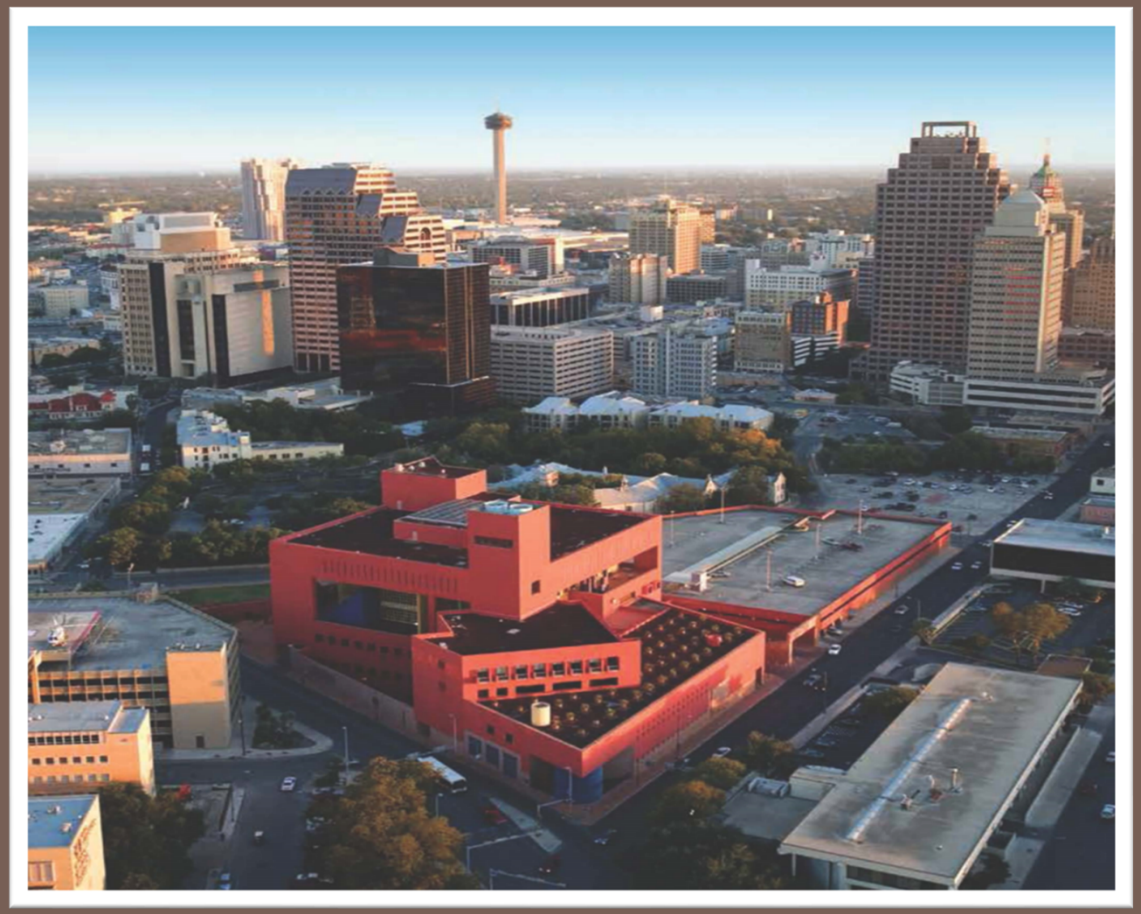


EVENT MANAGEMENT SERVICES FOR TRICENTENNIAL

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)

CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT DEPARTMENT

Subcontracting Program

For a Prime Contractor or Subcontractor <u>to count toward a City required subcontracting goal(s)</u>, the Prime Contactor or Subcontractor must be SBEDA eligible and have the same certification(s) as the City required goal(s).

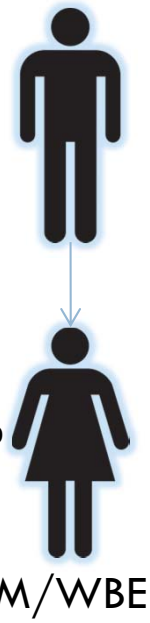
M/WBE Subcontracting Goal

- 15%

Prime Self-Performance of sub goals

No Self Performance

Sub Goal:
15% M/WBE



Prime:
85%

Self Performance

Sub Goal:
15% M/WBE

Prime:
M/WBE
100%

CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT
DEPARTMENT

CITY OF SAN ANTONIO
SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICTATION NAME: ***Name of the solicitation***

PRIME CONTRACTOR NAME:

Please review the following information before completing the form:

1. Prime contractor must list **ALL** certified and non-certified Subcontractors/Suppliers that will be utilized for the entire contract period (see page 2).
2. A Subcontractor/Supplier Utilization Plan that does not satisfy City subcontracting goal(s) placed on this solicitation and absent an approved Subcontracting Goal- Waiver (at the time of bid submission) by the Small Business Office will be deemed NON-RESPONSIVE.
3. For a Prime contractor or Subcontractor to count toward a City required subcontracting goal(s), the Prime contractor or Subcontractor must be SBEDA eligible and have the same certification(s) as the City required subcontracting goal(s).
4. To be SBEDA eligible, a Prime contractor or Subcontractor must be certified as a Small Business Enterprise (SBE) through the South Central Texas Regional Certification Agency (www.SCTRCA.org) AND must be headquartered or have a significant business presence in the San Antonio Metropolitan Statistical Area.

