

I. Small Business Enterprise (SBE) Prime Contract Program

- SBE prime respondents certified with the South Central Texas Regional Certification Agency and headquartered or having Significant Business Presence in the San Antonio Metropolitan Statistical Area (SAMSA) *for at least one year* proposing at least 51% SBE utilization are eligible to receive twenty (20) SBEDA evaluation preference points.
- No evaluation criteria percentage points will be awarded to non-Small, Minority/Women–Owned Business Enterprises (non-S/M/WBE) prime respondents by subcontracting to certified S/M/WBE firms

II. Eligibility Criteria

- Eligibility Certification:
 - SBE
 - 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
- 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 210-207-0071 or Shuchi.Nagpal@sanantonio.gov

III. Exceptions

- 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 Exceptions, contact Shuchi Nagpal at 210-207-0071 or 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 to download a listing of certified and non-certified vendors registered with the City.
- For more information, please contact Shuchi Nagpal at 210-207-0071 or Shuchi.Nagpal@sanantonio.gov

V. 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

VI. SBDC Procurement Technical Assistance Center (PTAC)

- The University of Texas at San Antonio Small Business Development Center (SBDC) Procurement Technical Assistance Center (PTAC) is a specialty center of the South-West Texas Border SBDC Network. The SBDC PTAC provides assistance to small, minority and/or woman-owned business enterprises to expand their business into federal, state, regional, county, and local markets with government agencies, and military installations. PTAC staff provides advising, training and networking opportunities through specialized classes, monthly networking meetings, matchmaking events, and one-on-one assistance.
- For assistance with bid and proposal preparation, call (210) 458-2458 or email ptac@utsa.edu to make an appointment with a business advisor.