a SBE (must be designated within SAMSA area)
  - SBE Prime participation does NOT count towards the 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

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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

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## 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

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## Eligibility Criteria

### ■ Eligibility

- Certification
    - SBE
    - SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
  - Headquartered or demonstrate "significant business presence" in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson)
- Priority certification process

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## SBEDA Forms

- Subcontractor / Supplier Utilization Plan
  - SBE Prime participation does NOT count towards the SBE subcontracting goal

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## Questions

- For additional information, contact:
    - *Brenda Navarro (210) 207-5442*
    - [brenda.navarro@sanantonio.gov](mailto:brenda.navarro@sanantonio.gov)*
    - SBEDA is allowed to take questions until bid deadline*
  - Complete information on the SBEDA Program
- <http://www.sanantonio.gov/edd/SmallBusiness/>

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