



ON CALL CIVIL ENGINEERING SERVICES FOR THE IMP PROGRAM

SBEDA PRESENTATION

SBEDA Eligibility



Certified
by SCTRCA
as a SBE



HQ or
Significant
Business
Presence in
SAMSA



Registered
in CVR

SBEDA Affirmative Procurement Initiatives (APIs)

ESBE Prime Contract Program



SBEDA Affirmative Procurement Initiatives (APIs)

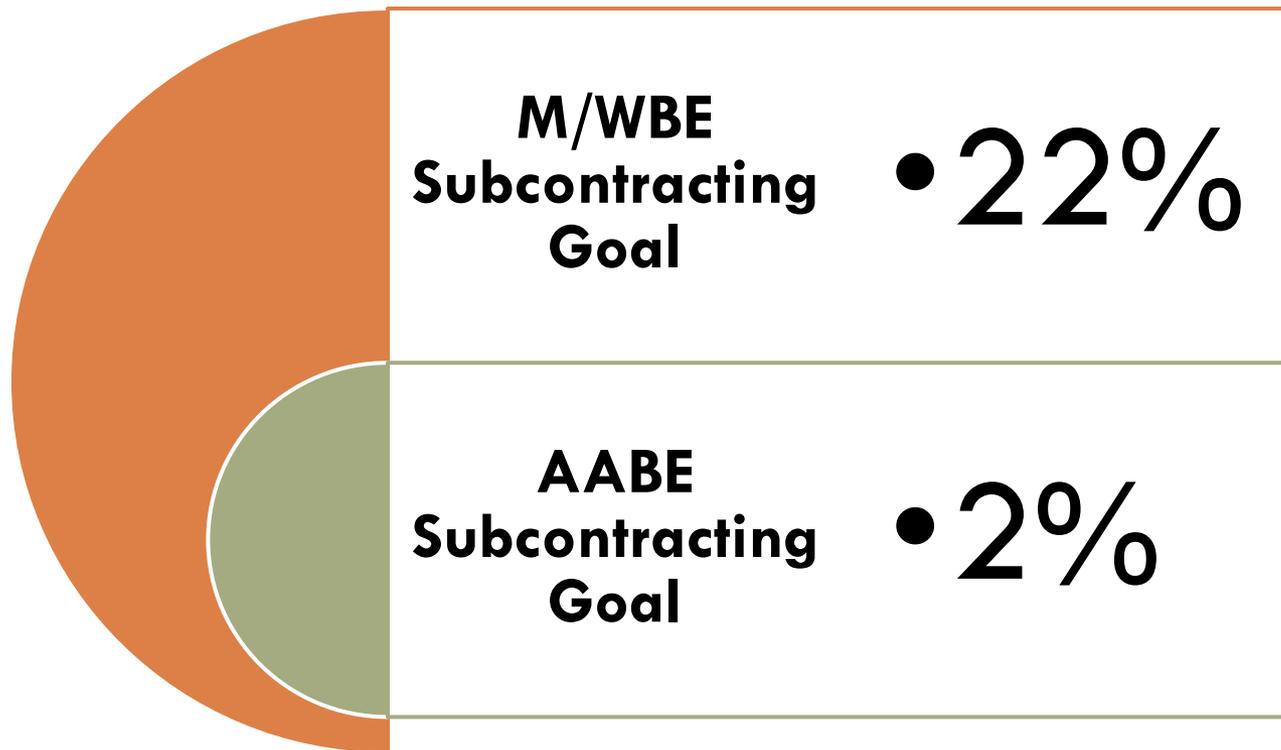
M/WBE Prime Contract Program



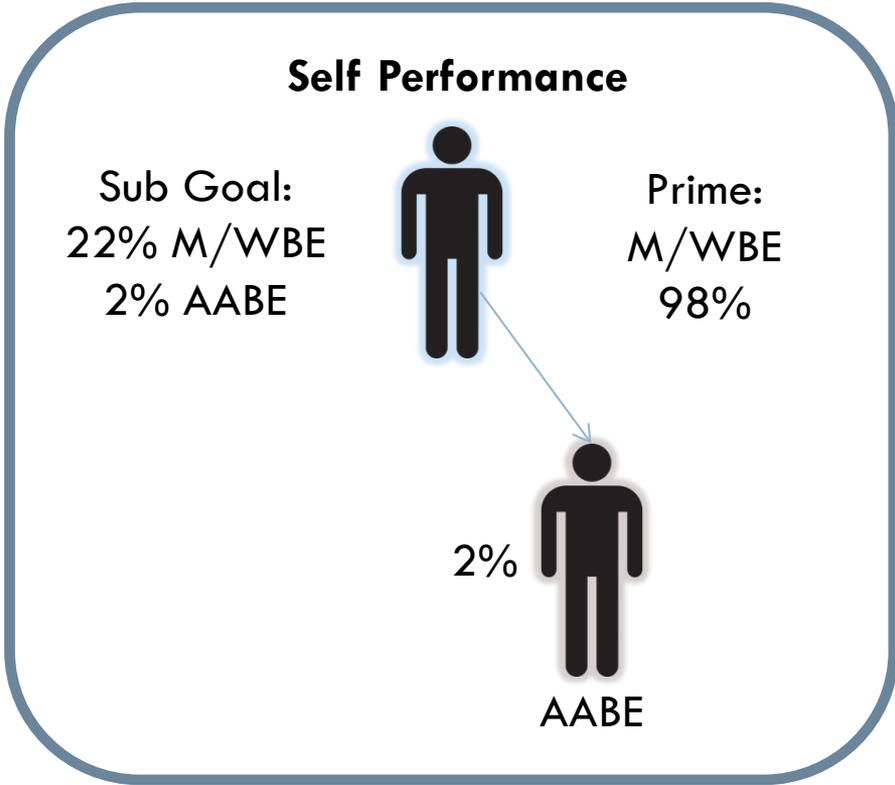
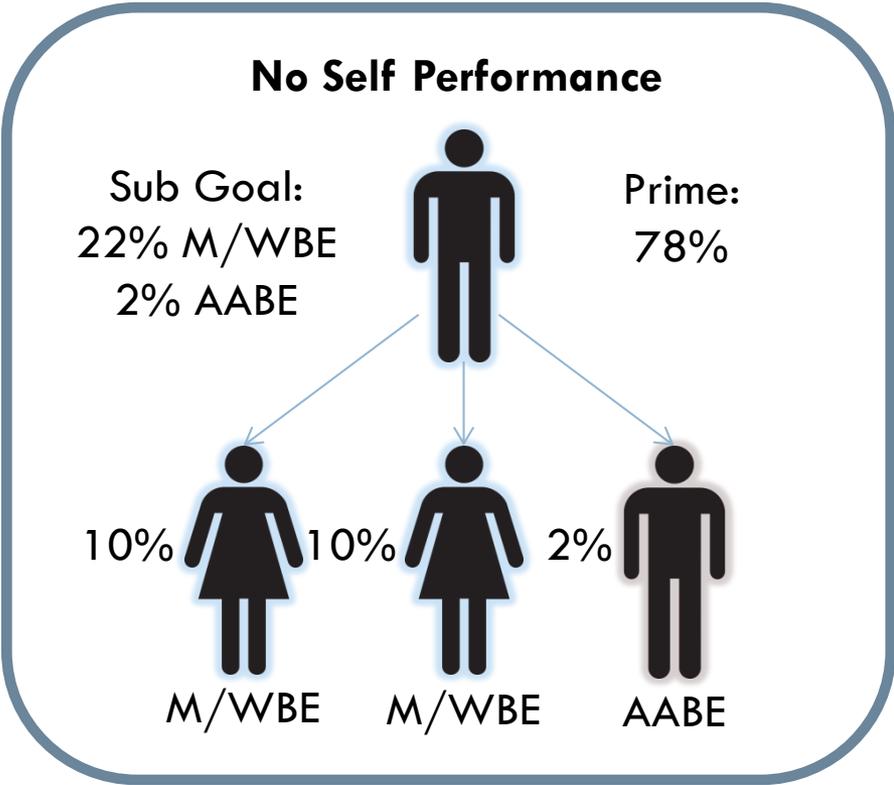
SBEDA Affirmative Procurement Initiatives (APIs)

Subcontracting Program

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 goal(s).



Prime Self-Performance of sub goals





City of San Antonio
Subcontractor/Supplier Utilization Commitment Form

Solicitation Name: *On Call Civil Engineering Services for the IMP Program*

Respondent Name:

Please acknowledge the statements below by initialing the box:

- In responding to this solicitation, I hereby affirm my firm's commitment to meet the subcontracting requirement(s) indicated in the solicitation.
- I understand a Minority/Women Business Enterprise (M/WBE) subcontracting goal of **twenty two percent (22%)** applies to this solicitation and an African American Business Enterprise (AABE) subcontracting goal of **two percent (2%)** applies to this solicitation.
- I understand Emerging Small Business Enterprise (ESBE) prime respondents proposing at least 51% ESBE utilization (prime and/or subcontractor) will receive ten (10) evaluation preference points.
- I understand M/WBE prime respondents proposing at least 51% M/WBE utilization (prime and/or subcontractor) will receive ten (10) evaluation preference points.
- I understand that for a Prime or Subcontractor to count toward a City required subcontracting goal(s), the Prime or Subcontractor must be SBEDA eligible and have the same certification(s) as the City required subcontracting goal(s).
