

Project Name: 2014-2015 Reclamation Task Order Contract Package 7

Pre-Submittal Date: November 21, 2013

SBEDA Affirmative Procurement Initiative: SBE Subcontracting 18% & M/WBE Subcontracting 10%

I. Small Business Enterprise (SBE) Subcontracting Program

- **18%** of the total contract value must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- 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 submit the Subcontractor/Supplier Utilization Commitment Form or meet the subcontracting requirement will deem its response nonresponsive
- Awarded firm is required to submit the Subcontractor/Supplier Utilization Plan to the CITY on a **quarterly basis** based on the Small Business Office's (SBOs) job order, on-call, and/or indefinite delivery contracts reporting schedule resulting from this solicitation (except for the last quarter of this contract term, during which the firm shall submit for each accepted task order)
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***

II. Minority and/or Women-Owned Business Enterprise (M/WBE) Subcontracting Program

- **10%** of the total contract value must be subcontracted to certified M/WBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- ***CERTIFIED M/WBEs MUST ALSO BE CERTIFIED AS SBEs***
- 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 submit the Subcontractor/Supplier Utilization Commitment Form or meet the subcontracting requirement will deem its response nonresponsive
- Awarded firm is required to submit the Subcontractor/Supplier Utilization Plan to the CITY on a **quarterly basis** based on the Small Business Office's (SBOs) job order, on-call, and/or indefinite delivery contracts reporting schedule resulting from this solicitation (except for the last quarter of this contract term, during which the firm shall submit for each accepted task order)
- ***M/WBE Prime participation does NOT count towards M/WBE Subcontracting goal***

III. Eligibility Criteria

- Eligibility Certification:
 - SBE
 - SBE and M/WBE (AABE/ABE/HABE/NABE/WBE)
 - Certified through the South Central Texas Regional Certification Agency (SCTRCA)
 - Perform commercially useful function
- 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 but this does not guarantee certification by solicitation close date
- For additional information, contact Shuchi Nagpal at 210-207-0071 or Shuchi.Nagpal@sanantonio.gov

IV. 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 **after the contract is awarded**
 - Form is available at <http://www.sanantonio.gov/SBO/Forms.aspx>
 - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal

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- Please refer to the Good Faith Effort Tips Sheet for SBEDA waiver for additional information on how to complete a *Respondent/Vendor Subcontracting Waiver* :
<http://www.sanantonio.gov/Portals/0/Files/SBO/Forms/GFETips07232013FinalVersion.pdf>
- 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 <http://www.sanantonio.gov/SBO/Forms.aspx>
 - 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 Shuchi Nagpal at 210-207-0071 or Shuchi.Nagpal@sanantonio.gov

V. Certified Vendor Information

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorlisting.aspx> to view or to download a listing of certified and non-certified vendors registered with the City.
- For more information, please contact Shuchi Nagpal at 210-207-0071 or Shuchi.Nagpal@sanantonio.gov

VI. Central Vendor Registry (CVR) / San Antonio Electronic Procurement System (SAePS)

- All contractors/consultants wishing to do business with the City must first register in the CVR / SAePS
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118

VII. SBDC Procurement Technical Assistance Center (PTAC)

- The University of Texas at San Antonio Small Business Development Center (SBDC) Procurement Technical Assistance Center (PTAC) is a specialty center of the South-West Texas Border SBDC Network. The SBDC PTAC provides assistance to small, minority and/or woman-owned business enterprises to expand their business into federal, state, regional, county, and local markets with government agencies, and military installations. PTAC staff provides advising, training and networking opportunities through specialized classes, monthly networking meetings, matchmaking events, and one-on-one assistance.
- For assistance with bid and proposal preparation, call (210) 458-2458 or email ptac@utsa.edu to make an appointment with a business advisor.