

Project Name: On Call Cost Estimating

Pre-Submittal Date: March 19, 2013

SBEDA: SBE Prime Contractor Program – 10 Evaluation Points, M/WBE Prime Contractor Program – 10 Evaluation Points

I. SBE & M/WBE Prime Contracting Programs

- Certified SBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMSA) responding to this solicitation as the Prime Contractor will receive 10 evaluation criteria percentage points
- Certified MBE or WBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMSA) responding to this solicitation as the Prime Contractor will receive 10 evaluation criteria percentage points
- All M/WBE's must also be certified as SBE's; therefore M/WBE firms responding to this solicitation as the Prime will also be eligible for SBE Prime Contractor evaluation points
- Respondents eligible for the SBE or M/WBE evaluation percentage points must demonstrate their intent to comply with the SBE and/or M/WBE Prime Contractor Program requirements by submitting a signed **Subcontractor/Supplier Utilization Commitment Form** with their response
 - ◆ Failure of an eligible Respondent to submit a signed Subcontractor/Supplier Utilization Commitment Form will not receive the SBE or M/WBE evaluation percentage points
- Awardee will be required to complete and submit Subcontractor/Supplier Utilization Plan Form on a quarterly basis
- Respondents must not subcontract more than 49% of the contract value to non-SBE firms

II. Eligibility Criteria

- Eligibility Certification:
 - ◆ SBE
 - ◆ S/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 David Rios at 210.207.1339 david.rios@sanantonio.gov or Ruben Flores at 210.207.3923 ruben.a.flores@sanantonio.gov

III. 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
 - ◆ Form is available at 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/
 - ◆ 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 David Rios at 210.207.1339 david.rios@sanantonio.gov or Ruben Flores at 210.207.3923 ruben.a.flores@sanantonio.gov

IV. 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