**Project Name:** FY 2014 – 2015 Curb Ramp Indefinite Delivery Contract
**Pre-Submittal Date:** January 29, 2014
**SBEDA Requirements:** 13% SBE Subcontracting Goal; 10% M/WBE Subcontracting Goal

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

- **SBE Subcontracting Program - 13%** must be subcontracted to certified SBE(s) designated within the San Antonio Metropolitan Statistical Area (SAMSA)
- **M/WBE Subcontracting Program - 10%** 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
- Respondents must demonstrate their commitment to meeting the subcontracting goals by submitting a signed **Subcontractor/Supplier ~~Utilization Plan~~** Commitment Form form with their response
  - Failure of a respondent to submit the **Subcontractor/Supplier Commitment Form** or meet the subcontracting goals will deem its response NON-RESPONSIVE
- 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

- Certification:
  - Certified through the South Central Texas Regional Certification Agency (SCTRCA) as: SBE and MBE/WBE (AABE/ABE/HABE/NABE/WBE)
- Headquartered in the SAMSA or demonstrate "significant business presence" in the SAMSA (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

## 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/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 is 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

## IV. Central Vendor Registry (CVR) / San Antonio eProcurement System (SAePS)

- All contractors/consultants (Prime or Sub) 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

## V. COSA Vendor Listing

- 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 to download a listing of certified and non-certified vendors registered with the City.

**For questions regarding SBEDA requirements, contact the Economic Development Department at 207-0071**