

# City of San Antonio SBEDA Program

Small Business Office  
Capital Improvements Management Services Department

# Subcontracting Program

- 20% 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 SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson)

### – Priority Certification Process

- SBEDA staff can assist with priority certification while the RFQ is open

# SBEDA Forms

- Subcontractor Utilization Commitment Form
  - Failure to include a signed copy will result in bid proposal being deemed as non-responsive.

# Questions

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