

Project Name: Pavement Management Services

Pre-Submittal Date: September 26, 2013

Affirmative Procurement Initiatives: SBE Prime Contract Program: 10 pts; M/WBE Prime Contract 10 pts and 10% SBE Subcontracting

I. SBE Prime Contractor 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 proposing at least **51% SBE utilization (prime and/or subcontractor)** are eligible to receive ten **(10) SBEDA evaluation preference points**.
- *No evaluation criteria percentage points will be awarded by subcontracting to certified SBE firms.*
- *Respondent has to be certified as a Small Business Enterprise (SBE) with the South Central Texas Regional Certification Agency*

II. M/WBE Prime Contract Program

- Minority and/or Women-owned 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 proposing at least **51% M/WBE utilization (prime and/or subcontractor)** are eligible to receive ten **(10) SBEDA evaluation preference points**.
- *No evaluation criteria percentage points will be awarded by subcontracting to certified M/WBE firms*
- *Respondent has to be certified as a Small Business Enterprise (SBE) and Minority and/or Women-Owned Business Enterprise with the South Central Texas Regional Certification Agency*

III. Subcontracting Program

- **10%** of the total contract value must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- *Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response (Subcontractor/Supplier Utilization Commitment Form)*
- Failure of a respondent to submit the Subcontractor/Supplier Utilization Commitment Form or meet the subcontracting requirement will deem its response nonresponsive
- Awarded firm is required to submit the Subcontractor/Supplier Utilization Plan to the CITY on a **quarterly basis** based on the Small Business Office's (SBOs) job order, on-call, and/or indefinite delivery contracts reporting schedule resulting from this solicitation (except for the last quarter of this contract term, during which the firm shall submit for each accepted task order)
- *SBE Prime participation does NOT count towards SBE Subcontracting goal*

IV. 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 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
- To qualify as an M/WBE pursuant to the SBEDA Ordinance, a vendor must also be an SBE; thus, participation of a qualifying M/WBE subcontractor will also count toward meeting an SBE subcontracting goal.
- 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

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V. 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 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 or Shuchi.Nagpal@sanantonio.gov

VI. 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

VII. 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

For questions regarding SBEDA requirements, contact Shuchi Nagpal at 210-207-0071 or Shuchi.Nagpal@sanantonio.gov