- I understand that to be SBEDA eligible, a Prime or Subcontractor must be certified as a Small Business Enterprise (SBE) through the South Central Texas Regional Certification Agency (www.SCTRCA.org) **AND** they must be headquartered or have a significant business presence in the San Antonio Metropolitan Statistical Area.
- I understand that absent a Subcontracting Goal-Waiver approved by the Small Business Office, failure to include a completed, signed copy of this Commitment Form to satisfy the subcontracting goal(s) for this solicitation will render this response NON-RESPONSIVE.
- I understand my firm is required to submit the Change to Utilization Plan to CITY on a quarterly basis based on the SBO's 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 my firm shall submit for each accepted task order).
- I understand in the absence of a waiver granted by the SBO, the failure of firm to attain these subcontracting goals for S/M/WBE firm participation in the performance of a Commercially Useful Function under the terms of its contract shall be a material breach and subject to penalties and/or sanctions available under the terms of this Agreement for violations of the SBEDA Ordinance, or under any other law.

Prime Contractor's Authorized Agent:

Name:

Sign and Date:

- A Commitment Form needs to be completed and submitted with the bid
- Prime will identify Subcontractors/Suppliers after the contract has been awarded
- Evaluation preference points will be awarded based on SBEDA eligibility and certifications
- Waiver can be submitted after the contract has been awarded, after making the Good Faith Effort

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

- 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

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



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

UTSA PTAC is available to provide assistance to SMWBEs

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