



# DESIGN-BUILD SERVICES FOR LESLIE ROAD & SOUTHEAST SERVICE CENTERS

SBEDA PRESENTATION

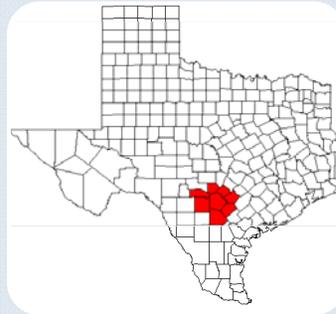
# SBEDA Eligibility



CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT  
DEPARTMENT



Certified  
by SCTRCA



HQ or  
Significant  
Business  
Presence in  
SAMSA

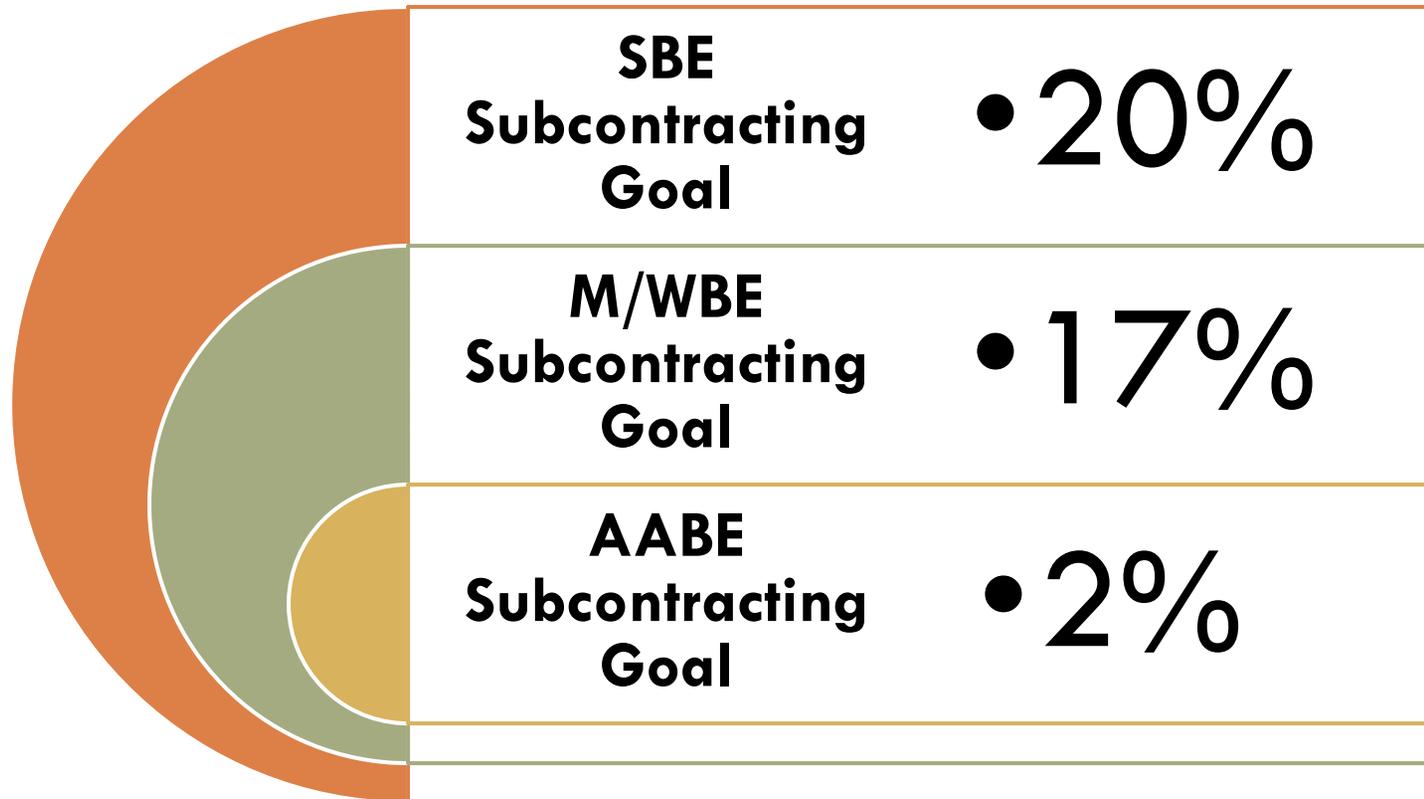


Registered  
in CVR

# SBEDA Affirmative Procurement Initiatives (APIs)



## Subcontracting Program



# Commitment Form



City of San Antonio  
Subcontractor/Supplier Utilization Commitment Form

Respondent Name:

Solicitation Name: **Design-Build Services for Leslie Road & Southeast Service Centers**

Respondent Name:

Initial each statement and sign below.

