

Project Name: On Call Building Commissioning & LEED Monitoring Services

Pre-Submittal Date: January 29, 2013

SBEDA Affirmative Procurement Initiative: SBE Prime Contractor Program – 10 Evaluation Points, SBE/MBE/WBE Prime Contractor Program – 10 Evaluation Points; and SBE Subcontracting Program - 15%

I. SBEDA API's

- 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 S/MBE or S/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
- Respondents must not subcontract more than 49% of the contract value to a non-SBE firm
- **15%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- Respondents must demonstrate their intent to accomplish this requirement by submitting the **Subcontractor/Supplier Utilization Commitment Form** with their response
- Failure of a respondent to demonstrate their commitment to meet the subcontracting requirement will deem its response nonresponsive
- Awardee will be required to complete and submit **Subcontractor/Supplier Utilization Plan Form** on a quarterly basis

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

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 Shuchi Nagpal at 210.207.0071 or shuchi.nagpal@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