

**Project Name:** UTSA Boulevard – Design Services

**Pre-Submittal Date:** April 29, 2013

**SBEDA Requirements:** SBE Prime Contractor Program – 10 Evaluation Points, M/WBE Prime Contractor Program – 10 Evaluation Points; and SBE Subcontracting Program – 30%

**I. SBEDA API's Applied:**

- **SBE Prime Contractor Program** - certified SBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMSA) responding to this solicitation as the Prime Contractor will receive 10 evaluation criteria percentage points
- **M/WBE Prime Contractor Program** - certified M/WBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMSA) responding to this solicitation as the Prime Contractor will receive 10 evaluation criteria percentage points
- All M/WBEs must also be certified as SBEs; therefore M/WBE firms responding to this solicitation as the Prime will also be eligible for SBE Prime Contractor evaluation points
- **SBE Subcontracting Goal - 30%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- Respondents eligible for the SBE or M/WBE evaluation percentage points must demonstrate their intent to comply with the SBE and/or M/WBE Prime Contractor Program requirements by submitting a signed **Subcontractor/Supplier Utilization Commitment Form** with their response
  - ◆ **Failure of a Respondent to submit a signed Subcontractor/Supplier Utilization Commitment Form will be deemed non-responsive**
- Selected firm will be required to complete and submit **Subcontractor/Supplier Utilization Plan Form** once final negotiations are complete
- Respondents earning SBE or M/WBE evaluation points must not subcontract more than 49% of the contract value to non-SBE firms or non-M/WBE firms, respectively

**II. Eligibility Criteria**

- Eligibility Certification:
  - ◆ SBE
  - ◆ S/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 Ruben Flores at 210.207.3923 [ruben.a.flores@sanantonio.gov](mailto:ruben.a.flores@sanantonio.gov) or David Rios at 210.207.1339 [david.rios@sanantonio.gov](mailto:david.rios@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 [www.sanantonio.gov/edd/SmallBusiness/](http://www.sanantonio.gov/edd/SmallBusiness/)
  - ◆ 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 [www.sanantonio.gov/edd/SmallBusiness/](http://www.sanantonio.gov/edd/SmallBusiness/)
  - ◆ 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 Ruben Flores at 210.207.3923 [ruben.a.flores@sanantonio.gov](mailto:ruben.a.flores@sanantonio.gov) or David Rios at 210.207.1339 [david.rios@sanantonio.gov](mailto:david.rios@sanantonio.gov)

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

- All contractors/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