In responding to this solicitation for which proposals are not initially evaluated based upon price, I hereby affirm my firm's commitment to meet the subconsulting goals indicated in the solicitation.

I understand a Small Business Enterprise (SBE) subcontracting goal of **twenty** percent (20%) applies to this solicitation.

I understand a Minority/Woman Business Enterprise (M/WBE) subcontracting goal of **seventeen** percent (17%) applies to this solicitation.

I understand a African American Business Enterprise (AABE) subcontracting goal of **two** percent (2%) applies to this solicitation.

I understand that self-performance by S/M/WBE prime respondents does not count toward this subcontracting goal.

I understand that absent a waiver approved by the Small Business Office, a completed, signed copy of this Commitment form to accompany a price proposal response will render this response NON-RESPONSIVE.

I understand and affirm that absent a waiver approved by the Small Business Office, if asked to submit a price proposal response, I will be required to submit a Subcontractor/Supplier Utilization Plan with the price proposal response.

I understand and affirm that absent a waiver approved by the Small Business Office, if asked to submit a price proposal response, I will be required to submit a Subcontractor/Supplier Utilization Plan with the price proposal response.

I understand that my firm's failure to submit the Subcontractor/Supplier Utilization Plan satisfying subconsulting goals during the price proposal response will be grounds for termination of negotiations and will allow the City to enter into negotiations with another Respondent.

Signature

Date

Signature

Date

Printed Name & Title

Printed Name & Title



## CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: **Design-Build Services for Leslie Road & Southeast Service Centers**

RESPONDENT NAME:

SOLICITATION API: **Small Business Enterprise (SBE), Minority / Women-Owned Business Enterprise (M/WBE) and African American Business Enterprise (AABE) Subcontracting Programs**

API REQUIREMENTS: Respondents must demonstrate commitment to satisfy a twenty percent (20%) SBE subcontracting goal and a seventeen percent (17%) M/WBE subcontracting goal. Moreover, two percent (2%) out of the seventeen percent (17%) M/WBE subcontracting goal is to be subcontracted to AABE firms headquartered or having significant business presence within the San Antonio Metropolitan Statistical Area (SAMSA). **Commitment to meet subcontracting requirements must be demonstrated by writing the company name and SAePS vendor number of each subcontractor/supplier\*\*.** In the absence of a waiver granted by the Small Business Office, failure of a Respondent to commit to satisfying the SBE, M/WBE and AABE subcontracting goals shall render its response NON-RESPONSIVE.

To qualify as an M/WBE pursuant to the SBEDA Ordinance, a vendor must also be an SBE; thus, participation of a qualifying M/WBE subcontractor will also count toward meeting an SBE subcontracting goal. Pursuant to the SBEDA Ordinance, segmented AABE goals target the participation of AABEs within select industries (Construction, Professional Services & Other Services) as identified by the availability in the Central Vendor Registry. To satisfy an AABE subcontracting goal, AABE vendors must also be SBEs. Thus, participation by AABE vendors automatically counts toward the M/WBE subcontracting goal. S/M/WBEs and AABEs must be certified with the South Central Texas Regional Certification Agency (SCTRCA) and be headquartered or have a Significant Business Presence in the San Antonio Metropolitan Statistical Area to satisfy the above-stated goals. Please be sure to indicate dollar value or percentage of the value of the contract that will be paid to the subcontractors. For further clarification, please contact Irene Maldonado at (210) 207-8124.

