



# REQUEST FOR QUALIFICATIONS TO PROVIDE BROKER/DEALER SERVICES

SBEDA PRESENTATION

# SBEDA Eligibility



CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT  
DEPARTMENT



Certified  
by SCTRCA



HQ or  
Significant  
Business  
Presence in  
SAMSA



Registered  
in CVR

# SBEDA Affirmative Procurement Initiatives (APIs)



## SBE Prime Contract Program



# SBEDA Affirmative Procurement Initiatives (APIs)



## Mentorship Incentive

5 points

The form is titled "BE SAN ANTONIO" and lists various services: SMALL BUSINESS BOOTCAMP, MENTOR/PROTÉGÉ, PROTEGE, BONDING ASSISTANCE, MENTOR, NEWS, and CONTACT. A blue box with white text says "BE A MENTOR". Below this, it says "GIVE BACK AND YOU SHALL RECEIVE." and provides information about the benefits of being a mentor. It includes a list of requirements for mentors and eligibility criteria. At the bottom, there is a blue box that says "APPLY NOW to be a MENTOR PARTICIPANT".The form is titled "City of San Antonio Mentorship Incentive Commitment Form". It includes a section for "Solicitation Name: Retiree Health Benefits" and a "Respondent Name" field. The form contains several paragraphs of text explaining the commitment and evaluation criteria. It includes three checkboxes for the respondent to confirm their understanding of the commitment. At the bottom, there are fields for "Signature" and "Date", and a "Printed Name & Title" field. The form is dated "Revised 11/22/2013".



## CITY OF SAN ANTONIO SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN

SOLICITATION NAME: **Broker/Dealer Services**

RESPONDENT NAME:

SOLICITATION API: **Small Business Enterprise (SBE) Prime Contract Program**

**API REQUIREMENTS:** Respondents, in order to receive the **fifteen (15)** evaluation preference points associated with the SBE Prime Contract, SBE Prime Respondents must document on this form that at least 51% of this contract shall be self-performed or shall be subcontracted to other certified Small Business Enterprises headquartered or with a Significant Business Presence within the San Antonio Metropolitan Statistical Area.

SBEs must be certified with the South Central Texas Regional Certification Agency **and** be headquartered or have Significant Business Presence in the San Antonio Metropolitan Statistical Area to receive preference points. Please be sure to indicate dollar value or percentage of the value of the contract that will be paid to the subcontractors. For further clarification, please contact Gus Loeffelholz at 210-207-3910.

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Enter Respondent's (Prime) proposed contract participation level

	PARTICIPATION DOLLAR AMOUNT	% LEVEL OF PARTICIPATION	CERTIFICATION TYPE AND NUMBER	TYPE OF WORK TO BE PERFORMED (BY NIGP CODE)
Prime:	\$	%		
SAePS Vendor #:			SCTRCA #:	
List ALL subcontractors/suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alternates. Use additional pages if necessary.				
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	
Sub:	\$	%		
SAePS Vendor #:			SCTRCA #:	

**\*\* Prime respondent and all subcontractors/suppliers must be registered in the City of San Antonio Electronic Procurement System (SAePS). To learn more about how to register, please call (210) 207-0118 or visit <http://www.sanantonio.gov/purchasing/saeps.aspx>.**

Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
Sub:	\$	%	
SAePS Vendor #:			SCTRCA #:
A.Total Prime Participation:	\$	%	A. Total base bid amount to be kept by prime.
B.Total Sub Participation:	\$	%	B. Total amount prime will pay to certified and non-certified subcontractors/suppliers
C.Total Certified Sub Participation:	\$	%	C. Total amount prime will pay to certified subcontractors/suppliers per the eligibility requirements stated above
D.Total Prime & Sub Participation*:	\$	%	D. Total prime and subcontractor(s)/supplier(s) participation must equal your base bid amount (A+B)

*If a business is not certified, please call the Small Business Program Office at (210) 207-3900 for information and details on how subcontractors and suppliers may obtain certification.*

I HEREBY AFFIRM THAT I POSSESS DOCUMENTATION FROM ALL PROPOSED SUBCONTRACTORS/SUPPLIERS CONFIRMING THEIR INTENT TO PERFORM THE SCOPE OF WORK FOR THE PRICE INDICATED ABOVE. I FURTHER AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

Print Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\*\*\*\*\*

**FOR CITY USE**

Action Taken: Approved \_\_\_\_\_ Denied \_\_\_\_\_

**ASSISTANT DIRECTOR  
ECONOMIC DEVELOPMENT DEPARTMENT**

# Important Notes



CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT  
DEPARTMENT

## Respondents may request an Exception from SBEDA

- Submit with response and are subject to SBO approval  
<http://www.sanantonio.gov/SBO/Forms.aspx>

## All primes and subcontractors must be registered in SAePS

- <http://www.sanantonio.gov/purchasing/saeps.aspx>
- For technical assistance please call (210) 207-0118

## Vendor listing available online

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing to view or to download a listing of certified and non-certified vendors registered with the City.  
<http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>

## Assistance available developing proposal, completing the Utilization Plan and priority certification

- Priority certification is not guaranteed before bid closing
- To download the application, please visit the SCRTCA website: <http://www.sctrca.org/>

# CONTACT US



## **Gus Loeffelholz, Economic Development Specialist**

- Gus.Loeffelholz@SanAntonio.gov
- (210) 207- 3910

## **UTSA PTAC is available to provide assistance to SMWBEs**

- Website: [ptac.txsfdc.org](http://ptac.txsfdc.org)
- Email: [ptac@utsa.edu](mailto:ptac@utsa.edu)
- (210) 458-2458