For further clarification, please contact Small Business Office at (210) 207-3922 or refer to the SBEDA language within the solicitation document(s).

To be Completed by City Staff			To be Completed by Prime Contractor		
SOLICITATION API's	EVALUATION POINTS APPLIED	CITY REQUIRED SUBCONTRACTING GOAL	PERCENT SBEDA ELIGIBLE PARTICIPATION	MEETING THE GOAL? (Y/N)	WAIVER SUBMITTED? (Y/N)
[Text]	[Text]	[Text]			
[Text]	[Text]	[Text]			
[Text]	[Text]	[Text]			
[Text]	[Text]	[Text]			

Remove if not needed ***Please note that the participation by AABE subcontractors automatically counts towards the SBE subcontracting goal.**

I hereby affirm that the information on this form is true and complete to the best of my knowledge and belief. I possess internal documentation from all proposed Subcontractors/Suppliers confirming their intent to perform the scope of work for the price or percentage indicated. I understand and agree that if approved, this document shall be attached thereto and become a binding part of the contract.

Prime Contractor's Authorized Agent:	Sign and Date		Name		Title
Director or Designee of Economic Development:	Sign and Date		☐ APPROVED	☐ DENIED	Version: 7/15/16 pg.1

All sections of the following table must be completed for all firms listed. List all *certified or non-certified* Subcontractors/Suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternates. Use additional pages if necessary.

ROLE	NAME OF FIRM	SBEDA ELIGIBLE (YES/NO)	DOLLAR AMOUNT BY FIRM	% OF TOTAL CONTRACT VALUE BY FIRM	WORK TO BE PREFORMED (5 DIGIT NIGP CODE)
PRIME CONTRACTOR					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					
SUB					

Subcontracting Goal - Waiver Request Form

(Attach Subcontractor/Supplier Utilization Plan Form at the time of bid submission with this waiver)

SECTION D: Attendance at Pre-Submittal Conference **5**

City staff maintains documentation regarding attendance at the pre-submittal conference:

☐ Below, list the individuals from your firm that attended the pre-submittal conference

SECTION E: Other Criteria (Bonding / Insurance /Supplier Credit Assistance) **15**

Please provide documentation and supporting evidence to show how the criteria was fulfilled. To receive all 15 points, three (3) additional good faith efforts must be completed. Note the items below are recommendations of 'other criteria'. The vendor may identify other good faith efforts in the area provided below (subject to approval):

- ☐ Participate in a mentoring program in the San Antonio Metropolitan Statistical Area (SAMSA)
- ☐ Provide easy access to plans and specifications for S/M/WBEs
- ☐ Host outreach events for S/M/WBEs in SAMSA
- ☐ Offer joint check services or bonding assistance or lines of credit to S/M/WBEs
- ☐ Advertise and utilize member listings from multiple trade organizations and Chambers of Commerce
- ☐ Other (If Other Please List Below)

Respondents must obtain a total of 70 or more points to receive a waiver approval. *No partial points will be awarded to respondents in sections (A-D) for not meeting the criteria. Respondents will be considered Non-Responsive upon denial of the Subcontracting Waiver Request and Subcontractor/ Supplier Utilization Plan. For more information on the Subcontracting Waiver Criteria or for assistance on completing the Subcontracting Waiver Request Form, please contact the Small Business Office at (210) 207-3922.*

AFFIRMATION

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS FORM IS ACCURATE AND COMPLETE, AND UNDERSTAND THAT IF THIS REQUEST FOR WAIVER IS DENIED AND I FAIL TO MEET THE REQUIREMENTS OF THIS SOLICITATION, MY RESPONSE TO THIS SOLICITATION WILL BE DEEMED NON-RESPONSIVE.

SIGNATURE **PRINT NAME/ TITLE**

DIRECTOR ECONOMIC DEVELOPMENT DEPARTMENT

☐ Approved

☐ Denied

TOTAL SCORE:_____/100

Version 07/11/16

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Subcontracting Goal-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 SBEDA Subcontracting Goal-Waiver Request guide for additional information on how to complete a *Subcontracting Goal – Waiver Request Form:*

Subcontracting Goal – Waiver Request Evaluation Criteria

Section		Points
A	Identification of Sufficient Subcontracting Work to Meet Goal	25
B	Initial Communications to Potential S/M/WBE Subcontractors	20
C	Follow-up Communications & Bid Negotiations with Potential Subcontractors	35
D	Attendance at Pre-Submittal Conference	5
E	Other Criteria	15

Passing Score – 70

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
- For technical assistance please call (210) 207-0118

Vendor listing available online

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing to view or to download a listing of certified and non-certified vendors registered with the City.
  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
- To download the application, please visit the SCRTCA website: http://www.sctrca.org/

CONTACT US

CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT
DEPARTMENT

David Rodriguez, Sr. Economic Development Specialist

- David.Rodriguez3@SanAntonio.gov
- (210) 207- 0071

UTSA PTAC is available to provide assistance to SMWBEs

- Website: ptac.txsbdc.org
- Email: ptac@utsa.edu
- (210) 458-2458