Enter Respondent's (Prime) proposed contract participation level

	PARTICIPATION DOLLAR AMOUNT	% LEVEL OF PARTICIPATION	CERTIFICATION TYPE AND NUMBER	TYPE OF WORK TO BE PERFORMED (BY NIGP CODE)
Prime:	\$	%		
SAePS Vendor #:			SCTRCA #:	
List ALL subcontractors/suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alterations. Use additional pages if necessary.				
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	

**\*\* Prime respondent and all subcontractors/suppliers must be registered in the City of San Antonio Electronic Procurement System (SAePS). To learn more about how to register, please call (210) 207-0118 or visit <http://www.sanantonio.gov/purchasing/saeps.aspx>.**

Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
A.Total Prime Participation:	\$	%	A. Total base bid amount to be kept by prime.
B.Total Sub Participation:	\$	%	B. Total amount prime will pay to certified and non-certified subcontractors/suppliers
C.Total Certified Sub Participation:	\$	%	C. Total amount prime will pay to certified subcontractors/suppliers per the eligibility requirements stated above
D.Total Prime & Sub Participation*:	\$	%	D. Total prime and subcontractor(s)/supplier(s) participation must equal your base bid amount (A+B)

*If a business is not certified, please call the Small Business Program Office at (210) 207-3900 for information and details on how subcontractors and suppliers may obtain certification.*

I HEREBY AFFIRM THAT I POSSESS DOCUMENTATION FROM ALL PROPOSED SUBCONTRACTORS/SUPPLIERS CONFIRMING THEIR INTENT TO PERFORM THE SCOPE OF WORK FOR THE PRICE INDICATED ABOVE. I FURTHER AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\*\*\*\*\*

**FOR CITY USE**

Action Taken: Approved \_\_\_\_\_ Denied \_\_\_\_\_

**ASSISTANT DIRECTOR  
ECONOMIC DEVELOPMENT DEPARTMENT**

# SBEDA Affirmative Procurement Initiatives (APIs)



## Mentorship Incentive

5 points

**BE** SAN ANTONIO

SMALL BUSINESS BOOTCAMP  
MENTOR/PROTÉGÉ  
PROTÉGÉ  
BONDING ASSISTANCE  
MENTOR  
NEWS  
CONTACT

### BE A MENTOR

**GIVE BACK AND YOU SHALL RECEIVE.**

At first glance, it may seem that being a Mentor is all about give, give, give – and there's no question that your business insight can be a valuable contribution to business development programs. However, there are other rewards than just the thanks you'll get from your Protégé and the business community.

Many firms tell us that preparing to be a Mentor forces them to critically focus on current operations, shake off stagnant routine approaches, explore new technology and consider simplified or streamlined processes. In short, you have an opportunity to improve your business as you help your Protégé improve theirs.

**AS A MENTOR, YOU:**

- Are matched with a Protégé to provide guidance and advice regarding business operations.
- Maintain a working relationship with the Protégé for 24 months.

**YOU ARE ELIGIBLE TO BE A MENTOR IF YOU:**

- Complete an application and questionnaire providing: a brief company profile, operating history, general and specialized areas of operational expertise, activities and accomplishments in supporting small, minority and/or women-owned business enterprises.
- Submit a detailed plan to provide the necessary time and resources to ensure a successful Mentor/Protégé relationship.
- Attend an orientation session describing the roles and expectations for each respective partnership.
- Commit to work with the Protégé for 24 months.

APPLY NOW  
OR  
BE A  
MENTOR  
PARTICIPANT

 City of San Antonio  
Mentorship Incentive Commitment Form

Solicitation Name: Retiree Health Benefits

Respondent Name: \_\_\_\_\_

In responding to this solicitation, Respondents certifying their commitment to serve as Mentors in the City of San Antonio's Mentor Protégé Program will receive five (5) evaluation criteria preference points.

For joint venture Respondents, each joint venture partner must initial, sign and submit a "Mentor Commitment Form" in order for the joint venture Respondent to receive the five (5) evaluation criteria preference points.

Initial each statement and sign below:

I understand that by committing to serve as a Mentor in the City of San Antonio Mentor Protégé Program, my firm will be placed in a Mentor pool for a period of two (2) years, beginning from the date below, even if my firm or joint venture is not selected for contract award.

I understand that unless I have already completed a Mentor-Protégé Program Mentor Application, I commit to doing so within seven (7) days from the date below.

