



**I. Small Business Economic Development Advocacy (SBEDA) Program API's Applied:**

- **SBE Subcontracting Program - 19%** must be subcontracted to certified SBE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
- **M/WBE Subcontracting Program - 11%** must be subcontracted to certified M/WBE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
  - ◆ All M/WBE's must also be certified as SBE's; therefore participation by M/WBE's automatically count towards the SBE goal
- Respondents must demonstrate their commitment to meeting the subcontracting requirements by submitting a signed **Subconsultant/Supplier Utilization Plan** form with their response
  - ◆ Failure of a respondent to submit the **Subconsultant/ Supplier Utilization Plan** form or meet the subcontracting requirements will deem its response nonresponsive
- **Only** first tier certified SBE(s) and M/WBE(s) will count toward the subcontracting goals
- **SBE or M/WBE Prime participation does NOT count toward the Subcontracting goals**

**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) 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 for at least one year) (SAMSA counties are: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson)
- SBEDA staff can assist with priority certification while solicitation is open
- For additional information, contact Sylvia Ibarra at 210.207.5442 [sylvia.ibarra@sanantonio.gov](mailto:sylvia.ibarra@sanantonio.gov) or Ruben Flores at 210.207-3923 [ruben.a.flores@sanantonio.gov](mailto:ruben.a.flores@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://www.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 is available at:  
<http://www.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 Sylvia Ibarra at 210.207.5442 [sylvia.ibarra@sanantonio.gov](mailto:sylvia.ibarra@sanantonio.gov) or Ruben Flores at 210.207-3923 [ruben.a.flores@sanantonio.gov](mailto:ruben.a.flores@sanantonio.gov)

**IV. Central Vendor Registry (CVR)**

- All contractors/consultants (Prime or Sub) 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