

Project Name: CMR Services for the Renovation and Expansion of the Commercial Federal Inspection Services Facility at SAIA

Pre-Submittal Date: October 15, 2014

Affirmative Procurement Initiatives: SBE Prime Contract Program: 15 pts; 19% M/WBE Subcontracting and 2% AABE Subcontracting

I. SBE Prime Contract Program

- Prime respondents who are certified as Small Business Enterprises (SBEs) are eligible to receive **fifteen (15)** evaluation preference points by proposing that at least 51% of the contract shall be self-performed or shall be subcontracted to other certified SBEs.
- **No evaluation criteria percentage points will be awarded to non-certified respondents by subcontracting to certified firms.**

II. Minority and/or Women-Owned Business Enterprise (M/WBE) Subcontracting Program

- **SUBCONTRACTING IS A REQUIREMENT**
- **19%** of the total contract value must be subcontracted to certified Minority or Women-owned Business Enterprises (M/WBEs) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **CERTIFIED M/WBEs MUST ALSO BE CERTIFIED AS SBEs**
- 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
- **M/WBE Prime participation does NOT count towards M/WBE Subcontracting goal**

III. African American Business Enterprise (AABE) Subcontracting Goal

- **SUBCONTRACTING IS A REQUIREMENT**
- **2%** of the total contract value must be subcontracted to certified AABE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **CERTIFIED AABEs MUST ALSO BE CERTIFIED AS SBEs**
- Participation by AABE vendors automatically counts toward the 19% M/WBE subcontracting goal
- 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. **AABE Prime participation does NOT count towards AABE Subcontracting goal**

IV. Eligibility Criteria

- Eligibility Certification:
 - SBE, M/WBE and AABE
 - Certified through the South Central Texas Regional Certification Agency (SCTRCA)
 - Perform commercially useful function on the project
- 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
- Aviation staff can assist with priority certification while solicitation is open but this does not guarantee certification by solicitation close date.

For additional information, contact Lisa Brice at 210-207-3505 or lisa.brice@sanantonio.gov

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

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- 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 information on Waivers or Exceptions, please contact Lisa Brice at 210-207-3505 or lisa.brice@sanantonio.gov

VI. Certified Vendor Information

The City of San Antonio has an 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 assistance please call (210) 207-3900

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

- All contractors/consultants and their subcontractors/ sub-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