

Project Name: 2013-2015 Task Order Contract for Traffic Projects, Package XI

Pre-Submittal Date: May 23, 2013

SBEDA Affirmative Procurement Initiative: 30% SBE Subcontracting Goal; 20% M/WBE Subcontracting Goal

I. Subcontracting Program

- **30%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **20%** must be subcontracted to certified M/WBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **Certified M/WBE's must also be certified SBE's**
- 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**
- **M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal**

II. 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
- 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.
- 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 207-0071 or Shuchi.Nagpal@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 <http://sanantonio.gov/SBO/SmallBusinessDevelopmentAdvocacyProgram/RevisedSBEDAOrdinanceForms.aspx>
 - 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 <http://sanantonio.gov/SBO/SmallBusinessDevelopmentAdvocacyProgram/RevisedSBEDAOrdinanceForms.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 207-0071 or Shuchi.Nagpal@sanantonio.gov

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IV. 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