I understand that by committing to serve as a potential Mentor, it is my firm's responsibility to, and the City's expectation that it will meet the program criteria if selected by the Mentor-Protégé Program Administrator to enter into a Mentor-Protégé agreement.

I understand that if my firm is selected to serve as a Mentor, it will be committing to Mentor a Protégé firm for a period of two (2) years from the date of entering into a Mentor-Protégé agreement.

The City of San Antonio Mentor-Protégé Program is administered by the Alamo Community College District.  
To apply for the Mentor-Protégé Program, please visit the Mentor-Protégé web site at:  
<https://besanantonio.com/mentor-protége/>

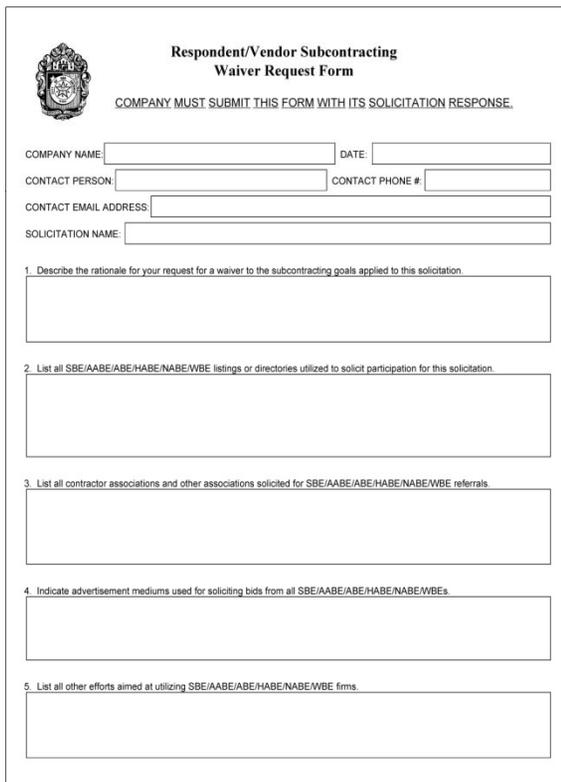
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

Revised 11/22/2013

# Waivers



 **Respondent/Vendor Subcontracting Waiver Request Form**  
COMPANY MUST SUBMIT THIS FORM WITH ITS SOLICITATION RESPONSE.

COMPANY NAME:  DATE:   
CONTACT PERSON:  CONTACT PHONE #:   
CONTACT EMAIL ADDRESS:   
SOLICITATION NAME:

1. Describe the rationale for your request for a waiver to the subcontracting goals applied to this solicitation.

2. List all SBE/AABE/ABE/HABE/NABE/WBE listings or directories utilized to solicit participation for this solicitation.

3. List all contractor associations and other associations solicited for SBE/AABE/ABE/HABE/NABE/WBE referrals.

4. Indicate advertisement mediums used for soliciting bids from all SBE/AABE/ABE/HABE/NABE/WBEs.

5. List all other efforts aimed at utilizing SBE/AABE/ABE/HABE/NABE/WBE firms.

- 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:  
<http://www.sanantonio.gov/SBO/Forms.aspx>
- Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
- 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>

# Important Notes



CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT  
DEPARTMENT

## Respondents may request an Exception from SBEDA

- Submit with response and are subject to SBO approval  
<http://www.sanantonio.gov/SBO/Forms.aspx>

## All primes and subcontractors must be registered in SAePS

- <http://www.sanantonio.gov/purchasing/saeps.aspx>

## Vendor listing available online

- <http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>

## Assistance available developing proposal, completing the Utilization Plan and priority certification

- Priority certification is not guaranteed before bid closing

# CONTACT US



## **UTSA PTAC is available to provide assistance to SMWBEs**

- Website: [ptac.txsfdc.org](http://ptac.txsfdc.org)
- Email: [ptac@utsa.edu](mailto:ptac@utsa.edu)
- (210) 458-2458

## **Irene Maldonado, SBEDA Economic Development Manager, Economic Development Department**

- [Irene.maldonado@sanantonio.gov](mailto:Irene.maldonado@sanantonio.gov)
- (210) 207-8124