

Project Name: Medina River Greenway Phase III & IV

Pre-Submittal Date: October 30, 2013

SBEDA Affirmative Procurement Initiative: 22% SBE subcontracting; 15% M/WBE subcontracting

I. Subcontracting Program

- **22%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **15%** 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 Form)
- Failure of a respondent to submit the Subcontractor/Supplier Utilization Form or meet the subcontracting requirement will deem its response nonresponsive
- **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 a commercially-useful function
 - Submit a completed Subcontractor/Supplier Utilization Form
 - 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
- If applicable submit a *Respondent/ Vendor Subcontracting Waiver Request* form / *Exception to SBEDA Program Requirements Form* **WITH** the Subcontractor/Supplier Utilization Form

SBEDA staff can assist with priority certification while solicitation is open. For additional information, contact Shuchi Nagpal at (210) 207-0071 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/ Vendor 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>
- 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://www.sanantonio.gov/SBO/Forms.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 (210) 207-0071 Shuchi.Nagpal@sanantonio.gov

IV. Certified Vendor Information

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorlisting.aspx> to view or download a listing of certified and non-certified vendors registered with the City. For technical assistance with the listing please call (210) 207-0071

V. Central Vendor Registry (CVR)

- All contractors/consultants & their sub-contractors/ sub-consultants 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