

**Project Name:** Design Build for Convention Center Improvements

**Pre-Submittal Date:** June 25, 2012

**SBEDA Affirmative Procurement Initiative:** 35% SBE Subcontracting Goal; 30% M/WBE Subcontracting Goal; Mentor-Protégé Evaluation Preference Points (5pts)

**I. Evaluation Criteria C - Proposed Plan (Section 3 Outreach and Diversity)**

- Attach a two (2) page narrative detailing strategies and practices that have been implemented over the past thirty-six (36) months reflecting their best practices in providing equal business opportunities to subcontractors and suppliers including S/M/WBEs
- Examples of factors and indicators that respondents are requested to document are listed on page 11 of the RFQ

**II. Subcontracting Program**

- **35%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **30%** must be subcontracted to certified M/WBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- Certified M/WBE's must also be certified SBE's
- First and second tier certified SBE(s) and M/WBE(s) will count toward the percentage goal.
- Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response (Subcontractor/Supplier Utilization Commitment Form)
- Failure of a respondent to demonstrate their commitment to meet the subcontracting requirement will deem its response nonresponsive
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- ***M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal***

**III. Mentor Protégé Evaluation Criteria Percentage Points**

- 5 evaluation criteria points will be awarded to respondents committing to serve as Mentors in the City of San Antonio's Mentor Protégé Program.
- Respondent will be placed in a Mentor pool for a period of two (2) years.
- Respondent will not be eligible to receive Mentor Protégé evaluation criteria percentage points for any additional solicitations for a two (2) year period.
- Mentor Protégé program information may be viewed at <http://www.sanantonio.gov/edd/SmallBusiness/>

**IV. 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
- SBEDA staff can assist with priority certification while solicitation is open
- For additional information, contact Maria Godina at 210.207.5438 [maria.godina@sanantonio.gov](mailto:maria.godina@sanantonio.gov)

**V. 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

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- Form is available at [www.sanantonio.gov/edd/SmallBusiness/](http://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/](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 scope of the SBEDA Ordinance
- For Waivers or Exceptions, contact Aurora Perkins at 210.207.3996 or [aurora.perkins@sanantonio.gov](mailto:aurora.perkins@sanantonio.gov)

#### VI. 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